



**2024 VIRGINIA SWIMMING
SC SENIOR CHAMPIONSHIPS**
Feb. 29 – March 3, 2024
SANCTION NO. VS-24-73
TIME TRIAL SANCTION NO. VS-24-73TT



SANCTION:	<ul style="list-style-type: none"> Held under the sanction of USA Swimming/Virginia Swimming, Inc. Sanction No. VS-24-73 & VS-24-73TT USA Swimming, Inc., Virginia Swimming, Inc., and Greater Richmond Aquatics Partnership, doing business as SwimRVA, 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, SwimRVA agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Virginia Swimming, the Commonwealth of Virginia and Chesterfield County (local jurisdiction). 		
LOCATIONS:	<ul style="list-style-type: none"> SwimRVA-CSAC, 5050 Ridgedale Parkway, North Chesterfield, VA 23234, Phone: (804) 271-8271 (Pool front desk) 		
FACILITY:	<ul style="list-style-type: none"> SwimRVA-CSAC Provides 2 indoor pools and supporting amenities including hospitality, a swim shop, and concession stand. 50-meter competition pool with bulkhead offers 2 eight-lane, 25-yard competition pools with a depth of 7' 7" to 8' 1" end to end. Competition lanes are 8' 3" wide. All sessions will be run in the 25-yard competition pool set up for 8 lanes. Indoor 6-lane 25-yard pool for continuous warm-up, cool-down. American Red Cross certified lifeguards will be on duty for the duration of the contest. The facility is also equipped with first aid supplies, 2 AEDs and emergency oxygen. The meet host will ensure that the competition course meets the required dimensions as specified in 103.3 USA Swimming Rules and Regulations. (USA-S Rule change.) 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:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Jonathan Kaplan VSI Senior Chair seniorchair@virginiasswimming.org Phone: (864)508-2961</td> <td style="width: 50%; text-align: right;">Host Team Coordinator: Adam Kennedy adam.kennedy@swimrichmond.org Phone: (804) 334-7669</td> </tr> </table>	Jonathan Kaplan VSI Senior Chair seniorchair@virginiasswimming.org Phone: (864)508-2961	Host Team Coordinator: Adam Kennedy adam.kennedy@swimrichmond.org Phone: (804) 334-7669
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ELIGIBILITY:	<ul style="list-style-type: none"> Open to all Virginia Swimming athletes registered before the first day of the competition that meet the qualifying time in each event entered. Swimmers who have a minimum qualifying time in the 1000-yard Freestyle or the 1650 yard 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 November 1, 2022 through February 28, 2024. Age on February 29, 2024 will determine age for the entire meet. 		
DISABILITY SWIMMERS:	<ul style="list-style-type: none"> 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. 		
ATHLETES WITH A SERIOUS MEDICAL CONDITION	<ul style="list-style-type: none"> The swimmer (or the swimmer's coach) is responsible for notifying the Meet Referee, prior to the competition, of the medical condition that is potentially life-threatening while swimming and of any requested accommodations. Early notice (e.g., concurrent with the meet entry) is encouraged to allow for any needed planning or logistical support. This provision does not apply to medical conditions that are not life-threatening while swimming including injuries that limit range of motion. 		

	<ul style="list-style-type: none"> • The swimmer/coach shall provide a Personal Assistant(s) as needed.
FORMAT	<p>Preliminary Sessions:</p> <ul style="list-style-type: none"> • All events will be swum in a single course except for the 1650 Y Freestyle, 400 Y IM, and the 500 Y Freestyle. • Individual events EXCEPT the 1000 Y Freestyle and the 1650 Y Freestyle will be swum as trials and finals. • The 1650 Y Freestyle will be swum fastest to slowest in two courses separated by gender.. • The 1000 Y Freestyle will be swum slowest to fastest as a timed final event, alternating women and men. <ul style="list-style-type: none"> ○ 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 and men's heat will swim in the finals session • The 400 Y Individual Medley and the 500 Y Freestyle will be swum in two courses separated by gender. For each gender, <ul style="list-style-type: none"> ○ The four fastest heats will be swum first, slowest to fastest. ○ The remaining heats will be swum fastest to slowest. • 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 <p>Finals Sessions:</p> <ul style="list-style-type: none"> • The top 32 qualifiers in the preliminaries of each event will compete in each day's final session in the following order D, C, B, then A <ul style="list-style-type: none"> ○ 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. <p>Relay events: All relay events will be timed finals and be slowest to fastest. The fastest 2 heats of all relays will be swum during the finals session with any other heats swum during the prelims session.</p>
ENTRIES:	<ul style="list-style-type: none"> ○ REGULAR ENTRY DEADLINE: 11:59 PM, THURSDAY, FEBRUARY 22nd. ○ NEW QUALIFYING SWIMS ENTRY DEADLINE: 5:00 PM EST, MONDAY, February 26th. (See additional information below.) ○ 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. <ul style="list-style-type: none"> ○ Instructions for submitting entries through OME can be found at the end of the meet announcement. ○ Entry fees will be submitted directly to Virginia Swimming. See details in FEES section. ○ Conforming and Non-Conforming times may be used for entry. ○ ENTRY LIMITS: <ul style="list-style-type: none"> ○ 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 Y Medley relays must use 400 Y Medley relay times. ○ Bonus Events: Swimmers may swim bonus events based on the number of events entered with a qualifying time. Swimmers must have a time of record for each bonus event entered. <ul style="list-style-type: none"> ○ The following are the bonus event rules: <ul style="list-style-type: none"> ▪ 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 Y Individual Medley, 500 Y Freestyle, 1000 Y Freestyle, and the 1650 Y Freestyle are not available, with the exception that swimmers who have the qualifying time in the 1000 Y Freestyle or the 1650 Y Freestyle may swim both events.

- Qualifying for either the 1650 Y Freestyle or the 1000 Y 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.**
- **NEW QUALIFYING SWIMS:**
 - Additional entries from meets occurring between February 23rd and February 25th must be submitted 5 pm Monday, February 26th or will be considered late entries and charged accordingly.
 - New qualifiers will be submitted in a separate meet set-up file. This file will be available on the Virginia Swimming Meet Schedule page NLT Friday, February 23rd.
- **LATE ENTRIES:**
 - Entries other than newly qualified swims 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
- **UNATTACHED ATHLETES:** Unattached athletes that are not awaiting attachment to a team may enter using OME or by sending an email to businessoffice@virginiaswimming.org that includes
 - Full name and member ID
 - Events and corresponding times.
 - Proof of times for entered events.
- Coach Times (CT) are **not allowed** for any event. All entry times must have been achieved in a sanctioned, approved, or observed meet.
- “No Time” entries for individual or relay events will not be accepted.
- The total fees for all entries, including any late entry fees, must be paid prior to the first session of the meet (Thursday, February 29th). **Failure to pay entry fees by this deadline could result in the team being barred from the meet.**
- Payment for events entered at the meet must be made at the time of the request.
- **Proof of Times**
 - Verification of times for all events (including relays) is required. Proof of time is defined as a time that is included in the SWIMS database or which can be proven by official results of a sanctioned, approved, or observed meet.
 - Any additional requested proof of times must be submitted prior to the scratch deadline for the session in which the event is being swum. The proof of times must include the name of the athlete as well as the meet, event, and time swum.
 - After the meet, VSI staff will conduct an audit of entry times vs. meet results. Based on the results of this audit, a team may be required to provide additional proof of time for selected swims. Failure to provide this additional proof will result in the swim(s) being identified as illegal participation with fines assessed as described in the Penalties section below.
- Entries which improve the time of an earlier entry will be accepted until 5:00 pm EST on Monday, February 27th.
- The Meet Referee reserves the right to combine heats and events, which may require reseeding.

FEES:

Individual events: \$14.00
Relay events: \$24.00
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.

- **Payment for entries must be made by check or credit card.**
 - Checks should be may payable to **Virginia Swimming** and mailed to
 Virginia Swimming
 PO Box 1059
 Appomattox, VA 24522

	<ul style="list-style-type: none"> ○ Payment by credit card can be submitted 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, February 29, 2024.) ● 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 to Administrative Referee at the time of the request.
WARM-UPS:	<ul style="list-style-type: none"> ● Thursday afternoon/evening session: Warm-ups at 1:30 - 2:50 pm; competition starts at 3:00 pm. ● Prelims: <ul style="list-style-type: none"> ○ Friday: 6:30 – 8:20 am; Competition begins at 8:30 am ○ Saturday: 6:30 – 8:20 am; Competition begins at 8:30 am ○ Sunday: 6:30 – 8:20 am; Competition begins at 8:30 am ● Finals: <ul style="list-style-type: none"> ○ Friday: 4:30 – 5:35 pm; Competition begins at 5:45 pm ○ Saturday: 4:15 – 5:20 pm; Graduating Senior Recognition at 5:25; Competition begins at 5:45 ○ Sunday: 3:30 – 4:20 pm; Competition begins at 4:30 pm ● Additional information about lane designations for warm-ups is included on the Warm-up Schedule and Instructions sheet at the end of the meet announcement. ● During competition, specific lanes will be designated for PACE ONLY in the warm-up/cool-down pool.
SCRATCHES	<ul style="list-style-type: none"> ● The scratch procedures listed in current <i>USA Swimming Rules and Regulations</i>, Article 207.11.6 A-E.3 will apply with the exception of 207.11.6.C 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. ● Scratch procedures will be provided at the General Meeting, sent to team contacts, and posted on the Virginia Swimming website NLT Monday, February 26, 2024. In general, <ul style="list-style-type: none"> ○ Friday events: 3:30pm Thursday, February 29, 2024 ○ Saturday and Sunday events: 6:15pm the evening prior ● Deadlines for scratches from individual and relay events:: <ul style="list-style-type: none"> ○ Scratches for Thursday’s events, including relays, are due by 2:00 pm, Thursday. ○ Scratches for Friday’s events, including relays, are due 30 minutes after the start of the distance session Thursday. ○ Scratches for Saturday’s events, including relays, are due 30 minutes after the start of the finals’ session Friday. ○ Scratches for Sunday’s events, including relays and the 1000 freestyle, are due 30 minutes after the start of the finals’ session Saturday. ● The scratch rule regarding finals will apply to all four (4) evening heats D and C Bonus, B Consolation, A Finals excluding relays and the 1000 y Freestyle. ● Swimmers failing to scratch events which if swum would put them in violation of either the 3 event 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 invitation.
SEEDING:	<ul style="list-style-type: none"> ● All Short Course Yards will be seeded first followed by Long Course Meters times, Short Course Meters, then Bonus times. ● 1650 Y Freestyle positive check-in deadline: 2:00 pm, Thursday. Swimmers MUST positively check-in by that deadline TO BE SEEDED. ● AM and PM Designations for 400 Y relays and the 1000 Y Freestyle must be submitted by the scratch deadline for that day’s events. ● If a preference for AM or PM is not indicated, the athlete or team that is next in line will be assigned to finals in order for all lanes to be filled.
AWARDS:	<ul style="list-style-type: none"> ● Individual events will be awarded medals for first through eighth place. ● Relay events will be awards medals for first through third place.

	<ul style="list-style-type: none"> • 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. ○ Relays: F – 40-34-32-30-28-26-24-22, C – 18-14-12-10-8-6-4-2 • Team (Overall): Women, Men, Team Combined High Point. • Team (Specific): Combined Medium Team and Combined Small Team. Team sizes defined by the following: <ul style="list-style-type: none"> ○ 1-124: Small team ○ 125-249: Medium team • Individual: Women’s High Point, Men’s High Point
TIME TRIALS	<ul style="list-style-type: none"> • Any athlete entered in the meet including relay only athletes may participate in Time Trials. • At the conclusion of Thursday’s session and preliminary sessions on Friday and Saturday, time permitting, Time Trials will be offered to any swimmer entered in an individual event in the meet. • Deadlines for requesting a time trial: <ul style="list-style-type: none"> ○ Thursday – 3:30 pm. ○ Friday and Saturday – 10:00 am each day. • Time Trials on Friday and Saturday will begin no earlier than 15 minutes after the conclusion of the prelims session. • Each day’s events will be offered in order, on the following schedule (1000 Y and 1650 Y Freestyle will only be offered on Thursday): <ul style="list-style-type: none"> ○ Thursday: 1000 Y and 1650 Y freestyles only. ○ Friday: Friday’s events, Saturday’s events, Sunday’s events (excluding the 1000 Y freestyle). ○ Saturday: Saturday’s events, Sunday’s events (excluding the 1000 Y freestyle), Friday’s events. ○ Sunday: No Time Trials will be offered. ○ Cost: \$15.00 per individual event, \$25.00 per relay. • The Time Trial Referee, at his or her discretion, may reorder the day’s scheduled events or combine events into a single heat. • Each swimmer participating in Time Trials should provide a timer and/or a counter. • Time Trials are included in the three events per day limit.
RULES:	<ul style="list-style-type: none"> • The current <i>USA Swimming Rules and Regulations</i>, 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 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, 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 VSI best practices, swimmers should shower before entering the pool. • The Meet Referee in accordance with 102.23.3 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

	<p>competition on a subsequent day, but only with a release authorization signed by a licensed healthcare provider.</p> <ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • A fine of up to \$100 per event may be assessed for any illegal participation in the meet. Illegal participation is defined as <ul style="list-style-type: none"> ○ 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
OFFICIALS:	<p>Meet Referee: Ben Ackerly Email: benjamin.ackerly@gmail.com Phone: 804-869-4535</p> <ul style="list-style-type: none"> • 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. • An Application to Officiate can be found here as well as on the VSI website (www.virginiaswimming.org) and should be completed no later than Monday, February 26th. (Deadline for assigned positions – referee, starter, chief judge – is Thursday, February 22nd.) • An application has been submitted for the meet to be an approved Officials Qualifying Meet. See the Application to Officiate for further instructions.
SAFETY:	<p>Meet Safety Officer: Rebecca Quicke Email: rebecca.quicke@swimrichmond.org</p> <ul style="list-style-type: none"> • VSI Safety and Warm-up procedures will be in effect. • During general warm-up, feet first entry only. There will be NO DIVING OR RACING STARTS from the blocks or end of the pool during general warm-ups. • Use of training equipment other than snorkels is not permitted during warm-ups.
TIMERS:	<ul style="list-style-type: none"> • Clubs may 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 VSI website at www.virginiaswimming.org no later than Monday, February 26th, and will also be emailed to the contact person of each of the individual clubs. • Athletes must provide their own timers and counters for the 1650 and 1000 freestyle events.
GENERAL:	<ul style="list-style-type: none"> • A General Meeting will be held at 7:00 pm, Wednesday, February 28th 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. • Announcement of Virginia Swimming Scholarship winners will be held following finals warm-ups on Friday evening prior to the start of the finals' session. • Graduating senior swimmers' recognition will be held following finals warm-ups on Saturday evening prior to the start of the finals' session. • 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. • Meet Program: A Psych Sheet will be available to download on the VSI website. • Photography: In accordance with J.3 of 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 swim suits.
FACILITY RULES:	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • All air flow in take Vents on deck are not to be blocked by chairs, benches, spectators 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:	<ul style="list-style-type: none"> • Directions to the pool can be found by going to: www.virginiaswimming.org Click on "Meets". Click on "Senior Championships", Click on "Directions".
PARKING:	<ul style="list-style-type: none"> • Parking at the facility is available to patrons of the pool associated with the meets, employees, coaches and officials.

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

Approved 11.05.2020

Valid through 2024 VSI LC Senior Championship

SCHEDULE OF EVENTS

2024 VIRGINIA SWIMMING SHORT COURSE SENIOR CHAMPIONSHIPS

(Qualifying period: November 1, 2022 to February 28, 2024)

Women	THURSDAY February 29	Men
1	1650 Y FREE	2
3	800 Y FREE RELAY	4
All events swum as timed finals. Order of Individual Events: fastest to slowest.		

Women	FRIDAY March 1	Men
5	200 Y MEDLEY RELAY*	6
7	100 Y FLY	8
9	200 Y BACK	10
11	100 Y FREE	12
15 min Break		
13	400 Y IND. MEDLEY	14
*Enter using 400 Medley Relay time. †Fastest two heats in Finals <u>Order of Finals: Events 5,6, Break (10 min), 7, 8, 9,10, 11, 12 Break (10min), Events 13, 14</u>		

Women	SATURDAY MARCH 2	Men
15	200 Y FREE RELAY†	16
17	200 Y IND. MEDLEY	18
19	50 Y FREE	20
21	200 Y BREAST	22
15 min Break (prelims only)		
23	500 Y FREE	24
25	400 Y MEDLEY RELAY††	26
†Fastest two heats in finals. ‡ May choose AM or PM preference. <u>Order of Finals: Events 15, 16, Break (10 min), 17, 18, 19, 20, 21, 22, 23, 24, Break (10 min), Events 25, 26</u>		

Women	SUNDAY MARCH 3	Men
27	200 Y FLY	28
29	100 Y BACK	30
31	200 Y FREE	32
33	100 Y BREAST	34
35	400 Y FREE RELAY††	36
37	1000 Y FREE‡#	38
.‡ May choose AM or PM preference # Top 8 PM designees will swim at finals. † Fastest two heats in finals. <u>Order of Finals: Events 37, 38, 27, 28, 29, 30, 31, 32, 33, 34, Break (10 min), Awards (Individual High Point), Events 35, 36, Awards (Team)</u>		

OME Instructions

5/29/23

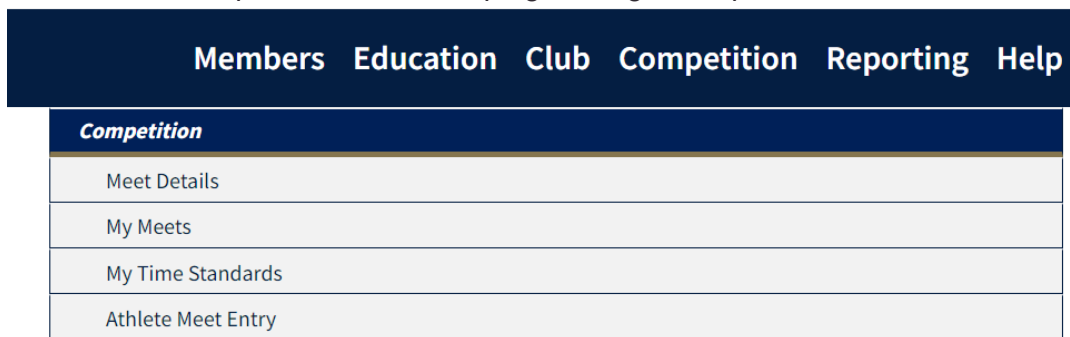
Multiple individuals from a team can access OME and enter athletes into the meet provided they have been assigned Club OME Access as one of their Staff roles. Your Club Administrator can assign that role through the club portal by following these steps:

- 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.



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: USAS (dropdown)

Meet Name: (empty field)

Course: -- (dropdown)

City: lynchburg (text field, circled with an arrow pointing to it)

Country: (empty field)

Meet Start Date Range: Month (dropdown), Day (dropdown), Year (dropdown)

Sort Results By: Meet Name (A-Z) (dropdown)

SEARCH FOR MEET (button) CLEAR FORM (button) ADD MEET (button)

- 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



- Click the blue 'Enter Meet' button.
- 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

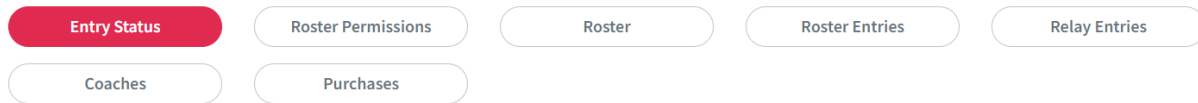
Team Entry Status: In Progress

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

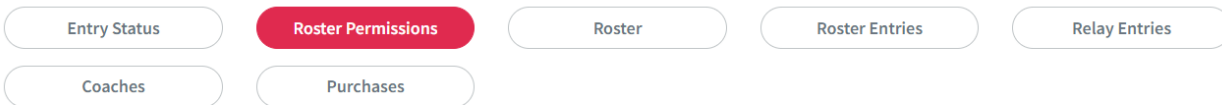
Qualifying Date Range: 01/01/1900 - 04/25/2023



Manage Entry

TEAM NAME	TEAM ENTRY STATUS
Unattached - Virginia Swimming (VA)	In Progress

- 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.



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* ⓘ

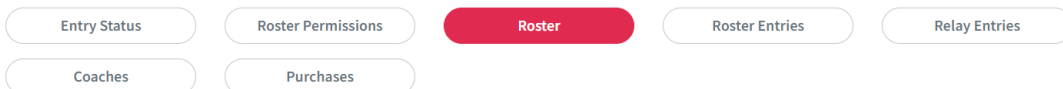
March 01 2023 11:59 PM

Time Zone ⓘ

Eastern Standard Time

SAVE

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



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.

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

Roster Entries

Only Show Athletes Requiring Event Approval?

8 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	
[Redacted]	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: [Redacted]

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

8 Athletes

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	RELAY ONLY SWIMMER?
[Redacted]	Male	08/29/2004	18	Events Approved	No
[Redacted]	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.

- 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.)

Manage Relay Team

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

Add Relay Via Aggregate?

Yes

Relay Team Name*

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 existing relay team for the event

LEG	NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	ENTRY TIME
1	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				
4	<input type="text"/>				

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:
- you can't remove a coach if you have paid for their credential.
 - you can't remove an athlete.
 - you can't change an athlete's event(s).
14. **Reports:** A listing of the entries for the meet can be found in in the club portal under My. 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* found at the bottom of the list. **(For Senior Champs, updated times after the original entry deadline must be sent by email to Mary Turner and not updated using this feature in OME.)**
16. As in the past, additional athletes and/or entries may be submitted through OME up until the entry deadline.



Warm-up Schedule & Instructions

- **Thursday afternoon/evening session: Warm-ups at 1:30-2:50 pm; competition starts at 3:00 pm.** The competition pool will be reserved for swimmers entered into the 1650 Y Freestyle from 2:00 - 3:50 pm.
 - All other swimmers must use the warm-up/warm down pool. Specific lanes will be designated upon request (start or pace) by the Meet Referee.
 - Meet Referee has the authority to designate such lanes as needed.
 - Coaches desiring pool time after 6:00 pm on Thursday should make arrangements beforehand with the Host Team Coordinator (Adam Kennedy – adam.kennedy@swimrichmond.org)
- Friday, Saturday, and Sunday Prelims sessions: Warm-ups 6:30-8:20 am; Competition starts at 8:30 am.
 - 6:30-7:50 am: All lanes designated for general warm-up
 - 7:50-8:20 am: Lanes 1 and 8 designated for pace; Lanes 2, 3, 6, and 7 designated for one-way start/sprint; Lanes 4-5 and all other lanes will remain general.
- Finals session on (Friday): Warm-ups 4:30-5:35 pm; competition starts at 5:45 pm.
 - 4:30-5:15 pm: All lanes designated for general warm-up for all participants.
 - 5:15-5:35 pm: **Competition pool reserved for finals competitors only.**
 - 5:15-5:35 pm: Lanes 1 and 8 designated for pace; Lanes 2, 3, 6, and 7 designated for one-way start/sprint; Lanes 4-5, and all other lanes will remain general.
- Finals session on (Saturday): Warm-ups 4:15-5:20 pm; competition starts at 5:45 pm.
 - 4:15-5:00 pm: All lanes designated for general warm-up for all participants.
 - 5:00-5:20 pm: **Competition pool reserved for finals competitors only.**
 - 5:00-5:20 pm: Lanes 1 and 8 designated for pace; Lanes 2, 3, 6, and 7 designated for one-way start/sprint; lanes 4-5, and all other lanes will remain general.
 - 5:25-5:40 pm: **Graduating Seniors Recognition**
- Finals session (Sunday): Warm-ups at 3:30-4:20 pm; competition starts at **4:30 pm**.
 - 3:30-4:00 pm: All lanes designated for general warm-up
 - 4:00-4:20 pm: **Competition pool reserved for finals competitors only.**
 - 4:00-4:20 pm: Lanes 1 and 8 designated for pace; Lanes 2, 3, 6, and 7 designated for one-way start/sprint; Lanes 4-5, and all other lanes will remain general.
 - 1000 Y Freestyle session: Warm-ups are planned to begin 45 min prior to the start of the first scheduled heat and will close 5 min prior to the start of the first scheduled 1000 heat.
- There will be specific lanes designated for PACE ONLY in the warm-up/cool down lanes.
- **VSI Safety and Warm-up procedures will be in effect in all pools.** Use of training equipment other than snorkels is not permitted.
- The Meet Referee reserves the right to revise lane assignments and other instructions based on the needs of the swimmers.