



**2007 VIRGINIA SWIMMING
LC SENIOR CHAMPIONSHIPS
JULY 26-29, 2007
SANCTION NO. PVV-07-601**

Rappahannock Area



YMCA Stingrays

SANCTION:	Held under the sanction of USA Swimming/Potomac Valley Swimming., SANCTION NO: PVV-07-601		
LOCATION:	George Mason University Aquatic and Fitness Center, 4400 University Blvd Fairfax, VA 22030 (703) 993-3939		
FACILITY:	<ul style="list-style-type: none"> • 8 Lane 50 Meter indoor pool. Separate warm-up, cool-down pool. • Colorado Automatic Timing System with 8 lane scoreboard.. 		
MEET DIRECTOR:	<table border="0"> <tr> <td>Peter Maloney (VSI Senior Chair) Email: swimcoachpeter@yahoo.com Phone: (540) 371-4369</td> <td>Mike Friedel (Host Team Coordinator) Email: friedelmike@yahoo.com Phone: (540) 907-4657</td> </tr> </table>	Peter Maloney (VSI Senior Chair) Email: swimcoachpeter@yahoo.com Phone: (540) 371-4369	Mike Friedel (Host Team Coordinator) Email: friedelmike@yahoo.com Phone: (540) 907-4657
Peter Maloney (VSI Senior Chair) Email: swimcoachpeter@yahoo.com Phone: (540) 371-4369	Mike Friedel (Host Team Coordinator) Email: friedelmike@yahoo.com Phone: (540) 907-4657		
ELIGIBILITY:	<ul style="list-style-type: none"> • Open to all USA Swimming/VSI registered swimmers, and swimmers from invited out-of-LSC clubs, that meet the qualifying time in each event entered. • The qualifying period for this meet is May 1, 2006 through July 25, 2007. • All swimmers participating in this meet must be registered by the first day of the meet. • No on deck registration will be permitted. • Age on July 26, 2006 will determine age for the entire meet. 		
DISABILITY SWIMMERS:	<ul style="list-style-type: none"> • Athletes with a disability are welcomed and shall provide advance notice of desired accommodations to the Meet Director. • The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition. 		
FORMAT:	<ul style="list-style-type: none"> • Individual events except the 800 M Freestyle and the 1500 M Freestyle will be swum as trials and finals. The top 24 qualifiers in the trials of each event will compete in each day's final session (final, consolation and bonus heats). • The 1500 M Freestyle will be swum fastest to slowest as a timed final event, alternating women and men. • The 800 M 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 event seeding will be distributed following the close of the positive check-ins. • All relay events will be timed finals. The fastest 2 heats of the 400 M Freestyle relay, the 800 M Freestyle relay, and the 400 M Medley relay will be swum during the finals session with any other heats swum during the trials session. 		
WARM-UPS:	<ul style="list-style-type: none"> • Thursday evening session: Warm-ups at 5:00 – 5:50 pm; competition starts at 6:00 pm. <ul style="list-style-type: none"> ○ 5:00 – 5:30 pm: All lanes designated for general warm-up ○ 5:30 – 5:50 pm: Lanes 1 and 8 designated for pace; Lanes 2 and 7 designated for sprint; Lanes 3 through 6 and all other lanes will remain general. • Trials sessions: Warm-ups at 6:30 – 8:20 am; competition starts at 8:30 am. <ul style="list-style-type: none"> ○ 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 and 7 designated for sprint; Lanes 3 through 6 and all other lanes will remain general. • Finals sessions (Friday & Saturday): Warm-ups at 5:00 – 5:50 pm; competition starts at 6:00 pm. <ul style="list-style-type: none"> ○ 5:00 – 5:25 pm: All lanes designated for general warm-up ○ 5:25 – 5:50 pm: Lanes 1 and 8 designated for pace; Lanes 2 and 7 designated for sprint; Lanes 3 through 6 and all other lanes will remain general. • Finals session (Sunday): Warm-ups at 3:30 – 4:20 pm; competition starts at 4:30 pm. <ul style="list-style-type: none"> ○ 3:30 – 3:55 pm: All lanes designated for general warm-up ○ 3:55 – 4:20 pm: Lanes 1 and 8 designated for pace; Lanes 2 and 7 designated for sprint; 		

	<p>Lanes 3 through 6 and all other lanes will remain general general.</p> <ul style="list-style-type: none"> 800 M Freestyle session: Warm-ups will 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 heat. 								
ENTRIES:	<p>SEE OME HIGHLIGHTS ATTACHMENT AT END OF INVITATION FOR MORE INFORMATION</p> <ul style="list-style-type: none"> 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"> The OME system is accessed 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”. OME OPENS: 9:00 AM EST – Monday, June 18, 2007 OME CLOSSES: 9:00 AM EST – Monday, July 23, 2007 (Entry Deadline) Meet Entry Officer: Terry Randolph, (757) 887-0868 – randtb@msn.com OME HELP: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Susan Woessner</td> <td style="width: 50%;">Terry Randolph</td> </tr> <tr> <td>USA Swimming</td> <td>Meet Entry Officer</td> </tr> <tr> <td>Phone: (719) 866-3589</td> <td>Phone: (757) 887-0868</td> </tr> <tr> <td>Email: swoessner@usaswimming.org</td> <td>Email: randtb@msn.com</td> </tr> </table> Conforming and Non Conforming times will be used for entry – Long Course Meters then Short Course Meters then Short Course Yards. Individual Entries: Use the fastest time in national database for entry within the qualifying period. <ul style="list-style-type: none"> Swimmers may enter using an “Override Time” for times that are not in the national database. Override times must include the meet name and date. Override times that cannot be proven during the entry process will be annotated with an asterisk (*) on the meet psych sheet (Entry List). Proof of asterisk (*) submitted times must be provided to the Administrative Referee prior the scratch deadline for that event in order to be seeded. 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. <ul style="list-style-type: none"> If entering a “B” relay, be sure to select an entry time that does not have a double asterisk (**). The ** signifies that at least one athlete from the entry time of the “A” relay was a member of the relay that achieved that time. Select another listed time or enter an aggregate relay All entries for 200 M Medley relays must use 400 M Medley relay times. No NT entries will be accepted. ATTENTION TEAMS WITH UNATTACHED ATHLETES: Teams may enter athletes with an unattached status. When building the roster in OME, select the “Add Unattached/Unregistered Swimmer” link. ATTENTION INDIVIDUAL UNATTACHED ATHLETES: Unattached athletes that are not awaiting attachment to any team must enter individually. <ul style="list-style-type: none"> Access the OME system at the address http://www.usaswimming.org/ome - log in and select “Enter Individual.” These individuals may send a text file of their entries to the Meet Entry Officer to be entered manually. Payment must be made by check prior to the first session of the meet (Thursday, July 26, 2007). ENTRY LIMITS: <ul style="list-style-type: none"> Individual Events: Athletes may enter all events which they qualify, however they may only compete in Six (6) individual events for the meet but and no more than Three (3) individual events per day. Relays: Two (2) per team per event. 	Susan Woessner	Terry Randolph	USA Swimming	Meet Entry Officer	Phone: (719) 866-3589	Phone: (757) 887-0868	Email: swoessner@usaswimming.org	Email: randtb@msn.com
Susan Woessner	Terry Randolph								
USA Swimming	Meet Entry Officer								
Phone: (719) 866-3589	Phone: (757) 887-0868								
Email: swoessner@usaswimming.org	Email: randtb@msn.com								

	<ul style="list-style-type: none"> • The Meet Director reserves the right to combine heats and events, which actions may require reseeding. • The Meet Director reserves the right to eliminate heats of any event if necessary. • Proof of entry times is required for individual and relay events. Entries not proven by the scratch deadline will be scratched. "No Time" relay entries will not be accepted. • Entries which improve the time of an earlier entry will be accepted only while OME is open. • LATE ENTRIES: <ul style="list-style-type: none"> ○ Entries desired after the Entry Deadline and prior to the start of the meet, must be sent to the Meet Entry Officer for input. ○ Late entries at the meet must be made to the Admin Referee and will only be accepted for events for which the scratch box has not closed. ○ All late entries must submit proof of time. ○ Late entries may not be used to improve the seed time of an earlier entry. • A confirmation of entries will not be sent to a club until the fees are marked paid, either by credit card or by arrangement with the Meet Entry Officer.
FEES:	<p>Individual events: \$12.25 Relay events: \$24.00 Swimmer surcharge: \$2.00 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.</p> <ul style="list-style-type: none"> • OME payments may be made using VISA, MasterCard, American Express or Discover (on line) or check. Checks should be made payable to VSI. Checks should be sent to: <p style="text-align: center;">Mike Fiedel 45 Nottingham Drive Fredericksburg, VA 22406 Phone: (540) 907-4657</p> • The total fees for all entries, including the late entry fee, must be paid prior to the first session of the meet (Thursday, July 26, 2007) or the swimmer may not swim those events. • Payment for events entered at the meet must be made to Meet Director at the time of the request. • Failure to pay entry fees by this deadline could result in teams being barred from the meet. All fees must be paid in full in order for the entries to be considered compete.
AWARDS:	<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. ○ Relay Events: F – 40-34-32-30-28-26-24-22, C – 18-14-12-10-8-6-4-2 • Team: Women's High Point, Men's High Point, Combined High Point. (VSI teams only) • Individual: First through ninth place. Women's High Point, Men's High Point • Relay: First through third place.
SEEDING:	<ul style="list-style-type: none"> • All long course meter times will be seeded first, followed by short course meters, followed by short course yards. Non-conforming times will be seeded in time order following all conforming times. • All timed finals and trials events will be seeded following the close of the scratch and positive check-in periods as listed in the "RULES" section below. • All relays require positive check-to swim. • RELAY TEAMS FAILING TO POSITIVELY CHECK-IN WILL NOT BE ALLOWED TO SWIM THE EVENT.

TIME TRIALS:	<ul style="list-style-type: none"> • At the conclusion of each day's preliminaries session, time permitting, time trials will be offered to any swimmer entered in an individual event in the meet. • Each day's events will be offered in order, on the following schedule (800 M and 1500 M Freestyle will only be offered as the last events on Saturday): <ul style="list-style-type: none"> ○ Thursday: No time trials ○ Friday: Friday's events, Saturday's events, Sunday's events (excluding the 800 M Freestyle). ○ Saturday: Saturday's events, Sunday's events, Friday's events, 800 M and 1500 M Freestyle. ○ Sunday: Sunday's events (excluding the 800 M Freestyle), Friday's events, Saturday's events. ○ Cost: \$15.00 per event. • The Meet Referee, at his discretion, to save time, may reorder the day's scheduled events or combine events into a single heat. • A swimmer desiring a time trial must inform the Meet Referee, or his designee, not later than 10:30 am of the day the time trial is desired. Each swimmer participating in these events should provide a timer and/or a counter. • Time Trials are included as events in the three events per day limit.
PENALTIES:	<p>Penalties for entries using fraudulent and/or non-verifiable entry times:</p> <ul style="list-style-type: none"> • Swimmer shall be disqualified from the event entered illegally and the event shall be re-scored and awarded. • Club may be fined \$100 for each offense, and a record of such offenses shall be kept and published as part of the official meet results. • Clubs entering swimmers not legally registered with United States Swimming by the first day of the meet may be fined \$100 per swimmer in each event so entered. <p>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.</p>
RULES:	<ul style="list-style-type: none"> • Coach's packets will be available at the Clerk of Course and will be released only if all meet fees have been paid in full. • A listing of any entries lacking proof of time will also be provided to coaches and must be dealt with as described in the ENTRIES section above. • Unattached athletes must have a supervising coach as per USA Swimming rule 202.3.2. Athletes listed as UNAT-CLUB will be supervised by a coach from the named club and all entry/scratch related material will be placed in the respective club coach's packet. • Athletes listed as UNAT must check in at the Clerk-of-Course and be assigned a supervising coach in order to warm-up and to compete. • The current <i>USA Swimming Rules and Regulations</i> will apply. • The scratch procedures listed in current <i>USA Swimming Rules and Regulations</i>, Article 207.12.10 will apply with the following modifications: <ul style="list-style-type: none"> ○ The General Meeting will be held at 4:00 pm on Thursday. Coaches are accountable for the information presented. Accordingly, please make sure that there is at least one representative from your club in attendance. ○ Scratches from Individual Events: <ul style="list-style-type: none"> ▪ Scratches for Thursday's events are due 15 mins after the end of the General Meeting. ▪ Scratches for Friday's events are due by 5:30 pm Thursday ▪ Scratches for Saturday's events are due by 6:30 pm Friday ▪ Scratches for Sunday's events (including the 800 M Freestyle) are due by 6:30 pm Saturday ○ Positive check-in <ul style="list-style-type: none"> ▪ Positive check-in the 200 M Medley Relay are due by 5:15 pm Thursday ▪ Positive check-in for the 800 M Freestyle Relay is due by 9:30 am Friday ▪ Positive check-in for the 200 M Free Relay is due by 6:30 pm Friday. ▪ Positive check-ins for the 400 M Medley Relay is due by 9:30 am Saturday.

	<ul style="list-style-type: none"> ▪ Positive check-in for the 400 M Freestyle Relay is due by 9:30 am Sunday. ▪ Relay teams wanting to swim Sunday morning and not Sunday evening must designate that desire on the positive check-in sheet. ▪ Swimmers wanting to swim the 800 M Freestyle in the afternoon and not in the fastest heat swimming in finals must designate that desire on the positive check-in sheet. ○ Swimmers failing to scratch events which, if swum, would put them in violation of either 3 events per day or 6 events in the meet will not be permitted to swim the event or events. <ul style="list-style-type: none"> ▪ The events to be eliminated will be counted in strict numerical sequence as listed in the meet invitation. ▪ No other penalty will be applied. • The scratch rule regarding finals will apply to all three 3 heats (Final, Consolation, Bonus) excluding the relays, the 1500 M Freestyle, and the 800 M Freestyle. • The Meet Referee, in accordance with 102.11.2 in the current <i>USA Swimming Rules and Regulations</i>, will appoint a Meet Jury. • In accordance with VSI Policy, only those coaches who display current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches who do not possess these credentials will be required to leave the deck area.
OFFICIALS:	<p>Meet Referee: Michael Downs Email: mhd@cox.net Phone: (757) 874-8911</p> <ul style="list-style-type: none"> • Officials at all positions will be required for this meet. • Officials must have been certified for a year (V1/N1) in the positions in which they are planning to work. • Applications for assigned positions (Referee, Starter, and Chief Judge) must be submitted to the Meet Referee no later than July 12, 2007. Applications to officiate are available on the Officials page of the VSI website at www.virginiaswimming.org. • Team Officials Chairpersons should submit the names and session availability of certified officials to the Meet Referee, no later than July 23, 2007. Applications to officiate are also available on the Officials page of the VSI website at www.virginiaswimming.org. • This meet has been approved as an Officials Qualifying Meet for N2/N3 Certification/Re-Certification. Officials (including non-VSI officials) desiring to be evaluated MUST also complete an Application for Evaluation (available on the Officials page of the VSI website at www.virginiaswimming.org) and submit it to the Meet Referee no later than July 23, 2007. • Evaluation will be available for V2/N2 at all positions; initial N3 for Chief Judge, Starter, Deck Referee, and Administrative Referee; and final N3 for Chief Judge, Starter, and Deck Referee may be available at the discretion of the evaluator. • Briefings will be held 1 hour prior to the start of each session.
SAFETY:	VSI Safety and Warm-up procedures will be in effect. Marshals will be present throughout warm-ups and competition, and have the authority to remove, with the concurrence of the Meet Referee, any swimmer, coach, or club for the failure to follow the safety rules.
TIMERS:	<ul style="list-style-type: none"> • Clubs will be required to provide timers in proportion to the number of swimmers they have entered in each session. • The number of timers required per club and their lane assignments will be posted on the VSI website at www.virginiaswimming.org no later than July 23, 2007, and will also be emailed to the contact person of each of the individual clubs.
GENERAL:	<ul style="list-style-type: none"> • Athletes' Social: An athletes' social will be held on Sunday afternoon at the conclusion of the Trials session. Light snacks, drinks and quiet entertainment will be provided. • Hospitality: A light breakfast, lunch, and dinner will be provided for coaches and officials. • Meet Program: A Psych Sheet for the entire meet will be available for \$10.00. The Psych Sheet will contain coupons for a copy of each Trials and Finals program. The Finals programs will be available for \$2.00 without a coupon.

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. • Spectators may not sit in the aisles and may not reserve blocks of seats. • Glass containers are not allowed on deck. • Food is not allowed on deck. • Coaches are responsible for the conduct of their swimmers and families. • Clubs are responsible for keeping their areas of the deck clean. Coaches are responsible for ensuring that their team areas are clean of any debris at the conclusion of each meet session. • No folding chairs, sleeping bags, tents, or balloons are permitted in the Aquatic and Fitness Center. • Any swimmer that causes damage or vandalizes the GMU facility may be disqualified from the remainder of the meet. • Marshals will enforce the facility rules and can, with the concurrence of the Meet Referee, remove any person from the venue for failure to adhere to the rules.
DIRECTIONS:	Directions to the pool and parking information are posted on the Senior Championships Meet Information page of the VSI website at www.virginiaswimming.org .

SCHEDULE OF EVENTS
2007 VIRGINIA SWIMMING LONG COURSE SENIOR CHAMPIONSHIPS

Please use the time standards listed below.

WOMEN	Qualifying Times			THURSDAY, JULY 26, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
1				200 M MED REL*				2
3	19:08.99	19:02.29	19:37.19	1500 M / 1650 Y FREE	18:34.49	17:54.69	18:00.99	4

All events swum as timed finals. Order: 1, 2, Awards (1-2), 3 and 4 (fastest to slowest, alternating women and men)
Awards (3-4) will be presented during Friday Finals.
*Requires positive check in to swim

WOMEN	Qualifying Times			FRIDAY, JULY 27, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
5	2:03.89	2:16.89	2:20.79	200 M FREE	2:10.49	2:05.29	1:53.39	6
7	1:13.19	1:20.89	1:24.09	100 M BREAST	1:17.19	1:13.29	1:06.29	8
9	1:04.09	1:10.79	1:12.69	100 M FLY	1:06.19	1:04.09	57.99	10
11	5:00.99	5:32.59	5:41.69	400 M IM	5:16.19	5:06.09	4:37.09	12
13				800 M FREE REL[†]				14

Order of Finals: Awards (3-4), 5, 6, 7, 8, Awards (5-8), 9, 10, 11, 12, Awards (9-12), (5 min break) 13, 14, Awards (13-14)
[†]Requires positive check-in to swim; fastest two heats swim in finals

WOMEN	Qualifying Times			SATURDAY, JULY 28, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
15				200 M FREE REL*				16
17	2:20.49	2:35.19	2:37.79	200 M FLY	2:25.89	2:22.29	2:08.79	18
19	26.49	29.29	30.29	50 M FREE	27.79	26.59	24.09	20
21	2:37.79	2:54.39	3:00.59	200 M BREAST	2:46.99	2:38.99	2:23.89	22
23	1:04.89	1:11.69	1:14.99	100 M BACK	1:08.69	1:04.89	58.79	24
25	5:33.79	4:52.19	4:59.19	400 M / 500 Y FREE	4:41.09	4:32.79	5:11.69	26
27				400 M MED REL[†]				28

Order of Finals: 17, 18, 19, 20, Awards (17-18), 21, 22, 23, 24, Awards (19-22), 25, 26 Awards (23-26), (5 min break) 27, 28
*Requires positive check in to swim; all heats swim in Preliminaries
[†]Requires positive check-in to swim; fastest two heats swim in finals

WOMEN	Qualifying Times			SUNDAY, JULY 29, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
29	2:19.79	2:34.49	2:40.29	200 M BACK	2:27.89	2:20.49	2:07.09	30
31	57.39	1:03.39	1:05.39	100 M FREE	1:00.69	57.99	52.49	32
33	2:20.59	2:35.19	2:39.09	200 M IM	2:28.39	2:22.19	2:08.79	34
35				400 M FREE REL[†]				36
37	11:25.99	10:00.39	10:15.19	800 M / 1000 Y FREE[‡]	9:39.39	9:23.79	10:44.19	38

Order of Finals: 37, 38, Awards (27-28), 29, 30, Awards (37-38), 31, 32, Awards (29-30), 33, 34, Awards (31-32), (5 min break) 35, 36, Awards (33-36)
[†]Requires positive check-in to swim; fastest two heats swim in finals
[‡]Fastest heat swims in finals

Note: For planning purposes, awards for two events are approximately equal to a five minute break and awards for four events are approximately equal to a ten minute break.

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.
 - 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 without paying for it – in other words coaches don't have to pay every time an addition is made 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, payment/checkout, etc.). Using these links also saves the information on the previous page.
- On-line payment must be made using VISA, MasterCard, American Express or Discover. Clubs may also pay by check.
- Once an event entry has been purchased, there are no refunds.
- Teams do not have to wait until the entire entry is complete to purchase events. Teams can enter some athletes, purchase those entries, then return at a later date and add more events, relays, or athletes and purchase events.
- 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.
- Hy-Tek Team Manager can be used as a tool to assist in the OME process.
 - First load the “Meet Events File”.
 - In the Meet Maintenance panel, set the minimum age for open events as desired.
 - Click on the “Enforce Qualifying Times”.
 - Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
 - Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
 - Highlight events to be entered for each swimmer. Proceed with On-Line Meet Entry.