

	VIRGINIA SWIMMING SHORT COURSE AGE GROUP CHAMPIONSHIP March 13 - 16, 2025 SANCTION NO. VS-25-67		Hosted by: 
SANCTION:	- Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS-25-67 - USA Swimming, Inc., Virginia Swimming, Inc., TIDE Swimming, and Hampton Virginia Aquaplex 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, TIDE Swimming agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Virginia Swimming, the Commonwealth of Virginia and the City of Hampton..		
LOCATION:	Hampton Virginia Aquaplex, 1908 Coliseum Drive, Hampton, Va, 23666. Phone: (757) 263-0999		
FACILITY:	8-lane, 50-meter indoor pool 6 feet 8 inches deep at one end and 13 feet deep at the diving board end; lanes are 8 feet 2 inches wide; overflow gutters; non-turbulent lane markers; Colorado Timing System. - Warm-up/Warm-down Pool: 8-lane, 25-yard indoor pool three feet six inches at one end and four feet six inches at the other end. No Diving is allowed in this pool. - Lifeguards stations on deck. AED devices available. Hampton Fire and Rescue 1. miles to Hampton Aquaplex. - The 50-meter pool will be set up into two 25-yard courses. 1500 second level seats are available for spectators. Only swimmers, coach's officials and meet staff/volunteers will be allowed on the pool deck. - The meet host will ensure that the competition course meets the required dimensions as specified in 103.3 USA Swimming Rules and Regulations. - 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:	Mike Julian VSI Age Group Chair Phone: (804) 405-9625 Email: coachmikej@novaswim.org	Mike Salpeter TIDE Swimming Phone: (757)375-4394 Email: coachmike@tideswimming.com	
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 1000 or 1650 Y Freestyle. - Swimmers who have a minimum qualifying time in the 1000 Yard Freestyle or the 1650 Yard Freestyle may swim both events. This applies to all 11-14 year-old swimmers. - No on deck Virginia Swimming athlete registration will be permitted. - The qualifying period for this meet is November 1, 2023 through March 12, 2025 - Age on March 13, 2025 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 using the <u>Disability Accommodation Form</u>.		
ATHLETES WITH A SERIOUS MEDICAL CONDITION:	- 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. - The swimmer/coach shall provide a Personal Assistant(s) as needed.		

FORMAT:	- Individual events: - Thursday: 10 & under 500 Y Freestyle, 11-12 500 Y Freestyle, and 11-14 1000 Y Freestyle will be swum as timed finals. - Friday: 11-12 400 IM will be swum as a timed final event with the top 8 swimmers after scratches competing Friday night in finals. - Sunday: 11-14 1650 Y Freestyle will be swum as a timed final event. - All other events will be swum as preliminary / finals events. - Thursday evening events will be swum in two pools. - All individual events (10 & under 500 Y Freestyle, 11-12 500 Y Freestyle and 11-14 1000 Y Freestyle) will be swum fastest to slowest. - The 13-14 800 Y Freestyle Relays will be seeded and swum slowest to fastest. - The two pools will be separated and swum in Boys and Girls courses. If one pool finishes early, those lanes may be utilized to expedite the finish of races from the other pool, at the discretion of the Meet Referee. - All preliminary events will be swum in two pools, Friday through Sunday, with competition in each pool to be determined after entries are received. - Finals (Friday through Sunday) will be swum in one pool 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 & under swimmers will qualify for finals. - The 1650 Y Freestyle will be swum in two courses fastest to slowest, 20 minutes after the conclusion of Sunday's preliminary session relays. If one pool finishes early, those lanes may be utilized to expedite the finish of races from the other pool, at the discretion of the Meet Referee. The final heat of boys and girls may be combined. - Relay events: - Will be Timed Finals. - All 10 & under relays will swim during the preliminary sessions. - The fastest heat of all 11-12 relays and all 13-14 relays 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 Y Freestyle Relay will be swum 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 the meet.
WARM-UP:	- Thursday Evening Session: Warm-ups: 3:00 pm; competition starts at 4:15pm - Preliminary Sessions: Not before 7:00am; competition starts not before 8:30am 1650 Y Freestyle Session: Competition will begin 20 minutes after the 400 Y Freestyle relays. - Final Sessions: - Friday and Saturday: General warm-ups: not before 4:30 pm; Specific warm-ups not before 5:00 pm; Competition starts: not before 5:30 pm - Sunday: General warm-ups: not before 3:30 pm; Specific warm-ups not before 4:00 pm; Competition starts: not before 4:30 pm - Lane assignment and warm-up times for individual clubs will be posted on the TIDE website no later than Sunday March 9, 2025, and will also be emailed to the contact person of the participating clubs.
ENTRIES:	DEADLINE FOR THE RECEIPT OF ENTRIES IS 11:59 pm, WEDNESDAY, March 5, 2025. ENTRY PROCEDURES – 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 directly to Virginia Swimming. See additional information in FEES section.

	• OME CLOSES: 11:59pm EST – WEDNESDAY, March 5, 2025. • Meet Entry Officer: Emily Fagan • 11-14 year-old athletes who have the qualifying time in the 1000 Y Freestyle or the 1650 Y Freestyle may enter both events. • 13-14 year-old athletes with a qualifying time in the 100 Y Backstroke, Breaststroke, or Butterfly may enter the 50 Y event of the corresponding stroke. • LATE ENTRIES. Entries desired after 11:59 pm, WEDNESDAY, March 5, 2025 and prior to the start of the meet, must be sent to businessoffice@virginiaswimming.org 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 in this order: Short Course Yards, then Long Course Meters, then Short Course Meters • 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. ○ Proof of times including the date and name of the meet where the time was achieved must be included with the entry file. ○ 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. ○ Any proof of times received after the heat sheet has been printed will be seeded in the first heat with an extra heat being added if necessary. • Entries not proven by the proof of time deadline specified above 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. All entries for the 13/14 200 Y Medley relays must use 400 Y Medley relay times. • The Meet Director, in conjunction with the Meet Referee reserves the right to combine heats and events, which may require reseeding.
FEES:	Individual Events: \$14 Relay Events: \$24 Swimmer Fee: \$2.50 per person (entered in the meet in any capacity) Includes: Free Access to Heat Sheets (\$12 Value) ○ Meet Mobile ○ PDF Files for each Session online 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: • Payment for entries must be made by check or credit card. ○ Checks should be made payable to Virginia Swimming and mailed to Virginia Swimming PO Box 1059 Appomattox, VA 24522 ○ 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, March 13, 2025). 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 (made to Administrative Referee). - IMPORTANT: If payment is sent via Express Mail/FedEx/Airborne/UPS/etc., please ensure that a signature is NOT required for delivery.
SEEDING:	Instructions for submitting scratches will be distributed to all teams and posted on the Virginia Swimming website NLT Monday, March 10, 2025. - All events will be pre-seeded with the exception of the following which will be deck-seeded after the scratch deadlines: all relays, the 400 IM, and the 500, 1000, and 1650 Freestyles. - Scratch deadlines for deck-seeded events:: - Thursday evening events by 3:30 pm (inc. 800 Freestyle Relay) - Friday: - All 200 and 400 Relays: 7:30 am 400 IM: 7:30 am - Saturday: 13/14 500 Freestyle 8:00 am - Sunday: 11/14 1650 Freestyle: 8:00 am A swimmer who doesn't scratch from a deck-seeded event and does not show up to compete will not be allowed to swim his/her next event.
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: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
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 <i>USA Swimming Rules and Regulations</i>, including the Minor Athlete Abuse Prevention 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. - 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's legal guardian to ensure compliance with this requirement. - 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) anytime athletes, coaches, officials and/or spectators are present without written USA Swimming approval.

	• 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, 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. • 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: Geoff Alms Email: gra2p@yahoo.com Phone: 434-825-9359 • 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. • Officials must have been certified for a year in the positions in which they are planning to work. • Applications to officiate are available on the VSI website on the 2025 Championship Meets page should be completed no later than March 3, 2025. • Application will be made to have this meet approved as an Officials Qualifying Meet for N2 Certification/Re-certification. • Officials (including non-VSI officials) desiring to be evaluated must request evaluation on the Application to Officiate. • There will be an Officials meeting one hour prior to the start of each session located in the hospitality room at the shallow end of the pool. • Zoom General Meeting will be held on Wednesday, March 12, 2025, at 7:30pm.
SAFETY:	Meet Safety Officer: Ricky Perez Email: coachricky@tideswimming.com Phone: (414)737-3777 Virginia Swimming Meet Safety 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. • Swimmers are expected to provide their own timers and lap counters (as appropriate) for: ○ Thursday's events: 10 & Under and 11-12 500 Y Freestyles and the 11-14 1000 Y Freestyle. ○ Friday events: 11-12 and 13-14 Y 400 IM ○ Saturday events: 13-14 500 Y Freestyle ○ Sunday: 11-14 1650 Y Freestyle ○ Relay teams are required to provide their own timers for the 800 Y Freestyle Relay Thursday as well as any relays swum in Prelims. • The number of timers required per club and their lane assignments will be posted on the HOKI website no later than Sunday, March 9, 2025, and will also be emailed to the contact person of each of the individual clubs.
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 Photographers" will be allowed on deck at the meet. • 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. • Spectator Seating: Seating will be available for spectators. • First Aid: A staffed First Aid Station is located at lifeguard office. • Lost and Found: Lost and Found will be located at the lifeguard office.
FACILITY RULES:	FOLLOWING RULES ARE TO BE FOLLOWED DURING THE EVENT: • Only swimmers, coaches, officials, and meet staff with proper credentials will be permitted on the pool deck. These credentials must be visible at all times when on deck. Additionally, credentials must be shown to enter the door at the diving board end of the facility. • The elevator is reserved for ADA access, freight, or individuals with limited mobility. • No spectators/parents will be allowed on deck unless working the meet. • No smoking is allowed on the campus. Young children must be supervised by an adult. • Observers are to stay in designated areas. • No tape of any kind is to be used inside to hang signs, banners or decorations. Please consult with the Director of Aquatics prior to hanging up any relevant decorations. • No glass containers of any kind are to be brought into the pool complex. • All emergency exits and walkways must remain clear. • 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.
DIRECTIONS:	Go to: MapQuest.com

Virginia Swimming 2025

Short Course Age Group Championships

Order of Events

G	Friday	B
9	13-14 100 Breaststroke	10
11	11-12 50 Breaststroke	12
13	10&U 50 Breaststroke	14
15	13-14 200 Freestyle	16
17	11-12 200 Freestyle	18
19	10&U 200 Freestyle	20
21	13-14 100 Butterfly	22
23	11-12 100 Butterfly	24
25	10&U 50 Backstroke	26
27	13-14 50 Backstroke	28
29	11-12 200 Backstroke	30
31	10&U 100 IM	32
33	13-14 400 IM	34
35	11-12 400 IM (*)	36
5 Minute Break		
37	10 & U 400 Med Relay (#)	38
39	11-12 400 Med Relay (*)	40
41	13-14 400 Med Relay (*)	42

(*) Timed Final event. Top 8 swim in finals

(#) Timed Final event. All heats swum in prelims

G	Thursday Timed Finals	B
1	11-14 1000 Freestyle	2
3	10 & Under 500 Freestyle	4
5	11-12 500 Freestyle	6
5 Minute Break		
7	13-14 800 Freestyle Relay	8
G	Saturday	B
43	13-14 200 Med Relay (*)	
45	11-12 200 Med Relay (*)	
47	10&U 200 Med Relay (#)	
5 Minute Break		
49	13-14 200 Butterfly	50
51	11-12 200 Butterfly	52
53	10&U 50 Butterfly	54
55	13-14 50 Freestyle	56
57	11-12 50 Freestyle	58
59	10&U 100 Freestyle	60
61	13-14 200 Breaststroke	62
63	11-12 100 Breaststroke	64
65	10&U 100 Breaststroke	66
67	13-14 100 Backstroke	68
69	11-12 50 Backstroke	70
71	10&U 200 IM	72
73	11-12 200 IM	74
75	13-14 500 Freestyle (**)	76
5 Minute Break		
77	10&U 200 Free Relay (#)	78
79	11-12 200 Free Relay (*)	80
81	13-14 200 Free Relay (*)	82

(**) Events 75 and 76 will swim after Relays in prelims

(*) Timed Final event. Top 8 swim in finals

(#) Timed Final event. All heats swum in prelims

G	Sunday	B
83	13-14 50 Breaststroke	84
85	11-12 200 Breaststroke	86
87	13-14 200 Backstroke	88
89	11-12 100 Backstroke	90
91	10&U 100 Backstroke	92
93	13-14 100 Freestyle	94
95	11-12 100 IM	96
97	10&U 50 Freestyle	98
99	13-14 200 IM	100
101	11-12 100 Freestyle	102
103	10&U 100 Butterfly	104
105	13-14 50 Butterfly	106
107	11-12 50 Butterfly	108
5 Minute Break		
109	13-14 400 Free Relay (*)	110
111	11-12 400 Free Relay (*)	112
113	10&U 400 Free Relay (*)	114
115	11-14 1650 Free (**)	116

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

(**) Timed Final – Swims Fast to Slow

2025-2028 Age Group Champs Qualifying Times				
GIRLS			BOYS	
LCM	SCY	10 & Under	SCY	LCM
35.49	31.29	50 Freestyle	30.99	35.19
1:18.59	1:09.39	100 Freestyle	1:08.79	1:17.89
2:54.49	2:34.29	200 Freestyle	2:29.39	2:50.49
6:09.09	6:48.59	500 Freestyle	6:40.39	6:02.59
41.59	36.69	50 Backstroke	36.09	40.99
1:29.99	1:19.29	100 Backstroke	1:17.49	1:27.99
47.99	41.69	50 Breaststroke	41.59	47.89
1:43.99	1:31.69	100 Breaststroke	1:30.59	1:43.99
39.99	35.39	50 Butterfly	34.89	39.39
1:34.99	1:23.09	100 Butterfly	1:20.99	1:33.99
	1:19.29	100 IM	1:17.89	
3:13.99	2:51.99	200 IM	2:50.39	3:12.99
LCM	SCY	11-12	SCY	LCM
31.29	27.49	11-12 50 Freestyle	27.49	31.29
1:08.69	1:00.49	11-12 100 Freestyle	1:00.19	1:08.39
2:27.99	2:10.39	11-12 200 Freestyle	2:10.79	2:28.39
5:11.99	5:48.49	11-12 500 Freestyle	5:50.59	5:12.89
36.19	32.09	11-12 50 Backstroke	31.79	35.89
1:17.09	1:08.49	11-12 100 Backstroke	1:08.79	1:17.59
2:47.69	2:27.09	11-12 200 Backstroke	2:27.39	2:46.59
40.59	35.69	11-12 50 Breaststroke	36.09	41.29
1:28.99	1:17.89	11-12 100 Breaststroke	1:17.49	1:29.99
3:12.59	2:48.99	11-12 200 Breaststroke	2:47.99	3:12.99
34.29	30.29	11-12 50 Butterfly	30.49	34.89
1:19.79	1:07.89	11-12 100 Butterfly	1:08.39	1:17.29
2:58.99	2:36.99	11-12 200 Butterfly	2:31.39	2:53.79
	1:08.59	11-12 100 IM	1:09.09	
2:46.99	2:27.49	11-12 200 IM	2:27.19	2:46.59
5:59.99	5:17.49	11-12 400 IM	5:12.89	5:55.69
LCM	SCY	13-14	SCY	LCM
29.49	25.89	13-14 50 Freestyle	24.49	27.99
1:03.99	55.79	13-14 100 Freestyle	52.99	1:00.79
2:18.69	2:01.39	13-14 200 Freestyle	1:55.79	2:11.69
4:52.99	5:28.29	13-14 500 Freestyle	5:15.19	4:41.29
10:11.19	11:19.99	13-14 1000 Freestyle*	11:05.99	10:00.19
19:58.19	19:29.99	13-14 1650 Freestyle*	18:49.99	19:15.09
1:11.19	1:02.99	13-14 100 Backstroke	1:00.39	1:08.19
2:34.19	2:14.89	13-14 200 Backstroke	2:10.19	2:26.89
1:22.99	1:12.29	13-14 100 Breaststroke	1:08.59	1:19.49
3:03.99	2:38.59	13-14 200 Breaststroke	2:30.79	2:52.89
1:10.69	1:02.39	13-14 100 Butterfly	59.19	1:07.09
2:43.49	2:22.99	13-14 200 Butterfly	2:14.99	2:32.59
2:37.79	2:17.49	13-14 200 IM	2:10.49	2:29.99
5:33.29	4:51.79	13-14 400 IM	4:40.59	5:17.89

* 11-14 yr old event

Approved 10/8/2024

Valid through 2028 LC Age Group Champs

OME Instructions

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, enter the city where the meet will be held in the *City* field and the dates of the meet (both start and end dates must be entered). Click *Search For Meet*.

Meet Search

Host Organization USAS	Meet Name 	Meet Classification
Course --	City Hampton	State
Country 	Meet Start Date Range March 13 2025	Meet End Date Range March 16 2025
Sort Results By Meet Name (A-Z)		

SEARCH FOR MEET **CLEAR FORM** **ADD MEET**

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

4. Click the blue 'Enter Meet' button.

5. 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

6. **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

7. 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.

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.

8. **Roster Entries:** After selecting the athletes who will attend the meet, move to *Roster Entries* and select the edit icon to add their events. (See next page.)

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.

- 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?

Yes

Relay Team Name*

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 existing relay team for the event

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

SAVE

BACK

10. **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.

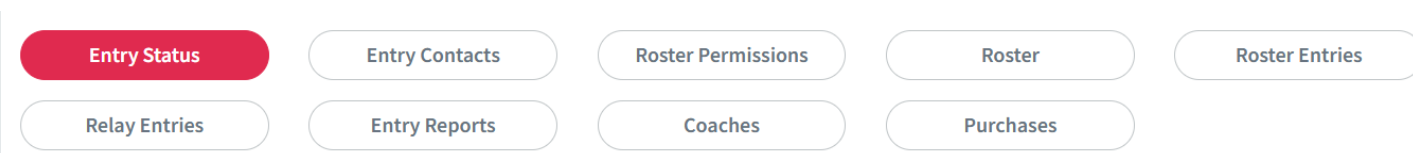
Coaches

SELECT COACHES

0 Coaches

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

11. 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. You will notice that the cost of the events is \$0 because you will pay the entry fees directly to Virginia Swimming once all entries are finalized and an invoice is sent. HOWEVER, you must complete the check-out process in order for your entries to be submitted. Remember, you can only delete or change the roster or entries prior to submitting your entries. Once the entry has been submitted, you will NOT have the option to delete or change that item. 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).
12. Once you hit 'Return' after making the *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. While changes to those submitted items are not possible in OME, you can add additional athletes and/or events.
13. **Reports:** A listing of the entries for the meet can be found in in the club portal under *My Meets*. Select the meet to find the following options:



14. **Updating Entry Times:** If allowed by the meet host, entry times can be after entries have been submitted. For an individual athlete this can be clicking on the stopwatch icon by the athlete's name or can be done for the roster by clicking *Update Individual Event Entry Times for Entire Roster* 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.)**
15. As in the past, additional athletes and/or entries may be submitted through OME up until the entry deadline.

