



**2012 Florida Swimming
Spring Age Group Championship
March 8 – 11, 2012**



Sanctioned By: Florida Swimming member of USA Swimming Sanction # 5764

-In granting this sanction it is understood and agreed that USA Swimming and Florida Swimming shall be free and held harmless from any liabilities or claims from damages arising by reason of injuries to anyone during the conduct of the event.

-Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

-Use of audio or visual recording devices, including a cell phone is permitted only in designated areas.

Condition of Sanction: The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming

Sponsored By: Florida Swimming, Inc. Hosted By: Sarasota YMCA Sharks

Type of Meet: 25-Yard Short Course.
10 & U Timed Finals in Prelims.
11 & 12, 13 & 14 Timed Finals, Prelims, Consolation and Championship Finals.
In the finals session, the championship final will precede the consolation final. Flyover starts may be used at the discretion of the meet referee. Two pools may be used during preliminary and timed finals sessions.

Date & Time: Thursday, March 8, 2012 - Timed Finals 5:00 PM
Friday & Saturday, March 9 and 10, 2012 - Prelims 9:00 AM, Finals 5:30 PM
Sunday, March 11, 2012 - Prelims 9:00 AM, Finals 5:00 PM

Location: The Selby Aquatic Center, Sarasota, FL

Pool Specs: Two (2) eight (8) lane certified 25-yard courses with non-turbulent lane lines.
10 lanes may be used for Prelims if deemed necessary by Florida Swimming.
Warm-up/down is available during competition.
Water depth at the competition starting end(s) is a minimum of 5 feet at start ends.

Timing System: Colorado Timing System with scoreboard.

Warm-up: Two (2) hours and twenty (20) minutes scheduled warm-up prior to the prelim sessions.
One (1) hour Twenty (20) minutes before each final session.
Warm up plan is attached.

On Thurs., March 8th, the pool will be cleared one hour prior to competition except for those athletes competing in Thursday's session.

Eligibility: All current Florida Swimming athletes who have been registered with the LSC for 120 days prior to the first day of the Florida Age Group Championship Meet, and who have achieved the current Age Group Championship time standards as listed, from February 17, 2011 through the entry deadline, may participate in the Florida Swimming Age Group Championships.

Former FL swimmers who are not registered/ re-registered by the 120 day point prior to the Age Group Championship Meet are eligible provided they did not register for any other team outside the LSC during the 120 days prior to the Age Group Championship Meet. They must be re-registered prior to the entry deadline for FLAGS.

In order to accommodate swimmers who transfer into the Florida LSC within the 120 day window, transfer swimmers may apply for an exemption of the 120 day rule provided they petition the Eligibility Committee

(defined in this situation as the Age Group Committee plus the Head Meet Referee for FLAGS) and provide proof of permanent residence within LSC boundaries by the athlete and their parent/guardian.

- Proof of residence requires copies of all of the following documents:

1. Florida Driver's License
2. Florida Vehicle registration
3. Notarized statement from the parent/guardian as to the reason for transfer

Petitions must be submitted to Helen Kelly no later than two weeks prior to the entry deadline (February 15, 2012 at 11:59 pm) for the Age Group Championship Meet. The Eligibility Committee as defined above will meet in person or via conference call and rule on the petitions. The petitioner will be notified of the decision no less than one week prior (by February 22, 2012) to the entry deadline for the meet.

Note that any swimmer, 14 years old, who competes in individual events in the 14-16 Age Group at the Senior Championships will not be eligible to compete in individual events in the 13-14 age group at the FLAGS meet in the current season. Swimming relays at either meet is not effected by competing in individual events at either meet. Swimming in the Senior events at Senior Championships will not affect eligibility at the FLAGS meet.

Entry Limit: Total of six (6) individual events for the meet, but no more than three (3) per day, plus relays. Teams may enter a maximum of two (2) relay teams per event and they must be designated "A" and "B". For each relay entered the team must have two swimmers entered in an individual event in that age group and gender. Those swimmers entered in individual events are not required to swim in the relays. Over-entries will be automatically dropped when the limit is met for the meet and/or day. No conversions of times are acceptable. Deck entries will not be permitted.

Deck Registration: No entrant will be permitted to compete unless the entrant is a member of USA Swimming as provided in Article 302.

SEE "OME" HIGHLIGHTS ATTACHMENT FOR MORE INFORMATION

On-Line Meet Entry (OME) – Entries will be processed using the USA Swimming On-Line Meet Entry System (OME) **ONLY**. Access this entry system 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". **Paper, FAX, and Email entries will not be accepted.**

OME OPENS: 12:01 AM EST Friday – February 3, 2012

OME CLOSES: 10:00 PM EST Wednesday – February 29, 2012

The deadline is FINAL. If a coach has "checked out" their entry and proceeds to find an error prior to the entry deadline listed above (Wednesday, February 29, 2012 at 10:00 ET), they must send an email detailing the correction to Eva Gronke – HyTek operator (SwimresultsbyTRG@aol.com), Helen Kelly – Executive Director FL Swimming (flsoffice2@aol.com), and Lisa Bitting – FL Swimming Age Group Chairman (Lisa_Lisa_1@netzero.net) **PRIOR TO THE ENTRY DEADLINE OF 10:00 PM ET on Wednesday, February 29, 2012 .**

OME HELP:

Susan Woessner	USA Swimming	719-332-0184 – swoessner@usaswimming.org
Eva Gronke	FL Swimming	727-644-5925 – SwimresultsbyTRG@aol.com
Josh Fowler	USA Swimming	719-866-3581 – jfowler@usaswimming.org

Conforming and Non Conforming times will be used for entry –short course yards then long course meters.

Individual Entries: Use a time in the national database for entry that is faster than qualifying time. Fastest times need not be used. 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 by the Entry Coordinator during the entry process will not be seeded in the meet. 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. Relay teams may be entered at any seed time.

TEAMS WITH UNATTACHED ATHLETES: Teams may enter athletes with an Unattached status. When building the roster in OME, select the "Add Unattached Swimmer" link.

INDIVIDUAL UNATTACHED ATHLETES: Unattached athletes who 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."

Entry Fees: OME is set up with zero entry fee charges to allow all teams to pay by check. After entries close, an entry fee schedule will be posted. The entry fee schedule will detail entry fees owed by all teams. As soon as entry fees are posted, a check for all entry fees, made out to Sarasota YMCA Sharks, can be mailed to Florida Swimming at: 214 E. Washington St., Ste. B, Minneola, FL 34715 or you may bring a check to the meet.

Proof of Times: Times achieved between February 17, 2011 and the entry deadline for swimmers listed in the USA-S National TIMES Data Base with qualifying times will be permitted to swim individual events. Swimmers with qualifying times who are not listed in this data base must provide proof of time with their OME Age Group Championship entry, providing a copy of the results of an approved, observed or sanctioned meet, including the meet sanction number, name, location, and date of the meet, and results page(s) with the athlete's name and time(s). Conversions may not be used to prove times; the swimmer must have achieved the qualifying time as published, in the type of course used to achieve the qualifying time. No conversions of times are acceptable for entries. All individual entered times must be provable and be faster than or equal to the qualifying time.

Seeding: Non-conforming times will be seeded after short course yard qualifying times. Seeding is as follows:
1. Short Course Yards
2. Long Course Meters

Scratch Procedures: Scratching from Preliminary & Timed Final Events:
No penalty for scratching on the block in the morning prelims with the exception of deck seeded events. Any swimmer entered in an individual deck seeded event that has checked in for that event must swim the event unless he/she notifies the clerk of course before the seeding has begun that he/she wishes to scratch. Failure to do so will result in the swimmer being barred from the next individual event in which he/she is entered on that day or the next day of the meet, whichever is first. Deck seeded events shall be closed for seeding as listed on the order of events.

Scratching from Finals:

- A Any swimmer who competes in a preliminary heat and qualifies as one of the original sixteen (16) finalists must swim in that event's championship final or consolation final; or must notify the clerk of course that he/she intends to scratch from that final's event within thirty (30) minutes of the announcement of the qualifiers.
- B Swimmers may reverse their intention to scratch and choose to be seeded for finals if they do so within thirty (30) minutes of the conclusion of the preliminary session for that day.
- C Any swimmer in a championship or consolation final who fails to swim that event will be barred from further competition in finals on that day, including relays, and the next individual event in which he/she is entered unless excused by the meet referee due to one of the exceptions listed below.
- D A swimmer not originally qualified for the championship final or consolation final that is seeded into a final due to the scratch of another swimmer will not be penalized for failing to swim in the final.

Exceptions for Failure to Compete:

No penalty shall apply for failure to withdraw or compete in an individual event if:

- A The Referee is notified in the event of illness or injury and accepts the proof thereof.

B It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Declared False Starts:

Declared false starts and/or a deliberate delay of meet will be treated the same as "failure to swim".

NOTE 1: Alternates for Championship Finals will be the fastest of the Consolation Finalists present behind the blocks at the start of the finals for any given event. Alternates wishing to swim in an open lane in Consolation Finals must be standing at the starter's stand, ready to step on the blocks for his/her swim, when the swimmers are called to the blocks. Only the starter will call for the alternate, not the announcer.

NOTE 2: Finals/Consolation Finals scratches must be done individually; 'team' scratches will not be accepted.

NOTE 3: In addition to the swimmers being required to scratch if they are not going to swim in finals, all swimmers seeded 17-24 who do not wish to swim in finals are strongly urged to scratch.

Entry Fee: \$6.00 per individual event;
\$10.00 per relay;
\$10.00 facility fee per swimmer,
\$1.00 per swimmer LSC Swimmer Support.
Relay Only swimmers pay the Facility fee and the swimmer LSC Swimmer Support fee.

Entry Deadline: All entries must be completed through USA-S OME online entry program and finished by Wednesday, February 29, 2012 by 10:00 PM. OME is set up with zero entry fee charges to allow all teams to pay by check. No faxed or emailed entries will be accepted.

For all entry questions contact: Eva Gronke 727-644-5925 – SwimresultsbyTRG@aol.com

Awards: Team: High Point - 1st - 3rd
Age Group High Point - 1st for each gender and age group
Team Spirit Award (Picked by Committee)
Individual: High Point Plaque for each age group and gender;
1-3 Medals, 4-8 Ribbons
Relays: 1-3 Medals, 4-8 Ribbons

Scoring: Individual: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
Relay: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

Rules: Current USA Swimming Technical Rules will govern the meet.

Team Representative: Prior to the start of the meet, the name of one person other than the coach, who will check with the referee about any matter pertaining to the meet, may be given to the referee. This person must be a current member of USA Swimming/Florida Swimming to represent the team. For each team, the coach and that person only will be recognized.

Officials: Head Referee: Kay Caldwell Head Marshall: George Aristabal
Admin Referee: Mark Davis Meet Manager: Sherwood Watts
Chief Judge: Judy Wojcik

For Information: Florida Swimming Office (352-242-5145 or flsoffice2@aol.com) or Eva Gronke 727-644-5925 – SwimresultsbyTRG@aol.com

Identification: Coaches and Officials shall wear their active 2012 USA Swimming registration card in a conspicuous location at all times while on deck during a swim meet.

Deck Restriction: USA Swimming Insurance Safety Regulations require the swimming pool deck, during the operation of Florida Swimming, Inc. sanctioned meets, be closed to all persons except swimmers, coaches, marshals, officials and meet personnel. Credential tags must be presented to enter the pool deck area.

Camera Zone: Per Florida Swimming Rule 223.12, Meet Management shall designate and inform the public of "Camera Zones" at each swim meet where both still photography and video photography of a race or a competitor in a race may be taken. Acceptable "Camera Zones" may include, but are not limited to the side courses of a pool, team gathering areas, concession area, turn-end of competition course when not in use as a "start-end." Etc. Meet Management shall also designate "Non-Camera Zones." Under NO circumstances will Camera Zones include the area immediately behind the starting blocks at each end of the racing course(s) while they are in use for "race starting purposes" during competition and warm-ups, locker rooms, rest rooms, or any other dressing area. Any individual failing to abide by this rule could be subject to the Florida Swimming Code of Conduct violation as defined in Rule 239.2.

Warm-up Schedule

NO EQUIPMENT PERMITTED

EXCEPT FOR RACING STARTS DURING CONTROLLED WARMUP, SWIMMERS MUST ENTER THE POOL FEET FIRST WITH ONE HAND TOUCHING THE DECK OF THE POOL

The Meet Marshal may vary the scheduled warm-up as it fits the needs of the competitors.

Thursday, March 8, 2012 - Timed Finals

Thirty minutes General Warm-up

No Racing Starts
Swimming and Pulling only, Push Off
No sprinting or Pace Work

Thirty minutes Controlled Warm-up

Lane 1 Pace, 50 & 100 Circle swim, Push Off
Lane 2 Racing Starts (One length from start end only)
Lane 3 Swimming & Pulling, Push Off
Lane 4 Swimming & Pulling, Push Off
Lane 5 Swimming & Pulling, Push Off
Lane 6 Swimming & Pulling, Push Off
Lane 7 Swimming & Pulling, Push Off
Lane 8 Swimming & Pulling, Push Off

Twenty minutes Controlled Open Warm-up

Lane 1 Pace, 50 & 100 Circle swim. Push Off
Lane 2 Racing Starts (One length from start end only)
Lane 3 Racing Starts (One length from start end only)
Lane 4 Swimming & Pulling, Push Off
Lane 5 Swimming & Pulling, Push Off
Lane 6 Racing Starts (One length from start end only)
Lane 7 Racing Starts (One length from start end only)
Lane 8 Swimming & Pulling, Push Off

**Warm up for the morning preliminary sessions will be split into 'A' and 'B' groups.
The group your team is assigned to will be posted before and at the meet.**

****The meet marshal will ensure that all team adhere to the assigned warm up schedule.**

Preliminaries:

Friday, Sunday, March 9 and 11, 2012:

6:40 – 7:20 AM General Warm-up – Group A
7:20 – 8:00 AM General Warm-up – Group B
8:00 – 8:25 AM 10 and under Warm up only
8:25 – 8:50 AM Controlled Open Warm-up

Saturday, March 10, 2012:

7:00 – 7:40 AM General Warm-up – Group B
7:40 – 8:20 AM General Warm-up – Group A
8:00 – 8:25 AM 10 and under Warm up only
8:25 – 8:50 AM Controlled Open Warm-up

Finals:

Friday & Saturday, March 9 and 11, 2012:

4:00 – 5:00 PM General Warm up
5:00 – 5:20 PM Controlled Open Warm up

Sunday, March 10, 2012:

3:30 – 4:30 PM General Warm up
4:30 – 4:50 PM Controlled Open Warm up

2012 Florida Swimming Short Course Age Group Championship Order of Events

Event #	Age	Event Name	Short Course		Long Course	
			Girls	Boys	Girls	Boys
Thursday, March 8, 2012 – Timed Finals 5:00 PM						
1-2	10&U	500 Freestyle*	6:36.39	6:36.39	5:56.99	5:59.29
3-4	11-12	1000 Freestyle*	11:59.99	12:15.99	10:49.99	11:03.99
5-6	13-14	1000 Freestyle*	11:17.99	10:59.99	10:07.49	9:59.99

* NOTE: Events 1 through 6 are Deck Seeded Positive Check in Timed Final Events seeded fastest to slowest. **Positive check in is required before 4:00 PM to be seeded. One 10 lane course or two 8 lane courses will be used.**

Event #	Age	Event Name	Short Course		Long Course	
			Girls	Boys	Girls	Boys
Friday, March 9, 2012 - Prelims – 9:00 AM; Finals - 5:30 PM Finals						
7-8	13-14	200 Freestyle Relay*				
9-10	11-12	200 Freestyle Relay*				
11-12	10&U	200 Freestyle Relay*				
13-14	13-14	200 Freestyle	2:03.99	2:00.19	2:19.99	2:17.29
15-16	11-12	200 Freestyle	2:13.79	2:14.69	2:29.19	2:27.99
17-18	10&U	200 Freestyle	2:32.69	2:31.89	2:52.59	2:52.39
19-20	13-14	200 Breaststroke	2:44.99	2:39.29	3:06.99	3:05.39
21-22	11-12	100 Breaststroke	1:20.39	1:22.09	1:31.79	1:34.59
23-24	10&U	100 Breaststroke	1:33.39	1:34.69	1:44.99	1:47.99
25-26	13-14	100 Butterfly	1:04.99	1:02.89	1:13.29	1:11.09
27-28	11-12	50 Butterfly	31.69	32.09	34.89	35.99
29-30	10&U	50 Butterfly	36.79	36.69	40.39	40.99
31-32	13-14	400 Individual Medley**	4:59.29	4:53.79	5:39.69	5:35.79
33-34	11-12	100 Individual Medley	1:10.99	1:11.49		
35-36	10&U	100 Individual Medley	1:22.29	1:22.29		
37-38	13-14	400 Medley Relay***				
39-40	11-12	400 Medley Relay***				

*NOTE: Events 7 through 12 are Timed Final Events. All heats will swim in the Preliminary session.

NOTE: Events 31-32 are Deck Seeded Positive Check in Prelim/ Final Events. These events will be swum in prelims fastest to slowest and the fastest three heats of each event will be circle seeded. All preliminary heats will be swum at the conclusion of event 39-40 and following a ten (10) minute break. The break will occur only if there are less than 3 heats of 11-12 relays in the preliminary session. We will swim the fastest four heats of girls then the fastest four heats of boys. Then we will alternate a heat of girls with a heat of boys fastest to slowest. **Positive check in is required before 9:00 AM to be seeded.

***NOTE: Events 37 through 40 are Timed Final Events. The fastest two (2) heats will swim in the finals session, all remaining heats will swim in the preliminary session.

Event #	Age	Event Name	Short Course		Long Course	
			Girls	Boys	Girls	Boys
Saturday, March 10, 2012 Prelims – 9:00 AM; Finals 5:30 PM						
41-42	13-14	200 Medley Relay*				
43-44	11-12	200 Medley Relay*				
45-46	10&U	200 Medley Relay*				
47-48	13-14	200 Butterfly	2:24.49	2:20.29	2:45.99	2:41.89
49-50	11-12	100 Butterfly	1:11.19	1:11.69	1:19.19	1:21.49
51-52	10&U	100 Butterfly	1:23.99	1:25.59	1:35.99	1:36.49
53-54	13-14	50 Freestyle	26.69	25.29	29.99	29.09
55-56	11-12	50 Freestyle	28.19	28.39	31.79	31.99
57-58	10&U	50 Freestyle	31.89	31.59	35.59	35.79
59-60	13-14	100 Backstroke	1:06.19	1:02.99	1:14.99	1:14.49
61-62	11-12	50 Backstroke	33.39	33.49	38.09	37.99
63-64	10&U	50 Backstroke	37.59	38.29	42.89	43.89
65-66	13-14	500 Freestyle**	5:29.99	5:15.89	4:52.99	4:44.99
67-68	11-12	500 Freestyle**	5:48.19	5:57.09	5:13.59	5:13.99
69-70	13-14	400 Freestyle Relay***				
71-72	11-12	400 Freestyle Relay***				

*NOTE: Events 41 through 46 are Timed Final Events. All heats will swim in the Preliminary session.

NOTE: Events 65-66 and 67-68 are Deck Seeded Positive Check in Prelim/ Finals events. These events will be swum in prelims fastest to slowest and the fastest three heats will be circle seeded. We will swim the fastest four heats of 13-14 girls, the fastest four heats of 13-14 boys, the fastest four heats of 11-12 girls, and then the fastest four heats of 11-12 boys. Then we will alternate a heat of 13-14 girls, a heat of 13-14 boys fastest to slowest. After all of the 13-14's are finished, we will do the same with the 11-12 age group. All preliminary heats will be swum at the conclusion of events 71-72 and following a ten (10) minute break. The break will occur only if there are less than 3 heats of 11-12 relays in the preliminary session. **Positive check in is required by 9:00 AM to be seeded.

***NOTE: Events 69 through 72 are Timed Final Events. The fastest two (2) heats will swim in the finals session, all remaining heats will swim in the preliminary session.

Event #	Age	Event Name	Short Course		Long Course	
			Girls	Boys	Girls	Boys
Sunday, March 11, 2012 Prelims – 9:00 AM; Finals - 5:00 PM						
73-74	13-14	1650 Freestyle*	18:59.99	18:29.99	19:39.99	19:05.89
75-76	10&U	200 Individual Medley	2:53.09	2:55.29	3:16.19	3:18.89
77-78	11-12	200 Individual Medley	2:31.99	2:35.59	2:51.69	2:55.99
79-80	13-14	200 Individual Medley	2:22.19	2:15.99	2:40.99	2:36.99
81-82	10&U	50 Breaststroke	41.99	43.49	48.09	49.49
83-84	11&12	50 Breaststroke	37.19	38.09	42.09	43.09
85-86	13-14	100 Breaststroke	1:15.89	1:12.09	1:26.59	1:21.29
87-88	10&U	100 Freestyle	1:10.19	1:10.79	1:19.99	1:20.59
89-90	11-12	100 Freestyle	1:00.49	1:00.99	1:09.29	1:08.99
91-92	13-14	100 Freestyle	57.99	55.19	1:04.99	1:02.99
93-94	10&U	100 Backstroke	1:21.19	1:21.29	1:33.69	1:32.99
95-96	11-12	100 Backstroke	1:10.69	1:12.29	1:21.09	1:21.89
97-98	13-14	200 Backstroke	2:21.19	2:18.19	2:40.89	2:38.79

* NOTE: Events 73-74 are Deck Seeded Positive Check In Timed Final Events. The fastest heat will swim in the Finals. All other heats will swim fastest to slowest alternating girls and boys following a ten (10) minute break after events 97-98 in the preliminary session. **Positive Check in is required before 9:00 AM to be seeded.**

Positive Check In Events:

Swimmers/Teams failing to check in may swim in open lanes if available. No new heats will be established. Open lanes will be filled in the order requests are received by the Clerk of Course until filled, or by draw if there is a conflict as to which swimmer/team gets an open lane.



**2012 Florida Swimming
Spring Age Group Championship
March 8 – 11, 2012**



Team Name _____ Call Letters _____
 Address _____
 E-Mail Address _____
 Coach _____ LSC _____
 Phone (W) _____ (H) _____

SWIMMER/COACH REGISTRATION

I certify that all individuals listed on the attached entry forms are currently registered members of United States Swimming and are eligible to compete in this meet. I further certify that one or more of the following coaches will be on-deck supervising the activities of these individuals during warm-up and competitive sessions at the meet.

<u>NAME OF COACH</u>	<u>TEAM</u>
_____	_____
_____	_____
_____	_____

I certify that the individuals listed above are currently registered USA Swimming Coach Members, and that I am a current USA Swimming registered Non-athlete Member.

 Signature (must be USA Swimming Member) Team Date

ENTRY DEADLINE: Entries must be finalized/checked out by Wednesday, February 29, 2012 by 10:00 PM
 All entries must be completed through USA-S OME online entry program by Wednesday, February 29, 2012 at 10:00 PM.
 No faxed or emailed entries accepted. OME is set up with zero entry fee charges to allow all teams to pay by check. The day after entries close, a psych sheet and an entry fee schedule will be posted. The entry fee schedule will detail entry fees owed by all teams. As soon as entry fees are posted, a check for all entry fees must be mailed to Florida Swimming at: 214 E. Washington St., Ste. B, Minneola, FL 34715 or brought to the meet.

Make Checks payable to: Sarasota YMCA Sharks

Mail Check to: Florida Swimming, Inc., 214 E. Washington St, Suite B, Minneola, FL 34715

FINANCIAL RECAP

Total Swimmers _____	at \$10.00 each = \$ _____ (Facility Fee)
Total Swimmers _____	at \$1.00 each = \$ _____ (LSC Swimmer Support)
Women's Individual Events _____	at \$6.00 each = \$ _____
Men's Individual Events _____	at \$6.00 each = \$ _____
Women's Relay Events _____	at \$10.00 each = \$ _____
Men's Relay Events _____	at \$10.00 each = \$ _____
Total Fees Paid	\$ _____

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 sending their payment to the host team, until done with their entry – 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, checkout, etc.). Using these links also saves the information on the previous page.
- Payment: **Make Checks payable to: Sarasota YMCA Sharks**. OME is set up with zero entry fee charges to allow all teams to 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 send payment for events. Teams can enter some athletes, send payment for those entries, then return at a later date and add more events, relays, or athletes and send payment events.
- **An athlete is not entered in the meet until payment for events entered are received by the host team.**
- **The deadline is FINAL. If a coach has “checked out” their entry and proceeds to find an error prior to the entry deadline listed above (Wednesday, February 29, 2012 at 10:00 ET), they must send an email detailing the correction to Eva Gronke – HyTek operator (SwimresultsbyTRG@aol.com), Helen Kelly – Executive Director FL Swimming (flsoffice2@aol.com), and Lisa Bitting – FL Swimming Age Group Chairman (Lisa_Lisa_1@netzero.net) PRIOR TO THE ENTRY DEADLINE OF 10:00 PM ET on Wednesday, February 29, 2012 .**
- 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. **In order to customize relay swimmers and/or times, select Team or Aggregate times instead of the default best relay team.**
- Hy-Tek Team Manager can be used as a tool to assist in the OME process.
 1. First load the “Meet Events File”.
 2. In the Meet Maintenance panel, set the minimum age for open events as desired.
 3. Click on the “Enforce Qualifying Times”.
 4. Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
 5. Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
 6. Highlight events to be entered for each swimmer.
 7. Look up and record bonus event entry times for swimmers eligible for bonus events.
 8. Proceed with On-Line Meet Entry.