



**Computer Meet Entry Packet
for the 2009 Championship Meet**

August 7-8-9, 2009

**Soda Aquatic Center
Campolindo High School
Moraga, California**

1 Meet Entry Packets

1.1 Posted to the web site for download

Computer representatives from the teams can download the HY-TEK files and the actual Meet Entry Package from our website.

1.2 COMPUTER ENTRY INSTRUCTIONS

Each team will process OMPA entries using “HYTEK Team Manager for Windows” software. Your computer representative will receive a Hytek events file by E-mail in order to set up the Meet and Meet Events in the Team Manager program.

Use the meet name “**OMPA Championship 2009**” as the meet name. Enter relays using designator “A”. Coaches will inform their team computer personnel of which events each of the swimmers is to be entered.

In preparing and submitting your entries, please keep in mind the following:

- Entries are to be exported to a **HY-TEK “ENTRIES” File** and **e-mailed no later than 9:00 pm on Friday, July 31, 2009.**
- Include the name and telephone number of the contact person for your meet entries in your E-mail with your “ENTRIES” file.

E-Mail your “Entries” file to: dan@desircpa.com

Direct questions to: Dan Siri Ph: 925-253-4882
Fax: 925-253-4898
Cell: 925-766-6107
E-mail: dan@desircpa.com

I. **Entry Instructions**

Use the following instructions to set up the meet in your Team Manager program:

1. Save the **Meet Events-OMPA CHAMPIONSHIP 2009-07Aug2009-001** file to your computer hard drive – I recommend you put it in your x: swmeets folder, where x: is the drive letter where the folder swmeets folder is located.
2. Start Team Manager for Windows.
3. Click on **File>Import>Meet Events**
4. Browse to the x:/swmeets folder and it will show the **Meet Events-OMPA CHAMPIONSHIP 2009-07Aug2009-001.zip** file if you saved a copy in this folder; if you did not save a copy in this folder you will need to browse to the drive and folder where

- the **Meet Events-OMPA CHAMPIONSHIP 2009-07Aug2009-001.zip** file is located. Click once on the **Meet Events-OMPA CHAMPIONSHIP 2009-07Aug2009-001.zip** file to highlight it, and then click **Open**; a box will open listing the Import File Name, Meet Name "OMPA Championship 2009", Course "Y", and Start Date "8/7/2009"; then click on **OK** to begin import process (note: DO NOT set up a meet in TM with a date of August 7, 2009 before you start this process, otherwise TM will not allow you to import these meet events and set up the meet).
5. After the import of events is complete a box will display and it should show "Events Imported: 84"; then click **OK** to close the import window.
 6. Then, on the Main Menu bar click on Meets and then click on the meet named OMPA Championship 2009(this is the meet the event import process will have added to your meets) and then double-click on the meet to edit the meet information.
 7. In the Meet Maintenance box check the "Use Since Date" box to activate this option and then fill in the "Use Times Since" date field with 06/01/09 (this will restrict seed times to times that have been swum during this summer season in case you have stored times in your TM database from prior years). Then enter the Meet Entry Fees as follows: Individual Events - \$3.00 Relay Events - \$6.00 and Swimmer Surcharge - \$8.00; after you have entered the fees click on the "Updated Ind Fees" button - you should get a response that 60 individual event fees were updated; then click on "Update Rel Fee" - you should get a response that 24 relay event fees were updated - this will enable you to use the Meet Entry Fees report that you will need to submit the balance due of your meet entry fees.
 8. While you are in the Meets view, with the OMPA Championship 2009 meet highlighted, click on Entries>Max Entries. In the Maximum Entries fields enter "3" in the Maximum Individual Entries per Athlete and "2" in the Maximum Relay Entries per Athlete (this will help flag entry errors).

After you have made your meet entries, which is similar to a dual meet, create a meet entries export file as follows:

1. Click on **File>Export>Meet Entries**.
2. Select the location you want to store your Entries file; and select the meet "OMPA Championship 2009"; be sure to check "Yes" for the export relays option, and **DO NOT** check the Use Actual (do not convert) option as this will leave all your seed times in their actual course time as opposed to having meter times converted to yard times!
3. Click OK and your meet entries file will be created and stored in the folder displayed in the Export Entries box - remember the name and location of this file as you will need to attach it to your e-mail to me.

Be sure to e-mail your entries to Dan Siri at dan@desircpa.com no later than 9:00pm, Friday, July 31, 2009.

OTHER ENTRY INSTRUCTIONS

- Maximum number of swimmer events:
 - 6 & Under:
 1. Both relays (Medley & Free), plus
 2. Any 2 of the four basic strokes (Free, Breast, Back & Fly).
 - All other swimmers:
 1. Both relays (Medley & Free), plus
 2. Any 3 of the five individual events (Free, Breast, Back, Fly & IM)
 3. The 15-18 swimmers may not choose to swim both the 50 Free and the 100 Free. They must choose to swim only one Freestyle event as one of their 3 individual events.
- No "B" Relays may be entered.
- A swimmer may not swim up (above his/her age group).
- **A date of birth must be entered** in each swimmer record submitted with your entries; hard entered ages are not allowed.
- The computer will assign the slowest time in a specific event to those swimmers or relays entered without a time (NT).
- The Individual Medley (IM) and both relay events (Free and Medley) will be timed finals. All other events will be swum as preliminary heats and finals.
- Each member of a relay team must be entered in at least one individual event. Coaches must submit FINAL RELAY SWIMMER NAMES of relay members by the end of individual event finals during the Championship Meet.

1.3 ENTRY VERIFICATION

THERE WILL NOT BE AN IN PERSON VERIFICATION OF ENTRIES (as in prior years); ENTRIES E-MAILED ON FRIDAY JULY 31, 2009 ARE CONSIDERED FINAL. SUBSEQUENT CHANGES WILL NOT APPEAR IN THE MEET PROGRAM AS THE MEET IS SEEDED AND THE PROGRAM IS THEN SENT TO THE PRINTER. LATE CHANGES AND ADDITIONS WILL ONLY BE ACCOMODATED IN OPEN LANES IN THE FIRST HEAT AND THOSE SWIMMERS WILL BE EXHIBITION ONLY, NOR WILL THEY ADVANCE TO THE FINAL HEATS.

ALL SWIMMERS MUST MEET THE ELIGIBLTY REQUIREMENTS FOR THE OMPA CHAMPIONSHIP MEET, INCLUDING THE REQUIREMENT THAT THEY HAVE COMPETED IN AT LEAST TWO MEETS ON BEHALF OF THEIR TEAM IN ACCORDANCE WITH OMPA RULE 5.02 – PLEASE BE SURE YOU CAN VERIFY THIS INFORMATION.

Relay Times: These times MUST BE VERIFIABLE. Any “fudging” of relay times could result in an automatic disqualification. You may use the “Find Best Relay” option in the Team Manager for Windows program to find the best relay. If you use the “Find Best Relay” option, you must check the box “Only Swimmers Already in Meet”.

1.4 Temporary Addendum to the Rules OMPA Rules and Regulations, Article I - Section 1.01 (a)

This Addendum (Addendum) will temporarily modify Section 1.01 (a) of Article I of the OMPA Rules and Regulations and become part of the OMPA Rules and Regulations. Addendum will commence on January 1st, 2008 and will terminate at the conclusion of the 2010 OMPA swim season.

Addendum will allow a swimmer a one-time exemption to train with and compete for a USA Swimming team from January 1st through the last day of competition of the Far Western Short Course Championship swim meet (usually last weekend in March or first weekend in April) of that same calendar year. Hereafter this time period will be defined as the "Exemption Period." This Addendum only applies to those swimmers that will be competing in the 11&12 and 13&14 age groups for the same calendar year's OMPA swim season. Only those swimmers who have not previously trained with or competed for an USA Swimming Team during any period of time from January 1st through August 15th will be eligible for this one time exemption.

Swimmers that elect to exercise this one time exemption may do so during the Exemption Period and still retain their eligibility to compete for their OMPA member club during that year's calendar swim season. However, no swimmer will retain their eligibility for the current OMPA swim season if they continue to train with or compete for any USA Swimming team after the Exemption Period.

Exemption may only be used once. The Exemption will be considered "used" for any swimmer that continues to train with a USA Swimming team during the Exemption Period, no matter for how long (one day or 3 months)

Any swimmer that elects to use this Exemption will forfeit their ability to participate in any of the allowed clinics or lessons as outlined in Section 1.01 (c)

Additional Restrictions/Clarifications of this Addendum:

- This Addendum does not permit or allow any OMPA member club(s) to organize and/or offer any workout during this Exemption Period since this would be a violation of Section 1.01 (d). Also, this Addendum would preclude any OMPA member club from organizing their own (or jointly organizing) a USA Swimming club to offer training for their member swimmers
- This Addendum is exclusively intended to allow swimmers who are seriously interested in swimming year round a "one-time" opportunity to try USA Swimming through a USA Swimming Team of their choice and still retain their eligibility to swim for their OMPA member club as outlined above. Under current eligibility requirements for LMYA's County Meet, any swimmer electing this exemption, will not be eligible to participate in the County Championship Meet.

- This Addendum is not intended to be used as an additional training opportunity for swimmers competing within the OMPA that have no serious interest in swimming year round for a USA Swimming team.
- As with all OMPA Rules and Regulations, it is the responsibility of the OMPA member club coaching staff and the OMPA swimmer's family to make sure all Swimmer Eligibility Rules are complied with. Any violation of these Rules and Regulations will result in Suspension of the swimmer for the remainder of the current OMPA swim season and additional enforcement action may be taken by the OMPA Board as outlined in Section 2.16 and in Article VI of the OMPA Rules and Regulations.

1.5 IMPORTANT REMINDERS

Be sure to include the contact name and telephone number of your computer rep and Head Coach with your entries in case we have to contact you.

The use of any fictitious names to improve seeding is strictly forbidden and the OMPA Board will take strict action against any coach who violates this rule.

Relay entry times are governed by a specific OMPA rule (5.06B). Coaches risk relay disqualification if entered times are inconsistent with meet sheets. Please read your rules carefully before entering relay times.

1.6 ORDER OF EVENTS

Friday, August 7, 2009

<u>Event Number</u>		<u>Age Group</u>	<u>Event Description</u>
<u>Girls</u>	<u>Boys</u>		
1	2	7-8	Individual Medley – Timed Final 100 Yard
3	4	9-10	100 Yard
5	6	11-12	100 Yard
7	8	13-14	100 Yard
9	10	15-18	100 Yard

Saturday, August 8, 2009

<u>Event Number</u>		<u>Age Group</u>	<u>Event Description</u>
<u>Girls</u>	<u>Boys</u>		
11	12	6 & Under	Freestyle 25 Yard
13	14	7-8	25 Yard
15	16	9-10	50 Yard
17	18	11-12	50 Yard
19	20	13-14	50 Yard
21	22	15-18	50 Yard
23	24	15-18	100 Yard
25	26	6 & Under	Breaststroke 25 Yard
27	28	7-8	25 Yard
29	30	9-10	50 Yard
31	32	11-12	50 Yard
33	34	13-14	50 Yard
35	36	15-18	50 Yard
37	38	6 & Under	Medley Relay – Timed Final 100 Yard
39	40	7-8	100 Yard
41	42	9-10	200 Yard
43	44	11-12	200 Yard
45	46	13-14	200 Yard
47	48	15-18	200 Yard

Sunday, August 9, 2009

<u>Event Number</u>			
<u>Girls</u>	<u>Boys</u>	<u>Age Group</u>	<u>Event Description</u>
			Backstroke
49	50	6 & Under	25 Yard
51	52	7-8	25 Yard
53	54	9-10	50 Yard
55	56	11-12	50 Yard
57	58	13-14	50 Yard
59	60	15-18	50 Yard
			Butterfly
61	62	6 & Under	25 Yard
63	64	7-8	25 Yard
65	66	9-10	50 Yard
67	68	11-12	50 Yard
69	70	13-14	50 Yard
71	72	15-18	50 Yard
			Freestyle Relay – Timed Final
73	74	6 & Under	100 Yard
75	76	7-8	100 Yard
77	78	9-10	200 Yard
79	80	11-12	200 Yard
81	82	13-14	200 Yard
83	84	15-18	200 Yard