



AMENDED #3

(July 29, 2009)

**VIRGINIA SWIMMING LONG COURSE
AGE GROUP CHAMPIONSHIP**

July 30- August 2, 2009

SANCTION NO. VS-09-68

Sponsored by: Union Bank & Trust

Hosted by:



Coast Guard Blue Dolphins

SANCTION:	Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS-09-68						
LOCATION:	Midtown Aquatics Center, 570 McLawhorne Drive, Newport News, VA 23601, (757) 591-4573						
FACILITY:	<ul style="list-style-type: none"> • 8-lane, 50 meter indoor pool; overflow gutters; non-turbulent lane markers; Colorado Automatic Timing System • The competition course has not been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2(C). 						
MEET DIRECTOR:	<table border="0"> <tr> <td>Brian Kupferer, VSI Age Group Chair</td> <td>Holly Crockett, Host Team Coordinator</td> </tr> <tr> <td>Phone: (757) 450-0555</td> <td>Phone: (757) 345-1019</td> </tr> <tr> <td>Email: bkcgbd@cox.net</td> <td>Email: holly.r.crockett@smithbarney.com</td> </tr> </table>	Brian Kupferer, VSI Age Group Chair	Holly Crockett, Host Team Coordinator	Phone: (757) 450-0555	Phone: (757) 345-1019	Email: bkcgbd@cox.net	Email: holly.r.crockett@smithbarney.com
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Email: bkcgbd@cox.net	Email: holly.r.crockett@smithbarney.com						
ELIGIBILITY:	<ul style="list-style-type: none"> • Open to all 14 and younger USA Swimming/VSI swimmers registered prior to the first day of the meet that meet the qualifying time in each event entered. • The qualifying period for this meet is January 1, 2008 through July 29, 2009 • No on deck registration will be permitted. • Age on July 30, 2009 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"> • All 10 & Younger swimmers will swim timed finals in the afternoon session. <ul style="list-style-type: none"> ○ 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. • Thursday night session: Warm-ups at 3:00 pm; competition stats at 4:00 pm. General warm-up for 30 minutes, specific warm-ups for 20 minutes • Morning sessions: Warm-ups at 6:45 am (3 25-minute warm-up sessions); competition starts at 8:15 am. • Afternoon sessions: <ul style="list-style-type: none"> ○ Friday: Warm-ups at 1:30 pm; competition starts at 2:15 pm ○ Saturday: Warm-ups at 1:30 pm; competition starts at 2:15 pm. ○ Sunday: Warm-ups at 12:30 pm; competition starts at 1:15 pm. • Finals sessions: <ul style="list-style-type: none"> ○ Friday & Saturday: Warm-ups at 4:30 pm; competition starts at 5:30 pm. ○ Sunday: Warm-ups at 5:00 pm; competition starts at 6:00 pm. • The 400 Freestyle for 10 & younger and 11-12 will be swum as Timed Final events swimming slowest to fastest (regular order). • The 1500 freestyle will be swum fastest to slowest, alternating girls then boys. <ul style="list-style-type: none"> ○ There will be a 10-minute warm-up prior to the beginning of the first heat. If there are more than four total heats (boys and girls) 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. Swimmers are expected to provide their own timers and lap counters. 						

- The 800 freestyle will be swum fastest to slowest, alternating girls 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).
 - Swimmers are expected to provide their own timers and lap counters.
- All relay events will be Timed Finals. The fastest heat of the 400 Medley relays for 11-12 and 13-14 year old age groups will swim during the finals session each day. All remaining heats will be swum during the Preliminary session.
 - All heats of the 400 Freestyle Relay will be swum on Sunday during the preliminary session.
 - 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 relays both entered and swum must have at least two swimmers that have been entered in an individual event in this meet.
- Lane assignment and warm-up times for individual clubs will be posted on the VSI website no later than Tuesday, July 28, 2009, and will also be emailed to the contact person of the participating clubs.
- If the morning session runs late, afternoon warm-ups will begin immediately after the morning session ends.

ENTRIES:

- DEADLINE FOR THE RECEIPT OF ENTRIES IS TUESDAY, JULY 21, 2008**
- NEW ENTRY PROCEDURES – OME MEET ENTRY**
- SEE OME HIGHLIGHTS ATTACHMENT AT END OF INVITATION FOR MORE INFORMATION**
- **OME OPENS:** 9:00 am EST – Wednesday, July 1, 2009
 - **OME CLOSES:** 11:59 pm EST – **Wednesday, July 22, 2009**
 - Meet Entry Officer: Brian Kupferer, Phone: (757) 450-0555, Email: bkcqbd@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, **Wednesday, July 22, 2009**, 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 30, 2009) 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: Tom Rutter
Phone: (757) 719-4129
Email: tom.meet.entries@verizon.net
 - **OME HELP:** Susan Woessner Brian Kupferer
USA Swimming Meet Entry Officer
Phone: (719) 866-3589 Phone: (757) 450-0555
Email: swoessner@usaswimming.org Email: bkcqbd@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.
 - 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.
- ALL relay swimmers must appear on the master entry, and pay the applicable surcharge.
- **For 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. For any other 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.**
 - 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.
 - Payment must be made in that case by check to be received not later than July 24, 2008.
- **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.
 - **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: \$5.75

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 28, 2009. Checks should be payable to CGBD
- Checks should be sent to: Brian Kupferer
1582 Winthrop Drive
Newport News, VA 23602
- Late fees for OME entries will be due prior to the first session of the meet (Thursday, July 30, 2009).
- **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:	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> The winning team will receive a banner. The teams placing second through sixth will receive a plaque. Large Team, Medium Team, and Small Team: Women's high point and men's high point in each category 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
SEEDING:	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Thursday evening events by 3:30 pm. 400 Freestyle, 400 IM, and the 400 meter relays by 9:30 a.m. the day the event is to be swum. 10 and younger relays 30 minutes before the beginning of the session on the day the event is to be swum. 800 freestyle by 9:30 am Sunday SWIMMERS FAILING TO POSITIVELY CHECK-IN WILL NOT BE ALLOWED TO SWIM THE EVENT.
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"> The current USA Swimming Rules and Regulations will apply. The scratch procedures listed in <i>current USA Swimming Rules and Regulations</i>, Article 207.12.10, sections D and E will apply with the following modifications: The scratch rule regarding finals will apply to both heat's, final and consolation, excluding the relays, the 800 Free, and the 1500 Free. 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: Bob Rustin Email: bob.a.rustin@usa.dupont.com Phone: (804) 276-9220</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. An Application to Officiate is available on the VSI website (www.virginiaswimming.org) and should be sent to the Meet Referee no later than July 18, 2009. Application is being made to have this meet approved 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. Evaluation will be available for V2/N2 at all positions. Briefings will be held 1 hour prior to the start of each session.
SAFETY:	<ul style="list-style-type: none"> 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

	<p>safety rules</p> <ul style="list-style-type: none"> • Shaving in the swim venue is not permitted. Swimmer noncompliance will result in dismissal from the meet
TIMERS:	<ul style="list-style-type: none"> • 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 28, 2009, and will also be emailed to the contact person of each of the individual clubs.
GENERAL:	<ul style="list-style-type: none"> • Swimmer / Spectator Conduct: Each club is responsible for supervising the conduct of its swimmers / spectators. Any swimmer / spectator who violates Aquatic Center rules (posted at the pool and included in the Programs) will be disqualified from the meet and escorted from the facility. Please note that the City of Newport News prohibits food of any kind in the pool area; permissible beverages inside the pool area are limited to those in closed, plastic containers. • 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 behind the ropes while moving to/from their seats. • Team Areas: Team seating will be available in the pool and gym area. Please note that the City of Newport News requires everyone leaving the pool area and entering any other part of the facility to wear shoes (or sandals). • 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. • Team Banners: Team Banners can not be hung from a water return pipe that runs over the team seating areas. • Programs: Meet Programs will be sold for \$10.00. • Snack Bar: CGBD will operate a Concessions Stand during the meet. • Swim Supplies: CGBD will operate a Swim Shop during the meet. • First Aid: A staffed First Aid Station is located at end of the pool near the entrance to the Locker Rooms. • Lost and Found: Lost and Found will be located next to the Announcer's Table. • Hospitality: CGBD will operate a Hospitality Room for all coaches and officials during the meet. Breakfast and Lunch will be provided both days.
FACILITY RULES:	<ul style="list-style-type: none"> • Park only in designated (marked) parking spots. Overflow parking is available at Hines Middle School (next door). • Each team is responsible for the conduct of their athletes. Parents are responsible for any siblings brought to the meet. Please chaperon them closely. • No glass, food, chewing gum, or open drinks allowed in the pool area. Drinks in closed containers (e.g., sports bottles with screw-on tops, plastic bottles with screw-on tops) are acceptable. • No coolers in the pool area. They are allowed in the Gym. • No spectator chairs in the pool area. Adequate seating is available and deck space is limited. They are allowed in the Gym. • Spectators only in the spectator seating areas (adjacent to the competition end of the pool). Swimmers and their equipment should remain in the team seating areas (adjacent to the WU/CD end of the pool or in the Gym).. • No running or horseplay in the facility. • Shoes/sandals must be worn by all in/around the recreation center, except for the pool area. • Clean up your area when you leave after each session. Trashcans are located throughout the facility. Lost and Found is located next to the Announcer. • Officials only inside the ropes. • Coaches, officials, and meet staff only in the Hospitality Room. • The Aquatic Center will close during electrical storms. • NO SMOKING in the Aquatic Center (pool area) or the rest of the building.
DIRECTIONS:	<p>From the north/south, follow I-64 to Exit 258 A, J Clyde Morris Boulevard. Take J. Clyde Morris Boulevard to Jefferson Avenue. Turn Left and go approximately 2.5 miles to McLawhorne Drive. Turn</p>

right at the light. Pool is on the left.

Virginia Swimming 2009 Long Course Age Group Championships Order of Events

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

G	Friday Preliminaries	B	G	Saturday Preliminaries	B	G	Sunday Preliminaries	B
7	11-12 50 Breaststroke	8	35	13-14 200 Butterfly	36	63	11-12 200 Breaststroke	64
9	13-14 100 Breaststroke	10	37	11-12 200 Butterfly	38	65	13-14 200 Backstroke	66
11	11-12 200 Freestyle	12	39	13-14 50 Freestyle	40	67	11-12 100 Backstroke	68
13	13-14 200 Freestyle	14	41	11-12 50 Freestyle	42	69	13-14 100 Freestyle	70
15	11-12 100 Butterfly	16	43	13-14 200 Breaststroke	44	71	11-12 100 Freestyle	72
17	13-14 100 Butterfly	18	45	11-12 100 Breaststroke	46	73	13-14 200 IM	74
19	11-12 200 Backstroke	20	47	13-14 100 Backstroke	48	75	11-12 50 Butterfly	76
21	13-14 400 IM	22	49	11-12 50 Backstroke	50	77	13-14 400 Free Relay (*)	78
23	11-12 400 Medley Relay(*)	24	51	13-14 400 Freestyle	52	79	11-12 400 Free Relay (*)	80
25	13-14 400 Medley Relay(*)	26	53	11-12 200 IM	54	81	13-14 800 Freestyle (**)	82

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

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

(*) Timed Final – all heats to swim in preliminary session

(**) Timed Final – heats alternated fast to slow, women/men after 10 and younger session

G	Friday Timed Finals	B
27	10&u 50 Breaststroke	28
29	10&u 200 Freestyle	30
31	10&u 100 Butterfly	32
33	10&u 50 Backstroke	34

G	Saturday Timed Finals	B
55	10&u 50 Freestyle	56
57	10&u 200 IM	58
59	10&u 100 Breaststroke	60
61	10&u 400 Medley Relay	62

G	Sunday Timed Finals	B
83	10&u 100 Backstroke	84
85	10&u 100 Freestyle	86
87	10&u 50 Butterfly	88
89	10&u 400 Freestyle Relay	90

2009 Long Course Age Group Championship Qualifying Times

July 30-August 2, 2009
Midtown Aquatic Center, Newport News, VA

10 and Under Girls				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	43.89	38.29	42.29
1:30.89	1:22.19	1:35.29	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
41.19	37.19	42.09	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
31.69	28.49	32.49	50 Free	32.59	28.59	31.59
1:09.49	1:02.59	1:11.09	100 Free	1:10.59	1:02.09	1:08.99
2:32.79	2:17.59	2:35.99	200 Free	2:34.19	2:15.99	2:30.49
5:21.99	6:07.89	5:28.39	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
1:21.39	1:13.29	1:22.59	100 Back	1:22.59	1:12.29	1:19.89
2:52.29	2:35.89	2:57.49	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	3:21.49	200 Breast	3:20.79	2:52.89	3:10.99
35.59	31.99	36.29	50 Fly	36.19	32.09	35.49
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
2:51.99	2:34.89	2:55.19	200 IM	2:56.09	2:35.59	2:51.89
13-14 Girls				13-14 Boys		
SCM	Yards	LCM	Events	LCM	Yards	SCM
29.99	26.89	30.69	50 Free	29.69	25.99	28.89
1:04.69	58.29	1:06.29	100 Free	1:04.29	56.49	1:02.69
2:20.59	2:06.69	2:23.79	200 Free	2:21.59	2:04.69	2:18.39
4:59.59	5:42.59	5:05.79	400 Free	5:01.59	5:35.19	4:53.39
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	1:08.49	1:17.19	100 Back	1:14.49	1:04.19	1:10.99
2:42.79	2:26.89	2:45.39	200 Back	2:40.69	2:18.19	2:32.79
1:25.79	1:17.49	1:28.09	100 Breast	1:21.29	1:12.09	1:19.59
3:04.29	2:46.79	3:09.99	200 Breast	3:01.99	2:36.29	2:52.69
1:14.09	1:06.69	1:15.49	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
2:40.69	2:24.79	2:43.89	200 IM	2:40.19	2:20.29	2:34.99
5:44.09	5:09.99	5:50.49	400 IM	5:42.79	5:00.49	5:31.99

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 to 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.
- 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.
 - 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.