2023 VIRGINIA SWIMMING
LC SENIOR CHAMPIONSHIPS
July 13-16, 2023
SANCTION NO. VS-23-106 & VS-23-106TT
UPDATE – Relay Only Athletes Eligible for Time Trials

Coordinated by:

Lynchburg YMCA

SANCTION:	• Held under the sanction of USA Swimming/Virginia Swimming, Inc. **Sanction No. VS-106** and **Time Trial Sanction No. VS-106TT.** • USA Swimming, Inc., Virginia Swimming, Inc., the YMCA of Central Virginia, Lynchburg YMCA Swim Team, and Liberty University 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, Lynchburg YMCA, the YMCA of Central Virginia, and Liberty University) agree to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Virginia Swimming, the Commonwealth of Virginia and Campbell County.
LOCATION:	Liberty University Natatorium, 1521 Liberty Mountain Drive, Lynchburg, VA 24502
FACILITY:	• The Liberty University facility provides a 9-lane, 50-meter competition pool with moveable bulkhead and supporting amenities including hospitality and concession stand. • Indoor 9-lane 50-meter racing course with 7 ft. continuous depth; overflow gutters with non-turbulent lane markers. Indoor 8-lane 25-yard diving well for continuous warm-up and cool down. • Paddock starting blocks with track plates, Colorado backstroke wedges, and Omega/Swiss timing system. • Spectator wrap-around three-sided seating for 1,400. • Two video boards allow for two simultaneous course displays plus the ability to scroll preliminary results. • Liberty University lifeguards will be on duty at all times. The facility has AEDs. • The competition course has been certified in accordance with current *USA Swimming Rules and Regulations*, Article 104.2.2C(4). A copy of the certification is on file with USA Swimming • 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 Senior Chair: Richard Hunter Email: seniorchair@virginiaswimming.org Phone: (949) 338-0466 Host Team Coordinator: Ryan Woodruff Email: ryan.d.woodruff@gmail.com Phone: (919) 943-6420
ELIGIBILITY:	• Open to all Virginia Swimming athletes registered before the first day of the competition who meet the qualifying time in each event entered. • Swimmers who have a minimum qualifying time in the 800 m/1000 yd Freestyle or the 1500 m/1650 yd Freestyle may swim both events. • No on deck Virginia Swimming athlete registration will be permitted. • Athletes listed as UNAT must check in with the meet director and be assigned a supervising coach in order to warm-up and to compete. • The qualifying period for this meet is January 1, 2022, through July 12, 2023. • Age on July 13, 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:	**Preliminary Sessions:** • Individual events EXCEPT the 1500 m Freestyle and the 800 m Freestyle will be swum as prelims and finals.

	· Thursday, the women's 800 m Freestyle and the men's 1500 m Freestyle will be swum slowest to fastest as a timed final event, alternating women and men. ○ The starting time for the first heat will be scheduled so that the second fastest heat of the men's event is concluded at the start of the finals warm-up session. ○ The fastest women's 800 m Freestyle and men's 1500 m Freestyle heat will swim in the finals session on Thursday · Sunday, the women's 1500 m Freestyle and the men's 800 m Freestyle will be swum slowest to fastest as a timed final event, alternating women and men. ○ The starting time for the first heat will be scheduled so that the second fastest heat of the men's event is concluded at the start of the finals warm-up session. ○ The fastest women's 1500 m Freestyle and men's 800 m Freestyle heat will swim in the finals session on Sunday. · **The 400 m Individual Medley and the 400 m Freestyle will be swum follows:** ○ The fastest four heats of women followed by the fastest four heats of men, each swum slowest to fastest. ○ The remaining heats will be swum fastest to slowest, alternating women then men. · **At the discretion of the meet referee, breaks may be added once entries have been received. Additional information about breaks will be provided at the General Meeting.** **Finals Sessions:** · The top 36 qualifiers in the prelims of each event will compete in each day's final session in the following order **D, C, B, then A** · **D and C finals will be reserved for 18 & U athletes.** · All **D - C – B – A** Final swimmers will report directly to their assigned starting block. · **A** - Final swimmers will be presented with music, their names and team affiliation announced prior to the start of the race. (There will be no Ready Room.) · **Relay events:** All relay events will be timed finals swum slowest to fastest. The fastest 2 heats of the 400 meter Freestyle Relay, the 800 meter Freestyle Relay, and the 400 Medley Relay will be swum during the finals session with any other heats and events swum during the trials session.

ENTRIES:	· **REGULAR ENTRY DEADLINE: 11:59 PM, THURSDAY, JULY 6, 2023.**
	
	· **Meet Entry Officer:** Mary Turner**, myturner525@gmail.com**, 434-352-5451
	
	· **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.**
	
	· **Conforming and Non-Conforming times will be used for entry.**
	
	· **ENTRY LIMITS:**
	
	 ○ **Individual Events:** Athletes may enter all events for which they qualify, however they may only compete in seven (7) individual events for the meet, and no more than three (3) individual events per day.
	
	 ○ **Relay Events:** Two (2) per team per event. **All entries for 200 m Medley relays must use 400 m Medley relay times.**
	
	· **Bonus Events:** Swimmers may swim bonus events based on the number of entered events for which they have a qualifying time. Swimmers must have a time of record for each bonus event entered.
	
	 ○ The following are the bonus event rules:
	  ▪ 1 entered event: 3 bonus
	  ▪ 2 entered events: 2 bonus
	  ▪ 3-5 entered events: 1 bonus
	  ▪ 6-7 entered events: 0 bonus

	- Bonus swims for the 400 m Individual Medley, 400 m Freestyle, 800 m Freestyle, and the 1500 m Freestyle are not available, with the exception that swimmers who have the qualifying time in the 800 m Freestyle or the 1500 m Freestyle may swim both events. - Qualifying for either the 1500 Freestyle or the 800 Freestyle but entering both events counts as 2 entered events when determining the number of bonus swims allowed - There are no qualifying times for bonus events. **Proof of asterisk (*) submitted times must be provided to the Administrative Referee prior the scratch deadline for that event in order to be seeded**. - Entries which improve the time of an earlier entry will be accepted **prior to the July 5, 2023 entry deadline**. **NEW QUALIFYING SWIMS ENTRY DEADLINE: 5:00 PM EST, MONDAY, JULY 10, 2023.** - Additional entries from meets occurring between July 6 and July 10 must be submitted by this deadline or will be considered to be late entries and charged accordingly. - New qualifiers will be submitted in a separate meet set-up file, **not through OME**. This set-up fille will be available on the Virginia Swimming Meet Schedule page NLT Friday, July 7th. **LATE ENTRIES:** - Entries desired after the Entry Deadline and prior to the start of the meet, must be sent to the Meet Entry Officer for input. - If received prior to the printing of the heat sheet, the swimmer will be seeded into the event; if after, he/she will go in the slowest heat in an empty lane. - Late entries at the meet must be made to the Administrative Referee. - All late entries must be submitted with proof of time. Late entries may not be used to improve the seed time of an earlier entry - 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) **Late Entry 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. - Payments for entry fees must be made by credit card through OME for entries submitted prior to the entry deadline. - Payment for New Qualifying Swims or Late Entries may be made: - by check and brought to the meet. - or by credit card through the Payment Center on the Virginia Swimming website. **The total fees for all entries, including any late entry fees, must be paid prior to the first session of the meet (Thursday, July 13, 2023).** Payment for events entered at the meet must be made to Meet Director at the time of the request. **Failure to pay entry fees by this deadline could result in teams being barred from the meet.**
WARM-UPS:	**All Prelims:** 6:30 – 8:20 am; Competition begins at 8:30 am **Finals:** **Thursday, Friday, & Saturday:** 4:30-5:35 pm; Competition begins at 5:45 pm **Sunday:** 3:30-4:20 pm; Competition begins at 4:30 pm - Specific lanes will be designated for PACE ONLY in the warm-up/cool-down pool. **Additional information about lane designations for warm-ups will be provided in the General Meeting via Zoom (7:00 pm, Tuesday, July 11th), emailed to team contacts, and posted on the Virginia Swimming website.**
SCRATCHES	The scratch procedures listed in current *USA Swimming Rules and Regulations*, Article 207.11.6 A-E(3) will apply with the exception of 207.11.6C as it pertains to timed final events requiring a positive check-in. The following statement will be used instead: **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.**

	• Scratches from prelims (individual and relay events) must be submitted by 6:15 PM on the evening prior to the day the event is to be contested (ex. scratches for Thursday's events must be submitted by 6:15 pm Wednesday). • Additional information about scratch procedures will be provided at the General Meeting via zoom (7:00 pm, Tuesday, July 11th), emailed to team contacts, and posted on the Virginia swimming website. • Swimmers failing to scratch events which, if swum, would put them in violation of either the 3 events per day or the 7 events in the meet will not be permitted to swim the event or events. The events to be eliminated will be counted in strict numerical sequence as listed in the meet announcement.
SEEDING:	• The order of seeding will be LCM, SCM, SCY. Bonus times will be seeded last. • **THERE ARE NO POSITIVE CHECK-IN EVENTS AT THIS MEET. All relay teams and athletes swimming distance events who choose not to swim an event must scratch from the event prior to the scratch deadline for that day's events.** • **AM and PM Designations:** ○ Athletes wanting to swim the 800 m or 1500 m Freestyle in the afternoon and not in the fastest heat swimming in finals must designate that desire prior to the scratch deadline for the event. ○ Relay teams wanting to swim in morning and not evening sessions must designate that desire prior to the scratch deadline for the event. ○ Relays teams will swim in the session desired with up to two full heats participating at finals. ○ If a preference is not indicated, the athlete or team that is next in line may be assigned to the evening finals to fill open lanes in the two heats at finals.
AWARDS:	• Scoring ○ Individual Events: F – 22-19-18-17-16-15-14-13-12, C – 10-8-7-6-5-4-3-2-1. ○ Relay Events: F – 44-38-36-34-32-30-28-26-24, C – 20-16-14-12-10-8-6-4-2 • Team (Overall): Women, Men, Team Combined High Point. • Team (Specific): Large Team, Medium Team, and Small Team. Both women's high point and men's high point in each category. Team sizes defined by the following: ○ Small team: 1-124 ○ Medium team: 125-249 • Individual: First through Ninth Place. Women's High Point, Men's High Point • Relay: First through Third Place.
TIME TRIALS	• Time permitting, time trials will be offered to any swimmer entered in the meet, including relay only athletes, according to the following schedule: ○ Thursday – 800 m and 1500 m freestyles only ○ Friday and Saturday – all events except the 800 m and 1500 m freestyles • **Time trials will not be offered on Sunday.** • Cost: $20.00 per individual event, $30.00 per relay. • Times Trials will begin no earlier than 10 minutes after the conclusion of the prelims session. • At the discretion of Time Trial Referee, the day's scheduled events may be reordered or combined into a single heat. • A swimmer requesting a time trial must inform the Meet Referee, or his designee, no later than 10:00 am of the day the time trial is desired. Each swimmer participating in these events should provide a timer and/or a counter. • Time Trials are included in the three events per day limit.
RULES:	• The current *USA Swimming Rules and Regulations,* including the Minor Athlete Abuse Protection Policy, will govern this meet. • 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 permission. • Any swimmer entered in the meet must be certified by a USAS 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 devises, including cell phones, is not permitted in changing areas, rest rooms or locker rooms. In addition, photography behind the blocks is not permitted. • Changing, in whole or in part, into or out of swimsuit when wearing just one suit in an area other than in a locker room, bathroom, or other space designated for changing is PROHIBITED. • In accordance with Virginia Swimming best practices, all swimmers should shower before entering the pool. • The Meet Referee in accordance with 102.23.2 in the USA Swimming Rules and Regulations will appoint a Meet Jury. • 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.

PENALTIES:	• A fine of up to $100 per event may be assessed for any illegal participation in the meet. Illegal participation is defined as
	
	   o Entries using fraudulent or non-verifiable times.
	   o Athlete competed in the incorrect age group.
	   o 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

OFFICIALS:	**Meet Referee: Kris Sennett**
	                Email: kbsennett@gmail.com
	                Phone: (434)841-1214
	
	• Officials will be needed for all positions and all sessions for this meet.
	• Officials must have been certified for a year in the positions in which they are planning to work.
	
	• Opportunities to officiate may be limited due natatorium restrictions. An Application to Officiate will be available on the VSI website (www.virginiaswimming.org) and should be sent to the Meet Referee no later than Sunday, July 19th.
	
	• An application has been submitted for the meet to be an approved Officials Qualifying Meet. See the meet application for further instructions.
	
	• **Briefings will be held one hour prior to the start of each session.**

SAFETY:	VSI Safety and Warm-up procedures will be in effect. Swimmer Snorkels are permitted.
TIMERS:	• Clubs will be required to provide timers for preliminary sessions 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 LY Swim Team website no later than Sunday, July 10th and will also be emailed to the contact person of each of the individual clubs. • Athletes will be required to provide their own timers and counters for the 800 and 1500 freestyle events.
GENERAL:	• The **General Meeting** will be held at **7:00 pm, Tuesday, July 11, 2023, via Zoom.** Coaches are accountable for the information presented. Accordingly, please make sure that there is at least one representative from your club in attendance.

	• **Hospitality:** A light breakfast, lunch and dinner will be provided for coaches and officials. Coaches and officials who have special dietary concerns or needs should bring their own food and beverages. • **Photography:** In accordance with VSI Policies and Procedures, photography will not be permitted without the express permission of the Meet Director. • **Meet Event Apparel:** A vendor will be on site selling VSI Senior Champs t-shirt and sweatshirts. Items will also be available through an online store. • **A swim shop vendor will be** onsite offering full-service equipment such as goggles and swimsuits.
FACILITY RULES:	• Access to the deck is limited to coaches, athletes, meet officials, and event staff. Spectators will not be allowed on deck unless volunteering as timers, lap counters, or at other needed volunteer positions. • All air flow intake vents on deck are not to be blocked by chairs, benches, or towels! • Family rest rooms are reserved for coaches and officials use only. Individuals needing access should make arrangements with the meet director. • No glass containers of any kind are allowed in the facility. • No lawn/deck chairs allowed in the grandstand. • Objects are not to be passed over the grandstand railing. • No smoking on the campus. • Shoes are suggested to be worn in all areas outside the pool deck including locker rooms. • Doors are not to be propped open (HVAC). • No tape of any kind is to be used inside to hang signs, banners or decorations.
DIRECTIONS:	Directions to the pool can be found by going to: www.virginiaswimming.org Click on "Meets". Click on "Senior Championships", Click on "Directions".
PARKING:	Parking at the facility is available to patrons of the pool associated with the meets, employees, coaches and officials.

2023 VSI LC Senior Championship
Order of Events

Thursday, July 13, 2023

W	Events	M
1	200 m Medley	2
3	100 m Freestyle	4
5	100 m Breaststroke	6
7	800 m Freestyle Relay	8
9	800 m Freestyle*	
	1500 m Freestyle*	10

*Top 9 swim in Finals
Order of Finals: 9, 10, 1, 2, 3, 4, 5, 6, **Break (10 min),** 7, 8

Friday, July 14, 2023

W	Events	M
11	200 m Freestyle Relay	12
	Break (10 min)	
13	200 m Freestyle	14
15	100 Butterfly	16
17	400 m Medley	18
19	400 Medley Relay	20

Order of Finals: 11, 12, **Break (10 min)**, 13, 14, 15, 16, 17, 18, **Break (10 min)**, 19, 20

Saturday, July 15, 2023

W	Events	M
21	200 m Butterfly	22
23	100 m Backstroke	24
25	400 m Freestyle	26
27	400 m Freestyle Relay	28

Order of Finals: 21, 22, 23, 24, 25, 26, **Break (10 min)**, 27, 28

Sunday, July 16, 2023

W	Events	M
29	200 m Backstroke	30
31	50 m Freestyle	32
33	200 m Breaststroke	34
35	200 Medley Relay	36
37	1500 m Freestyle*	
	800 m Freestyle*	38

*Top 9 swim in Finals
Order of Finals: 37, 38, 29, 30, 31, 32, 33, 34, Break **(10 min)**, 35, 36

2021-2024 VSI SENIOR CHAMPIONSHIPS QUALIFYING TIMES

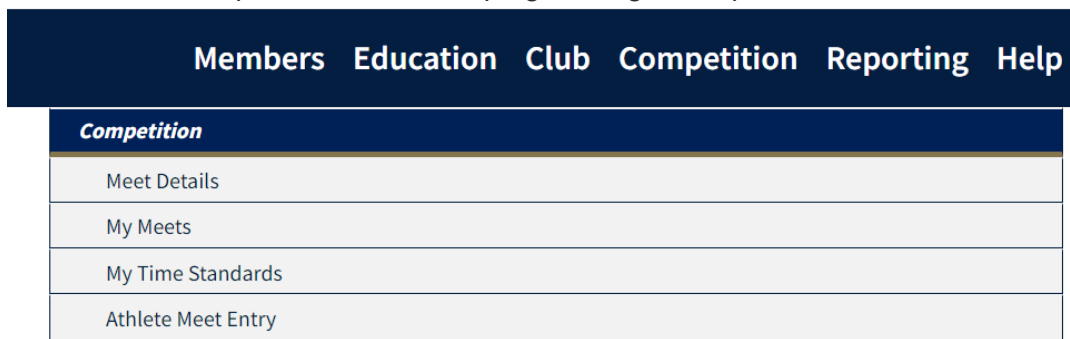| Women			Events	Men		
LCM	SCM	SCY		SCY	SCM	LCM
28.79	27.99	25.29	**50 Freestyle**	22.79	25.29	26.09
1:02.59	1:00.99	54.79	**100 Freestyle**	49.49	55.59	57.19
2:15.19	2:11.99	1:58.99	**200 Freestyle**	1:48.59	2:01.29	2:04.49
4:40.49	4:34.09	5:19.19	**400/500 Freestyle**	4:55.89	4:18.39	4:24.79
10:01.39	9:48.59	11:15.69	**800/1000 Freestyle**	10:27.99	9:11.39	9:24.19
19:37.19	19:13.19	19:08.99	**1500/1650 Freestyle**	17:35.09	17:34.49	17:58.49
1:10.19	1:08.99	1:00.99	**100 Backstroke**	55.59	1:04.59	1:05.79
2:31.89	2:29.49	2:12.29	**200 Backstroke**	2:01.19	2:19.59	2:21.99
1:22.59	1:20.59	1:10.49	**100 Breaststroke**	1:03.39	1:13.29	1:15.29
2:57.99	2:53.99	2:34.59	**200 Breaststroke**	2:19.49	2:40.59	2:44.59
1:08.29	1:06.89	1:00.19	**100 Butterfly**	54.39	1:00.19	1:01.59
2:35.79	2:32.99	2:18.19	**200 Butterfly**	2:02.59	2:18.39	2:21.19
2:34.79	2:31.59	2:14.49	**200 Medley**	2:02.69	2:18.49	2:21.69
5:26.09	5:19.69	4:47.99	**400 Medley**	4:25.99	4:55.19	5:01.59

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 → 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.

Members	Education	Club	Competition	Reporting	Help

Competition

Meet Details
My Meets
My Time Standards
Athlete Meet 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
--	lynchburg
Country	Meet Start Date Range
	Month Day Year
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. Click the blue 'Enter Meet' button.

6. Your Team Entry Status will be "In Progress."

View/Edit Team Entry

← Back to My Meets

Meet Name: 2023 VA Test Sectional Meet   **Team Name:** Unattached - Virginia Swimming (VA)

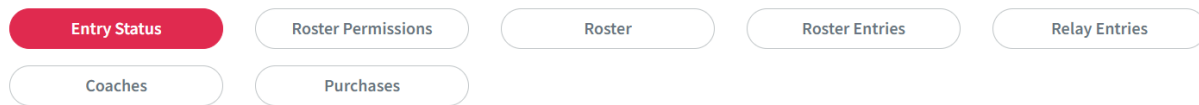**Meet Host:** Virginia Swimming   **Team Entry Status:** In Progress

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 Eastern Standard Time

Qualifying Date Range: 01/01/1900 - 04/25/2023

Entry Status	Roster Permissions	Roster	Roster Entries	Relay Entries
Coaches	Purchases			

Manage Entry

TEAM NAME	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 Permissions	Roster	Roster Entries	Relay Entries
Coaches	Purchases			
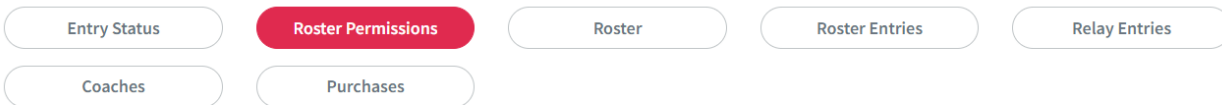
Roster Permissions

Allow athletes (and their guardians) to enter themselves into the meet?

✓ Yes

Athlete Entry Start Date* ⓘ

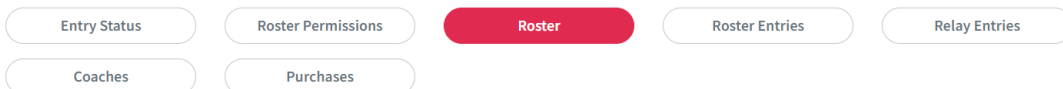| January | 01 | 2023 | 8:00 AM |

Athlete Entry End Date* ⓘ

| March | 01 | 2023 | 11:59 PM |

Time Zone ⓘ

Eastern Standard Time

SAVE

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	Purchases			

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 Permissions | | Roster | Roster Entries | Relay Entries |
| Coaches | Purchases | | | | |

Roster Entries

Only Show Athletes Requiring Event Approval?

No ✕

8 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	
	Male	08/29/2004	18	Event Entry Required	✎

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

Manage Athlete Events

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.

Roster

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, non-aggregate 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 | Roster Entries | Relay Entries |
| Coaches | Purchases | | | | |

Manage Relay Team

Relay Event: 400 Meter Freestyle Relay - LCM (Male, Minors), Session 1 (Final 11/01/2023)

ADD OVERRIDE TIME

Add Relay Via Aggregate?   Relay Team Name*

✓ Yes   A

Team Entry Time: Please select 4 athletes with entry times to calculate the Team Entry Time

For their name to appear as a relay leg option, an athlete must be on the roster and cannot be associated with an exisiting relay team for the event

LEG	NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	ENTRY TIME
1					
2					
3					
4					

SAVE   BACK

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.

Coaches

SELECT COACHES

0 Coaches

NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE
No Coaches				

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 → 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: found at the bottom of the list.

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.