



**2009 SPEEDO CHAMPIONS SERIES**  
**Southern Zone Southern Sectional Championship**  
**July 16-19, 2009**



- SANCTIONED BY:** Florida Swimming, Inc., Sanction # 4878
- CONDITION OF SANCTION:** The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.
- SPONSORED BY:** Gator Swim Club
- LOCATION:** University of Florida's, O'Connell Center, Gainesville, Florida  
 Contact Information: Erva Gilliam 352-375-4683 EX. 4545
- DATE & START TIME:**
- |                    | WARM UP | PRELIMS | WARM UP | START FINALS |
|--------------------|---------|---------|---------|--------------|
| July 16 - Thursday |         |         | 3:30PM  | 5:00PM       |
| July 17 - Friday   | 6:30AM  | 9:00AM  | 3:30PM  | 5:00PM       |
| July 18 - Saturday | 6:30AM  | 9:00AM  | 3:30PM  | 5:00PM       |
| July 19 - Sunday   | 6:30AM  | 9:00AM  | 2:30 PM | 4:00 PM      |
- GENERAL MEETING:** Friday, March 15, at 8:00 in the Hospitality Room of the Aquatic Center. Any changes to the conduct of the meet will be decided at this meeting. It is the responsibility of each swimmer and coach to be aware of any changes made during this meeting.
- COACHES MEETING:** Saturday, July 18, immediately following preliminaries. Purpose of this meeting will be to allow the Coaches and Teams participating at this meet to decide on the future dates and locations for the 2010 Spring and Summer Sectional Championships.
- POOL SPEC:** One (1) Eight (8) lane certified 50-meter course with non-turbulent lane lines. 10 lanes may be used for Prelims if deemed necessary by Florida Swimming. Warm-up/down outdoor pool is available during competition. Water depth at the competition starting end(s) is a minimum of four (4) feet.
- TIMING SYSTEM:** Daktronics Timing System
- ELIGIBILITY:** Open to all 2009 USA Swimming registered athletes and foreign athletes that have been invited by USA Swimming; that have achieved the listed qualifying times between July 12, 2007 and the entry deadline. **Teams from outside this Southern Zone-South Section (SZSS) must contact the meet director for a special invitation. Teams/Swimmers from outside the SZSS must meet the qualifying times in all events entered (no bonus swims).**

**OME ENTRY PROCEDURES – READ CAREFULLY**  
**SEE “OME” HIGHLIGHTS ATTACHMENT FOR MORE INFORMATION**

**On-Line Meet Entry (OME)** – Entries will be processed using the USA Swimming On-Line Meet Entry System (OME) **ONLY**. Access this entry system from the USA Swimming web site at the address <http://www.usaswimming.org/ome> Coaches must register for an account (Free) to utilize the system. Log in and select “Enter Team”. **Paper, FAX, and Email entries will not be accepted.**

**OME OPENS:** 12:01 AM EST **Friday June 19, 2009**

**OME CLOSSES:** 10:00 PM EST **Sunday July 12, 2009**

**OME HELP:** Susan Woessner USA Swimming 719-332-0184 [swoessner@usaswimming.org](mailto:swoessner@usaswimming.org)  
 Stuart Michelson FL Swimming 407-417-1756 – [smichelson@cfl.rr.com](mailto:smichelson@cfl.rr.com)

Athletes may enter the meet using conforming and non-conforming times in this order: Long Course Meters (LCM), then Short Course Meters (SCM), then Short Course Yards (SCY). Converted times are not permitted. Swimmers who have not achieved the qualifying standards are not qualified.

**Individual Entries:** Use a time in the national database for entry that is faster than the qualifying time and achieved during the qualifying period. Swimmers may enter using an Override Time for times that are not in the national database. Override times must include the meet name and date. Times that cannot be proven by the Entry Coordinator will not be seeded in the meet. Times that are missing from the National Database should be requested through the host LSC National Times Coordinator of the meet at which the time was achieved.

**OME RELAY ENTRY PROCEDURES: ENSURE “RELAY ONLY” ATHLETES ARE INCLUDED IN THE TEAM ENTRY ROSTER.** Relay teams may be entered at any seed time.

**TEAMS WITH UNATTACHED OR UNREGISTERED ATHLETES:** Teams may enter athletes with an Unattached or Unregistered status. When building the roster in OME, select the “Add Unattached/Unregistered Swimmer” link. Unregistered swimmers must provide proof of registration prior to the swimmers first event.

**INDIVIDUAL UNATTACHED ATHLETES:** Unattached athletes that are not awaiting attachment to any team must enter individually. Access the OME system at the address <http://www.usaswimming.org/ome> - log in and select “Enter Individual.”

**ENTRY LIMIT:** Individual Events: Athletes may enter all events which they qualify, however they may only compete in Six (6) individual events for the meet and no more than Three (3) individual events per day. Relay Events: Two (2) per team per event.

**BONUS SWIMS:** **Bonus swims will be available as follows:**  
Swimmers qualified in one or more events may swim up to two (2) bonus events during the course of this meet, subject to the meet rules on limitations for each day and the meet.  
*\*In the OME system, select “Enter as Bonus” to enter bonus events.*  
\*The 400 FR, 800 FR, 1500 FR, and 400 IM are not eligible to be entered as bonus events unless you are qualified in either the 800 free or 1500 free for this meet. The total swims including bonus swims shall not exceed the limit of 3 individual events per day and 6 individual events for the meet.

|                    |                                   |                                    |
|--------------------|-----------------------------------|------------------------------------|
| <b>ENTRY FEES:</b> | <b>WITHIN SECTION</b>             | <b>OUTSIDE SECTION**</b>           |
|                    | \$7.50 per individual event       | \$10.00 per individual event       |
|                    | \$15.00 per relay team            | \$20.00 per relay team             |
|                    | \$9.00 per athlete meet surcharge | \$10.00 per athlete meet surcharge |

**Payable to: Gator Swim Club, PO Box 357221, Gainesville, FL 32635.**

All entries must be completed through USA-S OME online entry program and finalized/checked out by Sunday July 12, 2009 at 10:00 pm. No faxed or emailed entries accepted. **All teams will pay via check or cash, with payment mailed to Gator Swim Club.** Once the entry is closed out, the events and athletes may not be deleted. Athletes and events may however be added up to the entry deadline. NOTE: Entries are not accepted and entry is not complete until the entry is closed out through OME.

**SEEDING:** Eligible entries shall be seeded in the following order – Long Course Meters (LCM), Short Course Meters (SCM), Short Course Yards (SCY), followed by all Bonus entry Long Course (LCM), Short Course Meters (SCM), Short Course Yards (SCY).  
All submitted times must have been achieved and match exactly the time that is on file with USA Swimming SWIMS database. **CONVERTED TIMES ARE NOT PERMITTED.**  
**An \* next to the time on the psych sheet or Administrative Referee’s master entry indicates that the time must be cleared before the closing of the scratch box or that swimmer will not be seeded and will not be eligible to compete in that event.**

**FINALS:** **Finals events will be swum in the following order:** A-Final, B-Final, C-Final.  
All Finals will be competed in 8 lanes.  
The C-Finals is reserved for athletes 18 years of age and younger.

**SCRATCHES:** **PRELIMS:** Scratches prior to the seeding of heats shall be confirmed by properly filling out and depositing a scratch card in the scratch box.

The deadline for positive check-in for INDIVIDUAL DISTANCE EVENTS on Thursday, July 16<sup>th</sup>, shall be 4:00 p.m.  
The deadline for check-in for Thursday night’s relays shall be 6:00 p.m.  
Positive Check-in for Thursday night’s events only will be accepted in person and by Email: [smichelson@cfl.rr.com](mailto:smichelson@cfl.rr.com) by 6:00 pm.  
**Scratch box located at Clerk of Course.**

**SCRATCH DEADLINES:**

|                    |          |           |
|--------------------|----------|-----------|
| Friday's Events:   | Thursday | 5:30 p.m. |
| Saturday's Events: | Friday   | 5:30 p.m. |
| Sunday's Events:   | Saturday | 5:30 p.m. |

**Failure to scratch by the deadlines listed and not swum in the prelim will result in a fine of \$10.00. There is no event penalty. The swimmer must declare their intent to swim with the Administrative Referee for subsequent days competition prior to the closing of the scratch box for the next days seeding (positive check in all subsequent events).**

**FINALS:** Any swimmer who competes in a preliminary heat and qualifies as one of the fastest twenty four (24) swimmers must swim A-Finals, B-Finals, or C-Finals; or must declare his/her possible intention to scratch within thirty (30) minutes of the announcement or posting of the preliminary results of that event and further declare their final intentions within 30 minutes of their last individual preliminary event. "Failure to Swim" will result in the swimmer being fined \$25.00. Upon payment of the fine, the swimmer will be eligible to continue competing in the meet. In the case of missing a Sunday night final, payment of the \$25.00 must be made in order to compete in future Speedo Championship Series meets.

A swimmer not in the originally announced or posted in the fastest twenty four (24) swimmers who is moved into a final due to the scratch of another swimmer, will not be penalized for failing to swim in that final. Swimmers within the top thirty two (32) are encouraged to declare their intention not to compete if they do not intend to swim, so that the Administrative Referee will be able to properly seed the meet for finals.

All fines must be paid prior to any swimmer competing in any future Southern Sectional Meet competition, at which time the swimmer will be reinstated in the meet.

**NOTE 1:** Alternates wishing to swim in an open lane in finals must be standing at the starter's tent, prepared to step on the block for the swim when the swimmers are called to the blocks. The Referee will instruct the Announcer to call for the alternate.

**NOTE 2:** Scratches must be done individually; "team" scratches are not acceptable.

**NOTE 3:** In addition to the swimmers required to scratch if they are not going to swim in finals, all swimmers who do not plan to swim in finals are strongly urged to scratch, especially swimmers who finished the preliminary events in places 25–32.

**800 and 1500 FREE:** Positive check-in is required to be seeded in the Women's 800 Free and Men's 1500 Free.

For Sunday's Women's 800 Free and Men's 1500 Free – Any swimmer who is ranked in the top 10 for seeding purposes who desire to swim in the preliminary session must declare their desire for a preliminary session swim by the check-in deadline (same as scratch box closing) on Saturday night.

**400 IM/400 FREE:** Events 13 and 14, the Women's and Men's 400 IM; and  
Events 23 and 24, Women's and Men's 400 Free

**Will be swum as follows:**

1. Fastest 4 heats of women, slowest to fastest
2. Fastest 4 heats of men, slowest to fastest
3. All remaining heats, alternating women and men, fastest to slowest

**RELAY EVENTS:** Events 15 and 16, the Women and Men's 800 Free Relay

Events 25 and 26, the Women and Men's 400 Medley Relay

Events 35 and 36, the Women and Men's 400 Free Relay

All heats will be swum at the end of finals on Friday, Saturday and Sunday in the following order:

1. 2<sup>nd</sup> fastest women's heat, fastest women's heat
2. 2<sup>nd</sup> fastest men's heat, fastest men's heat
3. All remaining heats, alternating women and men, fastest to slowest
4. On Sunday, those 400 Free Relay teams declaring for the prelim session will be swum all women, all men, slowest to fastest; at the end of prelims; before the individual distance events. All other heats will be swum as stated above.

**FINALS PROTOCOL:** A – Finalists will be paraded  
B – Finalists will be announced behind the blocks  
C - Finalists will be announced in the water.

**TIMELINES:** There will be a 5-minute break before relays in each session; timed finals, prelims, and finals. During finals, there will be a break for awards after every 4 events.

Due to the inclusion of Bonus swim opportunities, any preliminary session timeline that exceeds approximately three (3) hours may be subject to flighting of heats in any given event. Should such a necessity arise, Meet Management guarantees the six (6) fastest heats will swim during the regularly scheduled event cycle during the prelim session. Any remaining heats will be swum at the conclusion of the morning session, fastest to slowest. For planning purposes, if any flighting takes place, it will be listed in the heat sheets distributed the prior evening after the scratch box closes.

**SCORING:** **The top 16 places in each event; (A) Finals and (B) Finals, and all timed final events, will be scored.**

Individual: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

Relay: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

No points will be awarded when not making the qualifying time, but qualifying times may be achieved during prelims or finals.

**AWARDS:**

Awards will be presented after every 4 events (2 Female, 2 Male) the top 3 finishers must report to the podium to participate in the award ceremony. The winning coach for each event will present the awards for that event. The previous nights relay awards will be presented prior to finals on the next night (with the exception of Sunday night).

|                    |   |                        |
|--------------------|---|------------------------|
| Individual Events: | 1 <sup>st</sup> – 8 <sup>th</sup> place | Team High Point Award: |
| Relay Events:      | 1 <sup>st</sup> – 3 <sup>rd</sup> place | Combined:              |
|                    |   | Women:                 |
|                    |   | Men:                   |

Individual High Point Award: Top Female and Top Male

**RULES:**

Current USA Swimming rules will apply.

**TEAM****REPRESENTATIVE:**

Prior to the start of the meet, the name of one person other than the coach, who will check with the referee about any matter pertaining to the meet, may be given to the referee. For each team, the coach and that person only will be recognized.

**OFFICIALS:**

**Meet Referee: TBA**  
**Administrative Referee: TBA**  
**Head Starter: TBA**  
**Chief Judge: TBA**  
**Computer Operator: Stuart Michelson**  
**Meet Director: Erva Gilliam**  
**Meet Marshall: TBA**

**OFFICIAL CERTIFICATION:**

An application has been submitted to designate this meet as an Officials Qualifying Meet for N2 and N3 Officials Certification. Officials wishing to obtain or renew at these levels of certification must apply to the Meet Referee. Instructions for Certification can be found on the USA Swimming website under Volunteers/Officials/Certification. Additional information will be provided during the Officials briefings held one hour prior to each session.

**IDENTIFICATION:**

Coaches and Officials shall wear their 2009 USA Swimming registration card in a conspicuous location at all times during the swim meet.

**DECK RESTRICTION:**

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

**HOTEL INFORMATION:** “Please support these hotels as they support our great sport of swimming”

|  |   |   |
|--|---|---|
| Hilton University of Florida                     | Courtyard By Marriott                           | Hiltin Garden Inn                               |
| 1714 SW 34 <sup>th</sup> St., Gainesville, 32607 | 3700 SW 42 <sup>nd</sup> St., Gainesville 32608 | 4075 SW 33 <sup>rd</sup> Pl., Gainesville 32608 |
| 352-384-3414 Rate: call                          | 352-335-9100 Rate:\$106.00+breakfast            | 352-225-4762 Rate: \$99.00                      |

**INFORMATION: Meet:**

FL Senior Chairman: Ira Klein, 941-922-9622, ex. 1330 or [iklein@sarasota-ymca.org](mailto:iklein@sarasota-ymca.org)  
 Florida Swimming Office: Helen Kelly, 352-342-2445 or [flsooffice2@aol.com](mailto:flsooffice2@aol.com)  
 Facility: Erva Gilliam, 352-375-4683 EX. 4545 or [ervag@gators.uua.ufl.edu](mailto:ervag@gators.uua.ufl.edu)

**WARM UP SCHEDULE:** Start time: Prelim – 6:30am      Finals – 3:30pm

| LANE | First hour (General Warm-up)                  | Second ½ hour (Controlled Warm-up)   |
|------|---|--------------------------------------|
| 1    | Push off 50's or 100's pace (circle swimming) | Push off 50's pace (circle swimming) |
| 2    | Swimming and pulling only (push off)          | Racing start, one way only           |
| 3    | Swimming and pulling only (push off)          | Swimming and pulling only (push off) |
| 4    | Swimming and pulling only (push off)          | Swimming and pulling only (push off) |
| 5    | Swimming and pulling only (push off)          | Swimming and pulling only (push off) |
| 6    | Swimming and pulling only (push off)          | Racing start, one way only           |
| 7    | Swimming and pulling only (push off)          | Push off 50's pace (circle swimming) |
| 8    | Push off 50's pace (circle swimming)          | Push off 50's pace (circle swimming) |

**\*NO EQUIPMENT TO BE USED DURING WARM-UP**

**\*NO RACING STARTS IN WARMUP OR WARM DOWN LANES DURING THE MEET**

**\*ENTER THE WATER FEET FIRST WITH ONE HAND ON THE DECK WHEN ENTERING THE POOL AT ALL TIMES DURING WARM-UP INCLUDING WHEN SWIMMERS ARE NOT DOING A RACING START**

# SPEEDO CHAMPIONS SERIES

## Southern Zone Southern Sectional Championship July 16-19, 2009

### ORDER OF EVENTS

### QUALIFYING TIMES

|                                  |                           | CONFORMING TIMES |         | NON CONFORMING TIMES |          |
|----------------------------------|---------------------------|------------------|---------|----------------------|----------|
|                                  |                           | LONG COURSE      |         | SHORT COURSE         |          |
|                                  |                           | WOMEN            | MEN     | WOMEN                | MEN      |
| <b>THURSDAY, July 16th, 2009</b> |                           |                  |         |                      |          |
| 1                                | 1500 mtrs W Freestyle*    | 18:58.09         |         | 18:32.29             |          |
| 2                                | 800 mtrs M Freestyle*     |                  | 9:19.89 |                      | 10:24.39 |
| 3-4                              | 200 mtrs Medley Relay*    |                  |         |                      |          |
| 5-6                              | 200 mtrs Freestyle Relay* |                  |         |                      |          |

\* Events 1-6 will be deck seeded. Positive check in by 4:15 pm is required to be seeded in events 1 & 2. Events 1 and 2 will be swum fastest to slowest, alternating one heat of event 1 and one heat of event 2 if only one course is used.

Events 3, 4, 5, & 6 will be swum after the conclusion of events 1 & 2. They will not begin before 7:00 pm with a positive check in by 6:15pm.

There will be at least a 5 min break after event 4.

### FRIDAY, July 17, 2009

|       |                            |         |          |         |         |
|-------|----------------------------|---------|----------|---------|---------|
| 7-8   | 200 mtrs Freestyle         | 2:16.49 | 2:05.59  | 2:01.29 | 1:48.79 |
| 9-10  | 100 mtrs Breaststroke      | 1:26.79 | 1:16.49  | 1:14.89 | 1:07.09 |
| 11-12 | 100 mtrs Butterfly         | 1:10.89 | 1:03.39  | 1:02.59 | 56.59   |
| 13-14 | 400 mtrs Individual Medley | 5:30.39 | 5:05.49  | 4:50.29 | 4:32.79 |
| 15-16 | 800 mtrs Freestyle Relay** | 9:29.99 | 8:46.39: | 8:29.19 | 7.39.19 |

\*\* See Relay Note in Meet Information, all relays to be swum at the conclusion of Finals.

### SATURDAY, July 18, 2009

|       |                            |         |         |         |         |
|-------|----------------------------|---------|---------|---------|---------|
| 17-18 | 100 mtrs Backstroke        | 1:15.49 | 1:07.29 | 1:05.89 | 57.59   |
| 19-20 | 200 mtrs individual Medley | 2:35.89 | 2:22.19 | 2:16.49 | 2:04.79 |
| 21-22 | 50 mtrs Freestyle          | 29.89   | 26.69   | 26.39   | 23.29   |
| 23-24 | 400 mtrs Freestyle         | 4:43.29 | 4:26.39 | 5:16.59 | 4.54.89 |
| 25-26 | 400 mtrs Medley Relay***   | 5:00.39 | 4:32.89 | 4:32.19 | 4:04.09 |

\*\* See Relay Note in Meet Information, all relays to be swum at the conclusion of Finals.

### SUNDAY, July 19, 2009

|       |                         |         |          |          |          |
|-------|-------------------------|---------|----------|----------|----------|
| 27-28 | 200 mtrs Butterfly      | 2:34.39 | 2:23.99  | 2:17.49  | 2:05.59  |
| 29-30 | 100 mtrs Freestyle      | 1:04.19 | :57.99   | 56.79    | 50.79    |
| 31-32 | 200 mtrs Breaststroke   | 3:05.39 | 2:49.79  | 2:41.69  | 2:27.09  |
| 33-34 | 200 mtrs Backstroke     | 2:40.19 | 2:24.99  | 2:21.19  | 2:07.59  |
| 35-36 | 400 mtrs Free Relay#    | 4:28.59 | 4:04.09  | 3:59.19  | 3:35.19  |
| 37    | 800 mtrs W Freestyle##  | 9:49.39 |          | 11:00.49 |          |
| 38    | 1500 mtrs M Freestyle## |         | 17:44.99 |          | 17:21.49 |

#See Relay Note in Meet Information, all relays to be swum at the conclusion of Finals. Teams may request to swim this event after event 34 during prelims. Such requests must be made to the referee by the scratch deadline for Sunday's events.

## Events 37 and 38 are deck seeded events and will be swum as timed finals. The fastest heat of each Event will swim in the finals. The remaining heats will swim fastest to slowest, alternating with next fastest seeded heat of 37 followed by the next fastest seeded heat of 38 beginning after event 36 in the prelims. These swimmers may also declare AM/PM by the scratch deadline for Sunday's events.

### SUNDAY FINALS ORDER OF EVENTS

|       |                  |              |
|-------|------------------|--------------|
| 27-28 | 200 mtrs         | Butterfly    |
| 29-30 | 100 mtrs         | Freestyle    |
| 37    | Women's 800 mtrs | Freestyle    |
| 32-31 | 200 mtrs         | Breaststroke |
| 34-33 | 200 mtrs         | Backstroke   |
| 38    | Men's 1500 mtrs  | Freestyle    |
| 35-36 | 400 mtrs         | Free Relay   |

NOTE: The order of events for Sunday's Finals will be swum in the order listed above (top to bottom), not in numerical order. Specifically notice that the 200 Breaststroke and 200 Backstroke events will be swum men first, then women.

**SPEEDO CHAMPIONSHIP SERIES**  
**Southern Zone Southern Sectional Championship - July 16 – 19, 2009**  
**MASTER ENTRY FORM**

**Team Name** \_\_\_\_\_ **Club Code** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Coach** \_\_\_\_\_ **LSC** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Office Phone** \_\_\_\_\_

**Fax #** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**SWIMMER/COACH REGISTRATION**

I certify that all individuals listed on the attached entry forms are currently registered 2009 members of USA Swimming and are eligible to compete in this meet. I further certify that one or more of the following coaches will be on deck supervising the activities of these individuals during warm-up and competitive sessions at the meet.

| <b>Name of Coach</b> | <b>Team Affiliation</b> |
|----------------------|-------------------------|
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |

I certify that the individuals listed above are currently registered USA Swimming Coach Member(s), and that I am a current USA Swimming registered Non-Athlete Member.

\_\_\_\_\_  
 Signature of USA Swimming Non-Athlete Member                      Team Affiliation                      Date

**FINANCIAL RECAP:**

***WITHIN SOUTHERN SECTION:***

|  |                         |          |
|--|-------------------------|----------|
| <b>Total Women's Individual Events</b> | _____ at \$7.50 each =  | \$ _____ |
| <b>Total Men's Individual Events</b>   | _____ at \$7.50 each =  | \$ _____ |
| <b>Total Women's Relay Events</b>      | _____ at \$15.00 each = | \$ _____ |
| <b>Total Men's Relay Events</b>        | _____ at \$15.00 each = | \$ _____ |
| <b>Total Women's Surcharges</b>        | _____ at \$9.00 each =  | \$ _____ |
| <b>Total Men's Surcharges</b>          | _____ at \$9.00 each =  | \$ _____ |

***OUTSIDE SOUTHERN SECTION:***

|  |                          |          |
|--|--------------------------|----------|
| <b>Total Women's Individual Events</b> | _____ at \$ 10.00 each = | \$ _____ |
| <b>Total Men's Individual Events</b>   | _____ at \$10.00 each =  | \$ _____ |
| <b>Total Women's Relay Events</b>      | _____ at \$20.00 each =  | \$ _____ |
| <b>Total Men's Relay Events</b>        | _____ at \$20.00 each =  | \$ _____ |
| <b>Total Women's Surcharges</b>        | _____ at \$10.00 each =  | \$ _____ |
| <b>Total Men's Surcharges</b>          | _____ at \$10.00 each =  | \$ _____ |

**Total Entry Fees Paid: \$** \_\_\_\_\_

**Make Check Payable to: Gator Swim Club**  
**PO Box 357221**  
**Gainesville, FL 32635**

## USA SWIMMING – ON-LINE MEET ENTRY HIGHLIGHTS

- Ensure that swimmers times are loaded into the USA Swimming SWIMS database – Particular attention should be given to times achieved at observed and approved meets. Do not wait until immediately before the entry deadline to discover the time has not been loaded. Coaches and swimmers can verify that times are in the database by using the times look up at [www.usaswimming.org/times](http://www.usaswimming.org/times). Contact the host LSC National Times Coordinator of the meet at which the times were achieved to have the missing times loaded.
- Only one account per team (Head Coach) can be used for team entries. The USAS ID number of the head coach will be required to begin the entry process.
- Read the tutorial comments on each page during the entry process. Most questions will be answered if the instructions are read.
- When advancing through the entry process, each time the “NEXT” link is pressed, the information on that page is saved. This allows the entry to be processed during multiple sessions. Coaches can start an entry, save it as-you-go, and sign out and OME will retain the progress that has been made on the entry.
- Use the links on the left side of the entry page to jump forward or backwards to specific sections of the entry process (i.e. Relay, checkout, etc.). Using these links also saves the information on the previous page.

Payment must be made to: Gator Swim Club Inc. and mailed to: **Gator Swim Club, PO Box 357221, Gainesville, FL 32635**

- Teams do not have to wait until the entire entry is completed. Teams can enter some athletes, then return at a later date and add more events, relays, or athletes.
- **An athlete is not entered in the meet until the entries have been finalized/checked out.**
- When entering “Override Times” (times not currently showing up in the SWIMS database), in the meet name field, give meet name and brief details on where the time was achieved – i.e.: FGJO13-14-400FRelay Lead – There is room for 25 characters of data. Also enter the date of the meet in the date field. The National Times Coordinator will pre-clear as many (\*) times as possible.
- Relays: When entering more than one relay per event (A and B), OME selects the fastest time in the database for the A relay and the fastest remaining time in the database for the B relay. If one of the athletes on the B relay (that OME selected) was also an athlete on the A relay, OME will signify that time with a (\*\*). That time is not eligible for entry for the “B” relay. Select another listed time for the “B” relay or enter an aggregate time. As an alternative to using the OME best relay time, select Team (from the dropdown), then enter an override time for the relay.
- Hy-Tek Team Manager can be used as a tool to assist in the OME process.
  1. First load the “Meet Events File”.
  2. In the Meet Maintenance panel, set the minimum age for open events as desired.
  3. Click on the “Enforce Qualifying Times”.
  4. Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
  5. Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
  6. Highlight events to be entered for each swimmer.
  7. Look up and record bonus event entry times for swimmers eligible for bonus events.
  8. Proceed with On-Line Meet Entry.