

VIRGINIA SWIMMING LONG COURSE AGE GROUP CHAMPIONSHIP July 20-23, 2023 SANCTION NO. VS-23-111



SANCTION:	 Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS-23-111 USA Swimming, Inc., Virginia Swimming, Inc., H20Kie Aquatics, and 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. In applying for this sanction, the Host, H20kie Aquatics agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Virginia Swimming, the Commonwealth of Virginia and the Town of Christiansburg. 				
LOCATION:	Christiansburg Aquatic Center, 595 N. Franklin Street C 7665	Christiansburg, VA 24073, Phone: (540) 381-			
FACILITY:	 Indoor 50-meter pool offers 7' deep at the shallow end and 17'1" deep at the deep end; the pool has overflow gutters, non-turbulent lane markers, and Paddock starting blocks with backstroke handles and foot wedges. Colorado Timing automatic and semi-automatic timing will be used. The competition course has not been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2C(4). Lifeguards and AED devices are available at the facility. In order to provide parents/guardians who are outside of the facility the ability to view their athletes' events, this meet may be video streamed following all MAAPP guidelines. By attending or participating in this competition, you acknowledge and grant permission to be included in the video- 				
	streaming.				
MEET DIRECTOR:	VSI Age Group Chair Loca Phone: (410) 967-2525 (540	tt Baldwin al Host Coordinator)) 998-2327 <u>aldwi@vt.edu</u>			
ELIGIBILITY:	 Open to all Virginia Swimming registered athletes registered prior to the first day of the meet who are 14 years old and younger and meet the qualifying time in each event entered. 11-12 year old swimmers must have achieved the 13-14 qualifying time to swim either the 800 or 1500 M Freestyle. Swimmers who have a minimum qualifying time in the 800 Meter Freestyle or the 1500 Meter Freestyle may swim both events. This applies to all 11-14 aged swimmers. No on deck Virginia Swimming athlete registration will be permitted. The qualifying period for this meet is January 1, 2022 through July 19, 2023. Age on July 20, 2023 will determine age for the entire meet. 				
DISABILITY SWIMMERS:	 Athletes with a disability are welcome 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:	 The meet referee, in consultation with the Meet Directors, reserves the right to utilize chase starts in Preliminary Sessions. If chase starts are used, odd numbered heats will start at the shallow end, even numbered heats from the deep end; all 50s will start from the deep end. Teams will be notified no later than Sunday July 16, 2023 if chase starts will be used. If chase starts are not utilized, all events, including 50s, will start from the shallow end. All events in Finals will start from the shallow end. Individual events: Thursday: 10 & under 400 M Freestyle, 11-12 400 M Freestyle, and 11-14 1500 M Freestyle will be swum as timed finals. Friday: 11-12 400 M IM swill be swum as a timed final event with the top 8 swimmers after scratches competing Friday night in finals. 				

		\circ Sunday: 11-14 800 M Freestyle will be swum as a timed final event.
		 All other events swim be swum as preliminary / finals events.
	•	The 10&U and 11-12 400 M Freestyle will be swum as Timed Finals swimming fastest to slowest, alternating girls and boys. Swimmers are expected to provide their own timers.
	•	The 11-14 1500 M Freestyle will be swum fastest to slowest, alternating girls and boys.
		• The final heat of boys and girls may be combined. Swimmers are expected to provide their own timers and lap counters.
	٠	The 800 Freestyle for ages 11-14 will be swum fastest to slowest, alternating girls and boys.
		• The final heat of boys and girls may be combined. Swimmers are expected to provide their own timers and lap counters.
	٠	All swimmers will swim preliminaries in the morning sessions.
	•	Finals (Friday through Sunday) will be swum with the consolation heat swimming first, followed by the final heat.
		 Top 16 11-12 and 13-14 swimmers will qualify for finals
		 Top 8 10&U swimmers will qualify for finals.
		 There will be 5 minute breaks in Finals to cushion relays after the following events: #34 (11-12 Boys 400 M IM), #44 (11-12 Boys 200 M Medley Relay) and #72 (13-14 boys 400 M Freestyle).
	٠	Relay events:
		 Scratch deadline for 13-14 800 M Freestyle relay is 4:30pm Thursday
		 Scratch deadline for <u>all other</u> relay events is 7:30am Friday.
		 Will be swum as timed finals.
		 All 10 & Under relays will swim during the preliminary sessions.
		 13-14 800 M Freestyle Relays will be swum Thursday after Distance events.
		 The fastest heat of each 11-12 and 13-14 relay on Friday and Saturday will be swum in the finals sessions. All remaining heats will be swum during the preliminary sessions.
		• All heats of the 400 M 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 fewer 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.
WARM-UP:	٠	Thursday Distance/Relay Session: Warm-up at 2:00pm; competition starts not earlier than 2:40pm.
		 There will be a 30 minute general warm-up for the 1500 Free.
		 There will be a 15 minute general warm-up following the last heat of 1500 Free for the 11-12 and 10&U 400 Free. Competition will begin 5 minutes after warm-up concludes.
		• There will be a 15 minute general warm-up following the last heat of 400 Free for the 13-14 800 Free Relay. Competition will begin 5 minutes after warm-up concludes.
		 Swimmers and coaches are reminded the Instructional Pool will be open throughout competition for continuous warm-up / warm-down.
	•	Preliminary Sessions:
		 Friday, Saturday and Sunday mornings: Warm-ups not earlier than 6:30am, competition starts not earlier than 8:00am.
	•	Final Sessions:
		 Warm-ups start not before 4:00pm; competition start not before 5:00pm
	٠	800 Free Session:
		 There will be a 15 minute warm-up for the 800 Free which will begin 5 minutes after the conclusion of the Sunday Preliminary Session. Competition will begin 5 minutes after warm-up concludes.
	•	Warm-up and Meet Start times are approximate and will be finalized after the entry deadline. The above information is provided for general guideline purposes.

	• Finalized Session start times, lane assignments and warm-up times for individual clubs will be posted on the H2OKIE website <u>www.h2okieaquatics.org</u> no later than Sunday July 16, 2023 and will also be emailed from the VSI Age Group Chair via iContact. Please ensure your email provider enables iContact emails to be received.
ENTRIES:	DEADLINE FOR THE RECEIPT OF ENTRIES IS WEDNESDAY JULY 12, 2023
	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.
	 Instructions for submitting entries through OME can be found at the end of the meet announcement.
	 Entry fees must be submitted by credit card through OME at the time the entries are submitted.
	OME OPENS: No Later Than 9:00am EDT – Monday June 26, 2023
	OME CLOSES: 11:59pm EST – Wednesday, July 12, 2023
	Meet Entry Officer: Emily Fagan
	• LATE ENTRIES. Entries desired after 11:59pm, Wednesday, July 12, 2023, and prior to the start of the meet, must be sent to the Meet Entry Officer for input and will be considered late.
	 All late entries must submit proof of time.
	 Late entries may not be used to improve the seed time of an earlier entry.
	 Conforming and Non-Conforming times will be used for entry – Long Course Meters then Short Course Meters then Short Course Yards.
	• PROOF OF TIMES: Proof of entry times is required for individual and relay events. Entries not proven by the first day of competition will be scratched.
	ENTRY LIMITS:
	 Individual Events: Swimmers may enter a maximum of 8 events, no more than three per day and 2 relays per day.
	 Relays: Two (2) per team per event.
	 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.
	\circ All entries for 13-14 200 M Medley relays must use 400 M Medley relay seed times.
	\circ "No Time" (NT) entries will not be accepted for any relay entries.
	• The Meet Director, in conjunction with the Meet Referee, reserves the right to combine heats and events, which may require reseeding.
FEES:	Individual events: \$13.50 Relay events: \$20.00 Swimmer surcharge: \$2.50 per person (entered in the meet in any capacity) Includes:
	 Free Access to Heat Sheets Meet Mobile
	 PDF Files for each session online:
	Payment for entries submitted prior to the entry deadline must be made by credit card in OME at the time entries are submitted.
	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.

	• Each for late entries will be due prior to the first econion of the most (Thursday, July 20, 2022)
	 Fees for late entries will be due prior to the first session of the meet (Thursday, July 20, 2023). Failure to pay entry fees by this deadline could result in teams being barred from the meet.
	 Payment for events entered at the meet must be made at the time of the request (made to Administrative Referee).
AWARDS:	Individual events will be awarded medals for first through eighth place.
	• Relay events will be awarded medals for first through third place and ribbons for fourth through eighth place.
	 High point will be awarded for girls and boys in the 10 & Under, 11-12, 13-14 age groups and overall.
	Team awards will be given.
	 The winning team will receive a banner. The teams placing second through sixth will receive a plaque.
	 Large Team, Medium Team, and Small Team: Girl's and boy's highest overall score 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:	• All events will be pre-seeded with the exception of the following timed final events: 400 M, 800 M, and 1500 M Free, 400 M IM, and all relays. These events will be deck seeded.
	• THERE ARE NO POSITIVE CHECK-IN EVENTS AT THIS MEET. All relay teams and athletes swimming in deck seeded events who choose not to swim an event must scratch from the event prior to the following scratch deadlines:
	o Thursday:
	 11-14 1500 M Free: 2:05pm
	 11-12 & 10&U 400 M Free: 4:00pm
	 13-14 800 M Free Relay: 5:30pm
	o Friday:
	 All Relays: 7:30am
	 11-12 & 13-14 400 M IM: 7:30am
	 Saturday: 13-14 400 M Freestyle 7:30am
	 Sunday: 11-14 800 M Freestyle: 7:30am
	Information about submitting scratches will be distributed at the General Meeting.
	• A swimmer who fails to scratch from a timed final individual event and does not show up to compete will be barred from his/her next individual event.
PENALTIES:	• A fine of up to \$100 per event may be assessed for any illegal participation in the meet. Illegal participation is defined as
	 Entries using fraudulent or non-verifiable times.
	 Athlete competed in the incorrect age group.
	 Athlete is not registered with USA Swimming prior to the first day of the meet.
	• 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.
	Any event in which an athlete participated illegally will be rescored and re-awarded.
RULES:	• The current USA Swimming Rules and Regulations, including the Minor Athlete Abuse Prevention Policy, will be in effect.
	• All adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition.
	 Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present without written USA Swimming approval

	• Any swimmer entered in the meet must be certified by a USAS member coach as being proficient in
	• Any swimmer entered in the meet must be certified by a USAS 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.
	• The scratch procedures listed in the current USA Swimming Rules and Regulations, Article 207.11.6, sections D and E 1-3 only, will be in effect and apply to all heats of individual events with the exception of timed final events. Swimmers not adhering to these modified rules shall be barred from further competition for the remainder of the meet.
	• Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms. In addition, photography behind the blocks is <u>not permitted</u>
	• Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.
	In accordance with VSI Best Practices, swimmers should shower before entering the pool.
	 Any athlete suspected of sustaining a concussion or exhibiting signs of a concussion, will immediately be removed from competition and shall not return to competition that day. The athlete may return to competition on a subsequent day, but only with a release authorization signed by a licensed healthcare provider. 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 with expired or non-
	current credentials will be required to leave the deck area.
OFFICIALS:	Meet Referee: Annemarie Juhlin
	Email: ajuhlin@msn.com
	 Phone: 571-264-6265 Officials will be needed for all positions and all sessions for this meet.
	 Officials training will only be available for the administrative component of referee training.
	 An Application to Officiate is available on the VSI website at <u>www.virginiaswimming.org</u> and should be sent to the Meet Referee no later than Monday, July 17, 2023.
	• Application is being made to have this meet designated as an Officials Qualifying Meet for N2 certification/re-certification at all positions. Officials (including non-VSI officials) desiring to be evaluated must request evaluation on the Application to Officiate.
	Briefings will be held 1 hour prior to the start of each session.
	• At the discretion of the Meet Referee, a coaches meeting will be held either virtually or in person. This information will be made available to teams no later than Sunday July 16, 2023.
SAFETY:	Virginia Swimming Meet Safety and Warm-Up 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 H2okie Aquatics website <u>www.h2okieaquatics.org</u> no later than Sunday July 16, 2023 and will also be emailed to the contact person of each of the individual clubs.
	 Swimmers are expected to provide their own timers for events #1-2 (11-14 1500 M Free), #3-4 (11-12 400 M Free), #5-6 (10&U 400 M Free), #7-8 (13-14 800 M Free Relay) and #105-106 (11-14 800 M Free)
GENERAL:	• 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) will be disqualified from the meet and escorted from the facility.
	• Deck Access : Access to the pool deck will be strictly controlled. Spectators must remain in the stands above the pool area.
	. No "Team Dhatagraphara" will be allowed on dock at the most
	 No "Team Photographers" will be allowed on deck at the meet.
	 No "ream Photographers" will be anowed on deck at the meet. Hospitality will be available for Coaches and officials.
	Hospitality will be available for Coaches and officials.
	 Hospitality will be available for Coaches and officials. Concessions will be available.
	 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.

FACILITY RULES:	FOLLOWING RULES ARE TO BE FOLLOWED DURING THE EVENT ALONG WITH THE TOWN OF CHRISTIANSBURG AQUATIC CENTER RULES:
	• Each club is responsible for supervising the conduct of its swimmers/spectators. Swimmers are not permitted in any room not directly associated with the meet.

Virginia Swimming 2023 Long Course Age Group Championships Order of Events

G	Thursday Timed Finals	
1	11-14 1500 Free	2
3	11-12 400 Freestyle	4
5	10&U 400 Freestyle	6
7	13-14 800 Free Relay	8

G	Friday Prelims/Finals		
9	10&U 50 Breaststroke	10	
11	11-12 50 Breaststroke	12	
13	13-14 100 Breaststroke	14	
15	10&U 200 Freestyle	16	
17	11-12 200 Freestyle	18	
19	13-14 200 Freestyle	20	
21	10&U 100 Butterfly	22	
23	11-12 100 Butterfly	24	
25	13-14 100 Butterfly	26	
27	10&U 50 Backstroke	28	
29	11-12 200 Backstroke	30	
31	13-14 400 IM	32	
33	11-12 400 IM (*)	34	
35	10&U 400 Medley Relay (#)	36	
37	13-14 400 Medley Relay (*)	38	
39	11-12 400 Medley Relay (*)	40	

G	Saturday Prelims/Finals		
41	13-14 200 Medley Relay (*)		
43	11-12 200 Medley Relay (*)	44	
45	10&U 200 Medley Relay (#)	46	
47	11-12 200 Butterfly	48	
49	13-14 200 Butterfly	50	
51	10&U 50 Freestyle	52	
53	11-12 50 Freestyle	54	
55	13-14 50 Freestyle	56	
57	10&U 100 Breaststroke	58	
59	11-12 100 Breaststroke	60	
61	13-14 200 Breaststroke	62	
63	10&U 200 IM		
65	11-12 200 IM	66	
67	13-14 100 Backstroke	68	
69	11-12 50 Backstroke	70	
71	13-14 400 Freestyle	72	
73	10&U 200 Free Relay (#)	74	
75	11-12 200 Free Relay (*)		
77	13-14 200 Free Relay (*)		

 (*) Timed Final event. Top Heat Swims in Finals
 (#) Timed Final Event. All Heats swim in Prelims

G	Sunday Prelims/Finals	в
79	11-12 200 Breaststroke	80
81	13-14 200 Backstroke	82
83	10&U 100 Backstroke	84
85	11-12 100 Backstroke	86
87	13-14 100 Freestyle	88
89	10&U 100 Freestyle	90
91	11-12 100 Freestyle	92
93	13-14 200 IM	94
95	10&U 50 Butterfly	
97	11-12 50 Butterfly	98
99	10&U 400 Freestyle Relay (#)	100
101	11-12 400 Freestyle Relay (#)	
103	13-14 400 Freestyle Relay (#)	104

G	800 Freestyle Session	В
105	11-14 800 Freestyle	106

20	021-2024 \	/irginia Swi	mming Age Gro	up Champi	onship QT'	S
	GIRLS				BOYS	
LCM	SCM	SCY	10 & Under	SCY	SCM	LCM
35.49	34.69	31.29	50 Free	30.99	34.39	35.19
1:18.59	1:16.99	1:09.39	100 Free	1:08.79	1:16.29	1:17.89
2:54.49	2:51.29	2:34.29	200 Free	2:29.39	2:47.19	2:50.49
6:04.09	5:57.39	6:44.29	400/500 Free	6:37.39	5:52.09	5:59.49
41.49	40.89	36.69	50 Back	36.09	40.19	40.59
1:29.29	1:28.09	1:19.29	100 Back	1:17.49	1:26.49	1:27.19
47.49	46.49	41.69	50 Breast	40.99	46.29	47.69
1:43.69	1:41.69	1:31.69	100 Breast	1:29.99	1:39.69	1:42.69
39.99	39.29	35.39	50 Fly	34.89	38.89	39.39
1:33.69	1:32.29	1:23.09	100 Fly	1:19.89	1:29.29	1:30.09
-	1:27.99	1:19.29	100 IM	1:17.89	1:27.09	-
3:13.59	3:10.39	2:51.49	200 IM	2:50.39	3:09.59	3:12.29
LCM	SCM	SCY	11-12	SCY	SCM	LCM
31.29	30.69	27.49	50 Free	27.49	30.49	31.29
1:08.69	1:07.09	1:00.49	100 Free	1:00.19	1:06.79	1:08.39
2:27.89	2:24.69	2:10.39	200 Free	2:10.79	2:25.19	2:28.39
5:10.99	5:04.59	5:48.49	400/500 Free	5:50.59	5:06.49	5:12.89
36.19	35.59	32.09	50 Back	31.79	35.29	35.89
1:17.09	1:15.99	1:08.49	100 Back	1:08.79	1:16.39	1:17.59
2:45.69	2:43.29	2:27.09	200 Back	2:27.39	2:44.19	2:46.59
40.59	39.59	35.69	50 Breast	36.09	40.59	41.29
1:28.49	1:26.49	1:17.89	100 Breast	1:17.49	1:27.59	1:29.59
3:10.59	3:06.59	2:48.09	200 Breast	2:46.39	3:07.99	3:11.99
34.29	33.59	30.29	50 Fly	30.49	34.19	34.89
1:19.79	1:15.39	1:07.89	100 Fly	1:08.39	1:15.89	1:17.29
2:55.59	2:54.99	2:34.49	200 Fly	2:30.69	2:49.49	2:51.89
-	1:16.19	1:08.59	100 IM	1:09.09	1:17.19	-
2:46.89	2:43.69	2:27.49	200 IM	2:27.19	2:43.39	2:46.59
5:58.79	5:52.39	5:17.49	400 IM	5:12.89	5:47.29	5:53.69
LCM	SCM	SCY	13-14	SCY	SCM	LCM
29.59	28.89	25.89	50 Free	24.49	27.39	28.09
1:03.99	1:02.39	55.79	100 Free	53.09	59.39	1:00.79
2:18.69	2:15.49	2:01.39	200 Free	1:55.79	2:08.49	2:11.69
4:52.99	4:46.59	5:28.29	400/500 Free	5:15.19	4:34.89	4:41.29
10:11.19	9:58.39	11:24.79	800/1000 Free*	11:12.49	9:47.39	10:00.19
19:58.19	19:34.19	19:34.69	1500/1650 Free*	18:53.49	18:51.09	19:15.09
1:11.19	1:09.99	1:03.09	100 Back	1:00.39	1:06.99	1:08.19
2:33.19	2:30.79	2:14.89	200 Back	2:10.19	2:24.49	2:26.89
1:22.99	1:20.99	1:12.29	100 Breast	1:09.39	1:17.49	1:19.49
3:02.29	2:58.29	2:37.19	200 Breast	2:30.79	2:48.89	2:52.89
1:10.69	1:09.29	1:02.39	100 Fly	59.19	1:05.69	1:07.09
2:39.59	2:36.79	2:21.29	200 Fly	2:14.99	2:29.79	2:32.59
2:36.79	2:33.79	2:17.49	200 IM	2:10.49	2:26.39	2:32.59
5:30.29	5:23.89	4:51.79	400 IM	4:40.59	5:11.49	5:17.89
*11-14 yr old eve	ent					
Approved 10.31.	20					
Valid through 20	24 LC Age Group	o Champs				
			Q			

OME Instructions 5/29/23

Multiple individuals from a team can access OME and enter athletes into the meet provided they have been assigned Club OME Access as one of their Staff roles. Your Club Administrator can assign that role through the club portal by following these steps:

- Club Admin logs into account.
- Go to Club \rightarrow My Club
- Select Team Management → Staff → Add Staff
- Search for and add individual who will be accessing OME
- Select Staff Role → Club Non-Coaching Position → Club OME Access
- These steps can be repeated for each individual or coach who will be entering athletes in a meet using OME.

Accessing OME for this meet:

To search for upcoming meets and complete Team Entry:

- 1. Log in to your USAS account.
- 2. Click on 'Competition' from the top right navigation options and select 'Meet Details' from the dropdown.

l	Members	Education	Club	Competition	Reporting	Help
Competition	1					
Meet Deta	iils					
My Meets						
My Time S	Standards					
Athlete Me	eet Entry					

3. To search for the meet, select USAS → Eastern Zone → Virginia Swimming the Host Organization and enter the city where the meet will be held in the *City* field. Click *Search For Meet*.

Meet Search

Host Organization	Meet Name
USAS 🗸	
Course	City
- 4	lynchburg
Country	Meet Start Date Range
	Month V Day Vear V
Sort Results By	
Meet Name (A-Z) 🗸	
SEARCH FOR MEET CLEAR FORM	ADD MEET

4. Select the meet by clicking on the appropriate meet name in blue. To complete Team Entry, click the gray 'Team Entry' tab. (The following screenshots are from the LC Sectional Meet but are appropriate for any meet.)

	← Back to Meet Search Meet Name: 2023 VA EZ LC Speedo Super Sectional Meet Dates: 05/18/2023 - 05/21/2023	
	General	Team Entry
5. 6.	Click the blue 'Enter Meet' button. Your Team Entry Status will be "In F View/Edit Team Entry	Progress."
	← Back to My Meets	
	Meet Name: 2023 VA Test Sectional Meet	Team Name: Unattached - Virginia Swimming (VA)
	Meet Host: Virginia Swimming	Team Entry Status: In Progress
	Meet Dates: 04/30/2023 - 05/01/2023	
	Entry Dates: 04/13/2023 8:00 PM - 04/25/2023 11:59	PM Eastern Standard Time
	Entry Change Deadline: 04/28/2023 12:00 PM Easter	n Standard Time
	Qualifying Date Range: 01/01/1900 - 04/25/2023	
	Entry Status Roster Permissions	Roster Roster Entries Relay Entries
	Coaches Purchases	
	Manage Entry	
	ТЕАМ НАМЕ	TEAM ENTRY STATUS
	Unattached - Virginia Swimming (VA)	In Progress

7. **Roster Permissions:** Competing this is optional. It's only necessary to fill out if you want to allow athletes on the roster to enter themselves into individual events (via 'My Athlete Meet Entries' under the website's 'Competition' header). Approval for events for which athletes have entered themselves will be required by the Admin user.

Entry Status			Roster Permission	s		Ros	ter	Roste	er Entr	ies		I	Relay Entries	
Coaches			Purchases											
Roster Permissio	ons													
Allow athletes (and t	neir guardi	ans) to	enter themselves i	nto	the meet?									
V Yes														
Athlete Entry Start Da	uto* 🔒						Athlete Entry F	nd Date*						
Athlete Entry Start Da		01 🗸	2023	•	8:00 AM	~	Athlete Entry E March	ind Date* 🚯 🗸	01	~	2023	~	11:59 PM	~
		01 ~	2023	•	8:00 AM	~	-		01	~	2023	~	11:59 PM	~

8. **Roster:** Click *Select Athletes* to select athletes. You can filter for specific athletes by using CTRL F to open a window to enter a name.

Entry Status	Roster	Permissions	Roster	Roster Entries	Relay Entries	
Coaches	Pu	urchases				
Roster						
SELECT ATHLETES						

The number of athletes allowed on the roster is determined by the max number of athletes if so specified by the host.

9. Roster Entries: After selecting the athletes who will attend the meet, move to Roster Entries and select the edit icon to add their events.

Entry Status Roster Pern	nissions	Roster	Ro	ster Entries	Relay Entries
Coaches Purcha	ises				
Roster Entries					
Only Show Athletes Requiring Event Approval?					
8 Athletes					
NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	
	Male	08/29/2004	18	Event Entry Required	(8)

Add events for the athlete by clicking the appropriate tab in the *Manage Athlete Events* window.

Manage Athlete E	vents
Athlete:	
SELECT EVENTS	SELECT BONUS EVENTS

Times that meet the meet QTs will appear when *Select Events* is chosen. If your athlete's time is not visible, you may click 'Add Override Time' and enter their qualifying time. Please note: after entering the information for the override time and clicking 'Save,' you will be directed back to the Individual Event Selection Page. You will need to click the 'Select' box next to the override time you've entered. Then click 'Save.

All events for which an athlete has a time within the qualifying window will appear for Select Bonus Events and as well as the option for adding override times for any event. Dector

SELECT ATHLETES 8 Athletes					
NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	RELAY ONLY SWIMMER?
	Male	08/29/2004	18	Events Approved	No
	Female	01/22/2006	17	Relay Only Swimmer	Yes

All athletes on the roster must have a status of *Events Approved* or *Relay Only* in order to submit your entries.

10. Relay Entries: There are four ways to enter relays under the *Relay Entries* tab - aggregate regular, aggregate override, non-aggregate regular, nonaggregate override. (There were issues with entering relays with non-conforming times earlier this year. I'm not certain if that issue has been fixed at this point. More info to follow.)

Entry Status	Roster Permissions	Roster	Rost	er Entries	Relay Entries
Coaches	Purchases				
nage Relay Team					
ay Event: 400 Meter Free	style Relay - LCM (Male, Mind	ors), Session 1 (Final 11/0	01/2023)		
DD OVERRIDE TIME					
Relay Via Aggregate?	Relay	'Team Name*			
Yes	A		~		
m Entry Time: Please se	lect 4 athletes with entry tim	nes to calculate the Team	Entry Time		
-	lect 4 athletes with entry tin relay leg option, an athlete mu		-	an exisiting relay tear	n for the event
their name to appear as a r	-		-	an exisiting relay tear AGE AT MEET	n for the event ENTRY TIME
their name to appear as a r	-	ist be on the roster and ca	nnot be associated with		
their name to appear as a r	-	ist be on the roster and ca	nnot be associated with		
their name to appear as a r	-	ist be on the roster and ca	nnot be associated with		

11. **Coaches:** Click on *Select Coaches* to request deck passes for those coaches who will be attending. Please note that the number of deck passes may be limited according to any coach pass rules as specified in the meet announcement.

SELECT COACHES 0 Coaches NAME PHONE NUMBER EMAIL IS IN GOOD STANDING? GOOD STANDING EXPIRATION DATE	1					
	NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE	
SELECT COACHES	0 Coaches					
	SELECT	COACHES				
Coaches	Guacines	3				

- 12. Once you have at least one athlete on the roster and all athletes on the roster have a status of *Events Approved* or *Relay Only* a 'Pay & Submit' button should be available on the Purchases page. Click this button, and you'll be taken to a payment screen listing all of the items you have to purchase. Click 'Check Out' and you'll be directed to a page where you can enter your credit card information. Finally, click 'Pay' to complete the purchase. * Before an item has been purchased, you will have the option to delete that item. Once an item has been purchased, you will NOT have the option to delete or change that item.
- 13. A team entry will be completed after a purchase has been completed/submitted. When you hit 'Return' after making a purchase, you will be redirected to the 'Entry Status' pill where you will see that the entry status has changed to 'Submitted.' Please note after completing the team entry process, you will still be able to view the entry as "read only" for reference but changes will no longer be allowed. That is:
 - a. you can't remove a coach if you have paid for their credential.
 - b. you can't remove an athlete.
 - c. you can't change an athlete's event(s).
- 14. **Reports:** A listing of the entries for the meet can be found under your Reporting I My Reports tab. In the *Reporting Category Name Filter* dropdown select *OME Reports*. The *Club OME Team Entry Report* will include an athlete roster as well as their entries. (As of 5/29/23, I believe this report can be used to view entries that are in progress but not yet submitted.)
- 15. **Updating Entry Times**: If allowed by the meet host, entry times can be updated even after entries have been submitted. For an individual athlete this can be done by clicking on the stopwatch icon by the athlete's name or can be done for everyone on the roster by clicking: UPDATE INDIVIDUAL EVENT ENTRY TIMES FOR ENTIRE ROSTER



16. As in the past, additional athletes and/or entries may be submitted through OME up until the entry deadline.