

VIRGINIA AGE GROUP CHAMPIONSHIP July 28-31, 2011 SANCTION NO. VS-11-72

MOME AND THE S

Hosted by:

SANCTION:	Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS-11-72					
	USA Swimming, Inc., Virginia Swimming, Inc., and the Christiansburg Aquatic Center shall be held					
	free and harmless from any and all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.					
LOCATION						
LOCATION:	Christiansburg Aquatic Center, 595 N. Franklin Street Christiansburg, VA 24073, Phone: (540) 381-					
EA OU ITY	7665					
FACILITY:	8 Lane, 50 Meter indoor pool, 17 feet deep at the start end and 7 feet deep at the turn end of the pool. Lanes are 9 feet wide and have non-turbulent lane lines. Colorado Timing System with color scoreboard and separate video board. Spectator seating for 1,000					
	Leisure Pool Warm-up/Warm-down Area: 4 lanes, approximately 20 yards, The depth of this pool is 4 feet deep and will be available until 12:30 pm each day and during finals each evening.					
	The competition course has not been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2C(4).					
MEET DIRECTOR:	Brian Kupferer, VSI Age Group Chair Scott Baldwin, Host Team Coordinator Phone: (757) 450-0555 Phone: (540) 998-2327 Email: bkcgbd@verizon.net Email: edbaldwi@vt.edu					
ELIGIBILITY:	Open to all 14 and younger Virginia Swimming athletes registered by the first day of the meet that meet the qualifying time in each event entered					
	No on deck Virginia Swimming athlete registration will be permitted.					
	The qualifying period for this meet is May 1, 2010 through July 27, 2011					
	Age on July 28, 2011 will determine age for the entire meet.					
DISABILITY SWIMMERS:	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:	All 10 & Younger swimmers will swim timed finals in the afternoon session.					
	 There will be a break after each boy's event to award medals for the previous set of events. If there are no awards to be given there will still be a break. 					
	 The competition pool will be closed except for one break midway through the session. 					
	All 11-14 swimmers will swim a preliminary session in the morning session. The top 16 swimmers in 11-12 and the top 16 swimmers in 13-14 will swim the final session each day.					
	The 400 Freestyle for 10 & younger and 11-12 will be swum as Timed Final events.					
	The 1500 freestyle will be swum fastest to slowest, alternating girls and then boys.					
	 There will be a 10-minute warm-up prior to the beginning of the first heat. If there are more than four total heats (girls and boys) there will be an additional 10 minute warm-up period following the third heat overall (second heat of girls). 					
	 The final heat of boys and girls may be combined. 					
	The 800 freestyle will be swum fastest to slowest, alternating girls and then boys.					
	Warm-ups will start no earlier than 2:30 pm.					
	 If there are more than 7 total heats (boys and girls), there will be a 10 minute warm-up period after the fourth heat overall (second heat of boys). 					
	All relay events will be Timed Finals.					
	 The fastest heat of the 200 Freestyle relays, 400 Medley relays, and 200 Medley relays for 11- 12 and 13-14 year old age groups will swim during the finals session. All remaining heats will be swum during the Preliminary session. 					
	o Relays will be seeded so that the slowest heat has at least three teams, even if this means that					

		a heat in the finals session has less than eight teams.						
		 All heats of the 400 Freestyle relays will be swum during the Sunday preliminary session. 						
WARM-UP:	•	Thursday night session: Warm-ups at 3:00 pm; competition starts at 4:00 pm. General warm-up for 30 minutes, specific warm-ups for 20 minutes						
	•	Morning sessions: Warm-ups at 6:45 am, competition starts at 8:15 am.						
	•	Afternoon sessions: Warm-ups start not before 12:00 pm; competition start not before 12:45 pm						
	•							
	o Friday & Saturday: Warm-ups start not before 4:30 pm; competition st							
		 Sunday: Warm-ups start not before 5:00 pm; competition start not before 6:00 pm. 						
	•	Depending upon the number of entries, the meet director reserves the right to change the start time and format of warm-ups. Teams will be notified not later than Saturday, July 23, 2011						
	•	Lane assignment and warm-up times for individual clubs will be posted on the VSI website no late than Saturday, July 23, 2011, and will also be emailed to the contact person of the participating clubs.						
ENTRIES:	DE	ADLINE FOR THE RECEIPT OF ENTRIES IS TUESDAY, JULY 19, 2011						
		W ENTRY PROCEDURES – OME MEET ENTRY E OME HIGHLIGHTS ATTACHMENT AT END OF INVITATION FOR MORE INFORMATION						
	•	OME OPENS: 9:00 am EST – Sunday, July 10, 2011						
	•	OME CLOSES: 11:59 pm EST – Tuesday, July 19, 2011						
	•	Meet Entry Officer: Brian Kupferer, Phone: (757) 450-0555, Email: bkcgbd@cox.net						
	•	On-Line Meet Entry (OME) – Entries will be processed using the USA Swimming On-Line Meet Entry System (OME) ONLY . Email entries 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, Tuesday, July 19, 2011, 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 all entries, including the late entry fee, must be paid prior to the first session of the meet (Thursday July 28, 2011) 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. 						
	•	Local Meet Entry Chair: Scott Baldwin Phone: 540-998-2327 Email: edbaldwi@vt.edu						
	•	OME HELP: Susan Woessner USA Swimming Phone: (719) 866-3589 Email: swoessner@usaswimming.org Brian Kupferer Meet Entry Officer Phone: (757) 450-0555 Email: bkcgbd@cox.net						
	•	Conforming and Non Conforming times will be used for entry – Long Course Meters then Short Course Meters then Short Course Yards.						
	•	Individual Entries: Use the fastest time in national database for entry within the qualifying period						
		o 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). 						
	•	Relay Entries: Use the fastest time in national database for entry within the qualifying period. Relay times must be provable by team or swimmer aggregate.						
		All relays, entered and swum, must contain at least two swimmers that are entered in at least one individual event in the meet.						

one individual event in the meet.

- ALL relay swimmers must appear on the master entry, and pay the applicable surcharge.
- All entries for 13-14 200 Y Medley relays must use 400 Y Medley relay times. "No Time" (NT) entries WILL NOT be accepted.
- Any event requiring a positive check-in, proof of asterisk (*) submitted times must be submitted to the Admin Referee prior to the check-in deadline.
- Any pre-seeded event, proof of asterisk (*) times must be submitted to the Admin Referee prior to the first session in which the team has swimmers entered.
- 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 is not an eligibility report. It is the coach's responsibility to know for which events your athlete is qualified.
- OME RELAY ENTRY PROCEDURES: ENSURE "RELAY ONLY" ATHLETES ARE INCLUDED IN THE TEAM ENTRY ROSTER.
 - o 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
- 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 that are not awaiting attachment to any team must enter individually.
 - 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.
 - o Payment must be made in that case by check to be received not later than July 23, 2010.

• ENTRY LIMITS:

- Individual Events: 12 and younger swimmers may enter a maximum of 8 individual events, no more than three per day. 13-14 swimmers may enter a maximum of 7 events, no more than three per day.
- o 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.
- All late entries must submit proof of time.
- Late entries may not be used to improve the seed time of an earlier entry.

FEES:

Individual events: \$9.00 Relay events: \$17.00

Swimmer surcharge: \$2.50 per person (entered in the meet in any capacity)

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.

- OME payments may be made using VISA, MasterCard, American Express or Discover (on line) or check. Payment by check must be received by July 22, 2011.
- Checks should be payable to: H20kie Aquatics
- Checks should be sent to: Scott Baldwin
 145 Wenn Drive
 Christiansburg, VA 24073
- Late fees for OME entries will be due prior to the first session of the meet (Thursday, July 28, 2011).
- 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 compete.

AWARDS:	Individual events will be awarded medals for first through eighth place.						
	Relay events will be awarded medals for first through fourth place and ribbons for fifth through						
	eighth place.						
	Team awards will be given.						
	 The winning team receives a banner. The teams placing second through sixth receive plaque 						
	 Large Team, Medium Team, and Small Team: Women's high point and men's high point in 						
	each category						
	• Scoring						
	 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 						
SEEDING:	·						
SEEDING.	All events will be pre-seeded with the exception of the following events that will require a positive check-in at the Clerk of Course:						
	o Thursday evening events by 4:30 pm						
	 13-14 400 Freestyle and 400 IM by 9:30 am the day the event is to be swum. 						
	o 11-12 and 13-14 400 Medley relays by 9:30 am on Friday						
	o 11-12 and 13-14 Saturday Relays by 6:00 pm on Friday						
	o 11-12 and 13-14 Sunday Relays by 6:00 pm on Saturday						
	o 800 freestyle by 9:30 am Sunday						
	 10 & Younger Relays by 30 minutes prior to start of competition, specific times will be announced once timelines are prepared. 						
	SWIMMERS FAILING TO POSITIVELY CHECK-IN WILL NOT BE ALLOWED TO SWIM THE EVENT.						
PENALTIES:	Penalties for entries using fraudulent and/or non-verifiable entry times:						
	Swimmer shall be marked as exhibition for 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 USA 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:	The current USA Swimming Rules and Regulations will apply.						
	 Swimmers in the meet, unaccompanied by a USA-S coach must be certified by a USA-S coach as proficient in performing a racing start or must start each race from within the water. Ensuring compliance is the responsibility of the swimmer or the swimmer's legal guardian. 						
	 The scratch procedures listed in the current USA Swimming Rules and Regulations, Article 207.12.6, sections D and E only will be in effect and modified as follows: The scratch rule regarding finals will apply to both heats (final and consolation), excluding the relays, the 800 Free and the 1500 Free. 						
	In accordance with VSI Policy, only those coaches who have 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:	Meet Referee: Jim Frye Email: jamfrye@comcast.net Phone: (540) 840-8947						
	Officials at all positions will be required for this meet. Officials must have been certified for a year the positions in which they are planning to work.						
	 An Application to Officiate is available on the VSI website (<u>www.virginiaswimming.org</u>) and should be sent to the Meet Referee no later than July 18, 2011 						
	Application is being made to have this meet designated as an Officials Qualifying Meet for N2 certification/re-certification. Officials (including non-VSI officials) desiring to be evaluated must						
	request evaluation on the Application to Officiate.						

	Briefings will be held one (1) hour prior to the start of each session.					
SAFETY:	Virginia Swimming Meet Safety Procedures will be in effect.					
TIMERS:	•	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 Virginia Swimming website no later than July 26, 2011, and will also be emailed to the contact person of each of the individual clubs.				
	•	Swimmers are expected to provide their own timers for Event #1-2 (10&U 400 Free) and Event #3-4 (11-12 400 Free). Swimmers are expected to provide their own timers and lap counters for Event #5-6 (13-14 1500 Free) and Event #93-94 (13-14 800 Free).				
GENERAL:	•	PARKING: Shuttle to and from Christiansburg High School will be available starting at 7:30am and will run throughout the day and through Finals each night. Park near the football field.				
	•	Swimmer / Spectator Conduct : Each club is responsible for supervising the conduct of its swimmers / spectators. Any swimmer / spectator who violate Aquatic Center rules (posted at the pool and included in the Programs) will be disqualified from the meet and escorted from the facility.				
	•	Deck Access : Access to the pool deck will be strictly controlled. Swimmers (during their events), coaches, officials, and event staff only will be permitted access to the deck during warm-ups and competition. Spectators must remain in the stands above the pool area. No "Team Photographers" will be allowed on deck at the meet.				
	•	Hospitality will be available for Coaches and officials				
	•	Concessions will be available				
	•	Swim and Tri will be on site for all of your swimwear needs				
	•	Heat Sheets will be available for \$12 and will include a "Finals" heat sheet. Finals only heat sheets will be available for \$2 each.				
	•	Spectator Seating : Bleacher seating will be available for spectators. Please note that the City of Newport News prohibits coolers or chairs in the pool area.				
	•	First Aid : A staffed First Aid Station is located in the lifeguard office at the start end of the pool near the leisure pool.				
	•	Lost and Found: Lost and Found will be located next to the lifeguard office.				
	•	Photography: There is absolutely no photography behind the blocks (from on deck, or in the stands), in the restrooms, or in the locker rooms.				
FACILITY	•	No picture taking is allowed behind the blocks or in restrooms/locker rooms.				
RULES:	•	Drinks are permitted in plastic bottles or covered cups.				
	•	Young children must be supervised by an adult.				
	•	Observers are to stay in designated areas.				
	•	Only Blue painters tape is to be used inside to hang signs, banners or decorations. Please consult with the Director of Aquatics prior to hanging up any relevant decorations.				
	•	Only Aquatic Staff are permitted in the Aquatic Offices, Equipment Room and First Aid Office unless approved by Aquatic Staff Management.				
	•	No smoking is permitted within the Town of Christiansburg Aquatic Center.				
	•	The Town of Christiansburg Aquatic Center is not responsible for any lost or stolen items. Make sure someone you know is always present supervising individual/team belongings.				
	•	No unauthorized persons are permitted to use the stereo system without the permission of the Aquatic Director.				
	•	No glass containers of any kind are to be brought into the pool complex.				
	•	Parking violators will be subject to fines and/or towing as posted.				
	•	The Aquatic Center strongly encourages showering prior to entering the pool.				
	•	All emergency exits and walkways must remain clear.				
DIRECTIONS:	Ма	pquest.com or http://www.Virginiaswimming.org				

Virginia Swimming 2011 Long Course Age Group Championships Order of Events

G	G Thursday Timed Finals				
1	10&U 400 Free	2			
3	11-12 400 Free	4			
5	13-14 1500 Free	6			

POSITIVE CHECK-IN: Thursday

events by 4:30 pm

G	Friday Preliminaries	В	G	Saturday Preliminaries	В
7	11-12 200 Free Relay (*)	8	41	13-14 200 Medley Relay (*)	42
9	13-14 200 Free Relay (*)	10	43	11-12 200 Medley Relay (*)	44
11	11-12 50 Breaststroke	12	45	13-14 200 Butterfly	46
13	13-14 100 Breaststroke	14	47	11-12 200 Butterfly	48
15	11-12 200 Freestyle	16	49	13-14 50 Freestyle	50
17	13-14 200 Freestyle	18	51	11-12 50 Freestyle	52
19	11-12 100 Butterfly	20	53	13-14 200 Breaststroke	54
21	13-14 100 Butterfly	22	55	11-12 100 Breaststroke	56
23	11-12 200 Backstroke	24	57	13-14 100 Backstroke	58
25	13-14 400 IM	26	59	11-12 50 Backstroke	60
27	11-12 400 Medley Relay (*)	28	61	13-14 400 Freestyle	62
29	13-14 400 Medley Relay (*)	30	63	11-12 200 IM	64

G	Sunday Preliminaries	В
75	11-12 200 Breaststroke	76
77	13-14 200 Backstroke	78
79	11-12 100 Backstroke	80
81	13-14 100 Freestyle	82
83	11-12 100 Freestyle	84
85	13-14 200 IM	86
87	11-12 50 Butterfly	88
89	13-14 400 Free Relay (*)	90
91	11-12 400 Free Relay (*)	92
93	13-14 800 Freestyle (**)	94

(*) Timed Final – fastest heat to swim during finals session

200 Free Relay will be pre-seeded

Positive check-in for Saturday 200

Medley Relay by 6:00 pm

Positive check-in for 400 IM and 400 Medley Relay by 9:30 am

POSTIVE CHECK-IN:

- (*) Timed Final fastest heat to swim during finals session
- POSITIVE CHECK-IN:
- Positive check-in for 400 Free by 9:30 am
- Positive check-in for Sunday 400 Free Relay by 6:00 pm
- (*) Timed Final all heats to swim in preliminary session
- (**) Timed Final heats alternated fast to slow, girls/boys after 10 and younger session

G	Friday Timed Finals	В
31	10&U 200 Medley Relay	32
33	10&U 50 Breaststroke	34
35	10&U 200 Freestyle	36
37	10&U 100 Butterfly	38
39	10&U 50 Backstroke	40

G	Saturday Timed Finals	В
65	10&U 200 Free Relay	66
67	10&U 50 Freestyle	68
69	10&U 200 IM	70
71	10&U 100 Breaststroke	72
73	10&U 400 Medley Relay	74

G	Sunday Timed Finals	В
95	10&U 100 Backstroke	96
97	10&U 100 Freestyle	98
99	10&U 50 Butterfly	100
101	10&U 400 Free Relay	102

2011 Long Course Age Group Championship Qualifying Times July 28-July 31, 2011 – Christiansburg Aquatic Center

10	and Under Gi	rls	10 and Under Boys			
SCM	Yards	LCM	Events	LCM	Yards	SCM
35.49	32.09	36.39	50 Free	36.09	31.59	34.89
1:19.49	1:11.89	1:21.89	100 Free	1:20.59	1:10.79	1:18.19
2:52.79	2:36.39	2:58.49	200 Free	2:52.39	2:31.89	2:47.89
5:57.39	6:48.39	6:05.89	400 Free	6:06.79	6:44.59	5:54.09
42.09	38.09	43.69	50 Back	43.29	38.29	42.29
1:30.89	1:22.19	1:34.49	100 Back	1:33.29	1:21.29	1:29.79
46.49	41.99	48.29	50 Breast	48.49	42.19	46.69
1:43.19	1:33.39	1:46.99	100 Breast	1:45.99	1:31.79	1:41.39
40.49	36.49	41.19	50 Fly	40.99	36.29	40.29
1:35.79	1:26.69	1:37.89	100 Fly	1:36.49	1:25.59	1:34.59
3:14.49	2:55.99	3:19.89	200 IM	3:18.89	2:55.29	3:13.69
	11-12 Girls				11-12 Boys	
SCM	Yards	LCM	Events	LCM	Yards	SCM
31.39	28.29	32.19	50 Free	32.39	28.49	31.59
1:08.99	1:02.19	1:10.59	100 Free	1:10.09	1:01.79	1:08.49
2:32.59	2:17.49	2:35.79	200 Free	2:34.19	2:15.99	2:30.49
5:21.49	6:07.39	5:27.89	400 Free	5:26.89	6:04.69	5:19.19
37.49	33.89	38.69	50 Back	38.29	33.49	36.99
1:20.89	1:12.89	1:22.09	100 Back	1:22.59	1:12.29	1:19.89
2:52.29	2:35.89	2:55.49	200 Back	2:56.39	2:32.89	2:48.89
41.09	36.99	42.09	50 Breast	43.09	37.29	41.19
1:30.79	1:21.79	1:32.79	100 Breast	1:32.49	1:20.49	1:28.99
3:15.49	2:56.89	3:20.59	200 Breast	3:20.79	2:52.89	3:10.99
34.89	31.49	35.59	50 Fly	35.99	31.79	35.29
1:20.89	1:13.19	1:22.89	100 Fly	1:21.49	1:11.69	1:19.19
2:55.19	2:37.59	2:59.29	200 Fly	2:58.49	2:35.59	2:51.59
2:51.59	2:34.59	2:54.79	200 IM	2:54.09	2:33.99	2:50.89
	13-14 Girls				13-14 Boys	
SCM	Yards	LCM	Events	LCM	Yards	SCM
29.69	26.79	30.49	50 Free	29.39	25.79	28.59
1:04.49	58.09	1:06.09	100 Free	1:03.29	55.59	1:01.69
2:20.09	2:06.29	2:23.29	200 Free	2:19.99	2:03.29	2:16.79
4:57.29	5:40.29	5:03.69	400 Free	4:57.19	5:32.99	4:50.79
10:27.19	11:56.99	10:39.99	800 Free	10:23.99	11:36.39	10:09.49
20:00.79	20:00.69	20:24.79	1500 Free	19:55.69	19:15.69	19:08.99
1:15.69	1:08.19	1:16.89	100 Back	1:13.59	1:04.19	1:10.99
2:42.09	2:26.09	2:44.49	200 Back	2:39.19	2:18.19	2:32.79
1:25.79	1:17.49	1:27.99	100 Breast	1:21.29	1:12.09	1:19.59
3:03.59	2:45.39	3:07.59	200 Breast	3:01.99	2:36.29	2:52.69
1:13.59	1:06.29	1:14.99	100 Fly	1:11.09	1:02.89	1:09.49
2:44.19	2:28.39	2:47.59	200 Fly	2:38.79	2:20.29	2:34.99
2:39.69	2:23.89	2:42.89	200 IM	2:38.09	2:19.59	2:34.89
5:41.39	5:07.59	5:47.79	400 IM	5:38.29	4:58.99	5:31.89

USA SWIMMING - ON-LINE MEET ENTRY HIGHTLIGHTS

- Ensure that swimmers times are loaded into the USA Swimming SWIMS database
 - o 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 to through the entry process, each time the "NEXT" link is pressed, the information on that page is saved.
 - o 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.
- On-line 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.
 - o 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.
 - o 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 (**).
 - o 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".
 - o In the Meet Maintenance panel, set the minimum age for open events as desired.
 - o 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.
 - o Highlight events to be entered for each swimmer. Proceed with On-Line Meet Entry.