



Integrity, Inclusion, Education, Excellence
12 and Under Short Course State Championship Meet
Hosted by WMS/GR
March 16 through 18, 2018

SANCTION - This meet is sanctioned by Michigan Swimming, Inc. (MS), as a Prelim/Finals and timed finals meet on behalf of USA Swimming (USA-S). Sanction Number **MI 1718099**. The time trial Sanction Number, if needed, is **MITT1718099**. In granting this sanction it is understood and agreed that USA Swimming, Inc. and Michigan Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. MS rules, safety, and warm up procedures will govern the meet as if fully set forth in these meet rules.

LOCATION/FACILITIES – Zeeland Natatorium/Zeeland West High School

The Zeeland Natatorium is a 10-lane pool with a diving well which will be available for supervised warm-up and cool-down. Depth at start is eight feet¹ and nine and a half feet at turn. Permanent starting blocks and non-turbulent lane markers will be used. Colorado timing system with a 10-lane display will be used. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will not be available. The competition course has not been certified in accordance with 104.2.2C (4).

ADMISSIONS - Admissions: \$5.00 per person/per day. Children age eight and younger are free. Spectator Passes: An all session wristband (Friday through Sunday) may be purchased for \$15. Although there is no discount associated with the Spectator Pass it will eliminate the need to stand in the admission line each morning. The Spectator Pass must be worn on your wrist at all times.

PROGRAMS - Meet programs will be \$10.00, with heat sheet coupons included. These will be available at admissions. Heat sheets for preliminary sessions will be \$4.00. Heat sheets for finals sessions will be \$3.00.

CONTROLLED WARMUP - Teams will be assigned to a warm-up group for Friday, Saturday, and Sunday Prelims.

DAY	GROUP A	GROUP B	1 WAY	EVENTS START	AGE GROUP
Friday Prelim	7:30AM	8:00AM	8:30AM	9:00AM	12 Under
Friday Finals	4:30PM		5:00PM	5:30PM	12 Under
Saturday Prelim	7:30AM	8:00AM	8:30AM	9:00AM	12 & Under
Saturday Finals	4:30PM		5:00PM	5:30PM	12 Under
Sunday Prelim	7:30AM	8:00AM	8:30AM	9:00AM	12 Under
Sunday Finals	4:00PM		4:30PM	5:00PM	12 Under

ELIGIBILITY - All 12 & Under athletes registered with Michigan Swimming who have achieved current short course yard, short course meters or long course meters times equal to or faster than the qualifying standards (referred to as Q1 times) during the qualifying period are eligible to enter an event. Athletes with a disability should refer to Section H (9) (a) & (b) of [Michigan Swimming Rules and Procedure](#). The qualifying time must have been achieved between 01/01/17 and 03/12/18.

¹Depth at Start must meet State of Michigan requirements.

ENTRY LIMITS - A swimmer may enter as many events as they qualify for, but may swim no more than (3) individual events per day. A swimmer may swim no more than (6) individual events and (2) relay events for the entire three-day meet. If a swimmer is entered in more than (3) individual events and (1) relay event per day, he/she must scratch out of the desired excess events.

DECK REGISTRATION - Deck registrations will NOT be accepted at this meet.

DECK ENTRIES – Deck entries will NOT be accepted at this meet.

AGE UP DATE - A swimmer's age on March 16, 2018, will determine his/her eligibility for a particular age group for the entire meet.

MEET FORMAT - Three day, preliminary/final format, LSC Championship where swimmers compete in their age-group. Finals include an "A" and a "B" final for all events except for:

11-12 400IM, 11-12 500 Freestyle, and the 10u 500 Freestyle are timed final events where the fastest 8 seeded swimmers competing during finals and all other swimmers compete during prelims.

200 Freestyle Relays are timed final events, all swum at the beginning of the finals session on Saturday evening.

200 Medley Relays are timed final events, all swum after the preliminary session on Sunday.

11-12 1000 & 1650 Freestyles are timed final events where all swimmers compete following the 200 Medley Relay awards at the end of prelims on Sunday.

SEEDING

Individual Events: The fastest three heats will be circle seeded the remainder will be seeded slowest to fastest, with the following exceptions, seeded fastest to slowest:

11/12 400 IM, 500 Freestyle, 1000 Freestyle and 1650 Freestyle are timed final events, 10 & Under 500 Freestyle is a timed final event.

Exception for down seeding the individual Timed Finals Events: A swimmer, if entered in two or more events on the day of the 500 Free and/or 400 IM, may down seed to the minimum Q1 standard.

The fastest seeded heat (top 8) after scratches of each of these events will swim during the finals sessions. The remaining heats of these events will swim in the morning sessions and be swum fastest to slowest and alternating gender (female/male). Swimmers should consult the heat sheets carefully for their heat and lane. Awards and scoring/place for these timed finals events are determined by all the athletes' performances in all the heats (i.e. times achieved in the preliminary heats are used to determine the top 16 finishers even though the time was not achieved in the Finals.

Relay Events: All relay events will be seeded slowest to fastest

FINALS INFO

Individual Events: There will be two heats of individual events at finals (A Final, B Final) each heat is comprised of a maximum of eight (8) swimmers. These two heats will swim in a B-Consolation (9-16), A-Championship Finals order (1-8). With the exception of the timed-finals events.

TIME TRIALS - Time permitting, at the discretion of the Meet Referee and Meet Director, time trials for athletes may be offered each day 15 minutes after the completion of the preliminary session. Athletes must be already entered in the meet to swim a time trial. Time trials do count against the maximum per day entry limit of three (3) but not against the total meet entry limit of six (6) and are limited to no more than two (2) per day. The entry fee is \$7.50 per individual event and \$15.00 for relays. Time trials sign up will be from 10:00 am to 12:00 am each day of the meet.

At the discretion of the Meet Referee, athletes who are not already entered in the meet and are potential National, US Open, World Cup, or Olympic Trial qualifiers may be allowed to compete in time trial events.

TIME STANDARDS - Short Course Q1 [Time standards Michigan Swimming Web Site](#)

CONVERSION/ENTRY TIMES - No time conversions permitted. Submit times in Short Course Yards, Short Course Meters, or Long Course Meters.

ATHLETE CHECK IN FOR PRELIMS – will be located at the hallway entrance leading to the locker rooms.

Event List

Friday Morning Prelims

7:15-7:30 am Coaches' Meeting (scheduled)

Scratch box closes 15 minutes after the conclusion of the Coaches Meeting

7:30-8:50 am General Warm up; see procedure in coaches' packet

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

Preliminary Events start at 9:00 AM

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
Event #		Event #
1	11-12 200 Butterfly	2
3	10 & Under 50 Freestyle	4
5	11-12 50 Freestyle	6
7	10 & Under 100 IM	8
9	11-12 100 IM	10
11	10 & Under 100 Backstroke	12
13	11-12 100 Backstroke	14
15	11-12 200 Breaststroke	16
17	10 & Under 500 Freestyle*	18
19	11-12 500 Freestyle*	20

* Timed Finals event, fastest (top 8) seeded heat will swim in Finals

Friday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Friday Finals Check in Required

Scratch Box closes for Saturday Prelims at 6:00 PM

Saturday 200 Freestyle Relays must be checked-in (for seeding only by the coaches) no later than 6:00 pm

Event order: 1 thru 20

Awards Ceremonies following events 6, 10, 16, and 20

Saturday Morning Prelims

7:30-8:50 AM General Warm up; see procedure in coaches' packet

9:00 AM Preliminary Events start

10:00 AM 200 Freestyle Relay names declared (by coaches only)

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
Event #		Event #
21	11-12 200 Freestyle Relay*	22
23	10 & Under 200 Freestyle Relay*	24
25	11-12 200 Freestyle	26
27	10 & Under 200 Freestyle	28
29	11-12 100 Breaststroke	30
31	10 & Under 100 Breaststroke	32
33	11-12 100 Butterfly	34
35	10 & Under 100 Butterfly	36
37	11-12 50 Backstroke	38
39	10 & Under 50 Backstroke	40
41	11-12 400 IM**	42

* Timed Finals event, will swim in Finals only

** Timed Finals event, fastest (top 8) seeded heat will swim in Finals

Saturday Finals

4:30-5:20 PM Warm Up

5:30 PM Events Start

No Saturday Finals Check in Required

Scratch Box closes for Sunday Prelims, the 1000 Free, and the 1650 Free at 6:00 PM

Sunday 200 Medley Relays must be checked-in (for seeding only by the coaches) no later than 6:00 pm

Event order: 21 thru 42

Awards Ceremonies following events 24, 28, 32, 36, and 42

Sunday Morning Prelims

7:30-8:50 AM General Warm up; see procedure in coaches' packet

9:00 AM Preliminary Events start

10:00 AM 200 Medley Relay names declared (by coaches only)

If you qualify for Finals and do not want to compete in the event in the evening session, you must scratch or declare your intention to scratch within 30 minutes after the qualifiers for the finals in the event are announced. See the Meet Referee or his/her designee.

<u>Girls</u>	<u>Event</u>	<u>Boys</u>
Event #		Event #
43	11&12 200 Backstroke	44
45	10 & Under 50 Breaststroke	46
47	11-12 50 Breaststroke	48
49	10 & Under 100 Freestyle	50
51	11-12 100 Freestyle	52
53	10 & Under 50 Butterfly	54
55	11-12 50 Butterfly	56
57	10 & Under 200 IM	58
59	11-12 200 IM	60
61	10 & Under 200 Medley Relay*	62
63	11-12 200 Medley Relay*	64
65	11-12 1650 Freestyle**	-
-	11-12 1000 Freestyle**	66

* Timed Finals event, will swim in Prelims only and awards will be given after Event 64

** Timed Finals event, will fastest to slowest alternating gender

Sunday Finals

4:00-4:50 PM Warm Up

5:00 PM Events Start

No Sunday Finals Check in Required

Event order: 43 thru 60

Awards for Events 65 and 66 will be given before the start of finals for Event 43

Awards Ceremonies following events 48, 52, 56, and 60

Relay, Team, and Individual High Point awards will be given out after the conclusion of the final event.

PROOF OF TIMES - Michigan Swimming will accept all qualifying times contained in USA Swimming's SWIMS database, as well as times from meets sanctioned by other national governing bodies including college, high school, Masters, YMCA, and foreign meets approved by FINA that have been run on approved meet management software within the qualifying period. The SWIMS database contains results of all sanctioned, observed and approved meets held in the USA for athletes who are registered USA swim member at the time of the swim. Times from the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME it is **NOT** a proven time. Use the custom time entry function to enter the meet with this time and send in a proof of time.

Custom times are NOT proven and require a proof of time submission to the Michigan Swimming Office. If you do not supply an acceptable proof of time before the proof of time deadline, the swimmer will be scratched from all events requiring the proof of time. Refunds will not be issued for failure to supply a proof of time.

Acceptable proofs, include printed meet results which clearly identify the meet host, meet location and meet date as well as the name of the event and the names, clubs and times of other swimmers in the event. The **preferred** proof is a locked Meet Manager backup of the meet results. Team Manager export files are also acceptable but are not preferred. Computer printed award labels and/or time cards signed by a meet referee are **NOT** acceptable for proof purposes.

PROOF OF TIME DEADLINE - All proofs for times must be submitted to the Michigan Swimming Office by **March 14, 2018 at 6:00 pm**. However, all clubs are encouraged to send them as soon as possible. Swimmers whose times cannot be proven will be rejected and will not be entered in that event. Any rejected entries will be notified using the email address provided in OME. Email all proof of times to the Michigan Swimming Office at: Proofoftimes@miswim.org.

RELAY PROOF OF TIME - With the OME system, THE TEAM OWNS THE TIME and the only proofs needed are if a team overrides the entry time (i.e. Uses a "custom time") and does not swim equal to or faster than the cut.

If an override (custom) time is used for the relay entry and the team is DQ'd or swims slower than the cut, then they will have to prove the time after the meet.

This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the Michigan Swimming office. The aggregate time to be proved need not be equivalent to the submitted entry time for the relay, however, the time must be at or faster than the qualifying standard for the relay event.

Aggregate proof times must all be equivalent (i.e. all SCY, all LCM, all SCM), all times must have been achieved during the qualifying period and may not use conversions in determining the submitted proof of time. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

ENTRY FEES - The fees are **\$7.50** per individual event and **\$12.00** per relay. Please include a **\$3.00** Michigan Swimming Athlete Surcharge for each swimmer entered. Entry fees may only be paid by check. Please make checks payable to: **WMS**

**Andrew Scheerhorn
West Michigan Swimmers
3390 100th Avenue
Zeeland, MI 49464**

ENTRY OPEN/ DEADLINE - The website for entries is as follows, www.USASwimming.org/OME and going to: MICHIGAN SWIMMING 2018 12 & UNDER SCY STATE MEET. OME entries will **open** on February 26, 2018 and **close** at 9:00 am March 13, 2018. Entries submitted will not be considered as officially received until the host team has received the following:

Signed Release and Waiver Form and the Certification of Registration Status Form with your check.

All paperwork and full payment may be mailed, or hand delivered but **must be received by Thursday, March 15, 2018** for your team to participate in the meet.

MISSED ENTRY - A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmer in an event by the entry deadline may then do so by: entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet and by paying a fee of \$100.00 per team and double the entry fee for the event. Providing a paper proof of time (meet results) to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non-appealable.

RELAY ENTRY - Each team may enter no more than two (2) relays in a relay event. Relay entries must be designated as "A" and/or "B". "A and/or B" relays must be entered with a seed time, and the seed time must be at or faster than the qualifying standard for the relay event. "A and/or B" relays may be entered without proof of a qualifying time. Teams may enter relays by entering a relay time for the team which is already in SWIMS, by entering an aggregate time from SWIMS, or they may enter a custom time for the relay(s). Swimmers participating in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay.

All relay swimmers must be entered using OME. Athletes not on the OME entry report are not eligible to swim at this meet.

REFUNDS - There are no refunds in full or in part once a team or individual entry has been entered into OME and you have checked out

DECLARATION OF RELAY SWIMMERS - There is no positive check in of relays required however the names and order of relay swimmers and alternates should be initially declared by:

10:00 am Saturday for the Free Relays

10:00 am Sunday for the Medley Relays

The order of relay swimmers may be changed **before** the start of the relay heat. If the relay fails to swim in the final order as declared on the lanes timer sheet - the relay will be disqualified.

MARSHALING - This is a self-marshaled meet.

SCRATCH RULES - All individual events will conform to the USA National Scratch Procedures Article 102.4.

Early Team or individual scratches for all Friday events will be accepted at Escratch@miswim.org on Thursday March 15, 2018 from 8:00 AM to 6:00 PM.

Scratch deadline for all Final events - Thirty minutes after the qualifiers for the event are announced. (See USA Rule 207.11.6 D and E).

PENALTIES FOR FAILURE TO COMPETE -

Preliminary Events - If a swimmer fails to drop his/her scratch card by the time stated for the event and fails to compete in that event, the swimmer will be barred from all further preliminary individual and relay events of that day. Additionally, the swimmer will not be seeded in any further individual events on succeeding days unless that swimmer declares intent to swim prior to the close of the scratch box for that day's event. (See Meet Referee or his/her designee).

Finals - If a swimmer qualifies for a finals event as a result of his/her preliminary swim and fails to properly scratch or fails to properly declare an intention to scratch pursuant to the rule within 30 minutes after the final qualifiers are announced, and fails to compete in that event final, the swimmer will be barred from further competition for the remainder of the meet.

NOTE: If a swimmer declares that he/she may want to scratch an event but does not return to confirm that scratch within 30 minutes following the conclusion of the swimmer's last event, the swimmer will be seeded into the Finals event, and will be similarly penalized if the swimmer does not compete in Finals. (See Meet Referee or his/her designee).

Additional \$50 Penalty - In addition to the procedures and penalties stated above, if a swimmer participates in any event in this meet and then fails to compete in his/her last scheduled individual event of the meet without being properly scratched for that event, he/she shall be fined \$50 payable immediately to MS.

The swimmer is not allowed to compete in any subsequent MS sanctioned or approved events until the fine is paid.

RESULTS - Official results will be posted following the conclusion of the meet on the Michigan Swimming Website at www.miswim.org. Unofficial results will also be available (HY-TEK Meet Manager) to coaches only (Coaches must provide a flash drive). Please use Meet Mobile for Unofficial live results.

SCORING –

Individual events points: 20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1 for 1st-16th respectively.

Relays: 40,34,32,30,28,26,24,22,18,14,12,10,8,6,4,2 for 1st –16th respectively.

AWARDS - Michigan Swimming provides medals for 1st – 8th place finishers for all individual and relay events and ribbons for 9th – 16th place finishers in each individual event. There are individual high point awards for 1st – 3rd place finishers in each age group. There is an overall Team State Champion and runner-up trophy.

AWARD PRESENTATIONS - There will be a formal awards presentation. (See event schedule)

AWARD DISTRIBUTION - Individual event awards for 9th – 16th place will be bagged for each team and available for immediate pickup at the end of the meet on Sunday evening. No awards will be mailed there will be no exceptions.

FACILITY ITEMS

- A. First Aid supplies will be kept in the Lifeguard Office.
- B. No smoking is allowed in the building or on the grounds.
- C. No glass containers or coolers will be allowed on the pool deck and will be confiscated if found.
- D. No bare feet allowed outside of the pool area.
- E. An Emergency Action Plan is available for review at the Administrative Referee table.
- F. Deck changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes is **prohibited**.
- G. Operation of a drone, or any other flying apparatus, is **prohibited** over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.
- H. Articles may be turned in to a designated lost and found area in the Lifeguard Office. The Meet host will retain articles not picked up by the end of the meet for 14 days. Articles will be donated to a charitable organization after 14 days.
- I. Concessions will be available for purchase in the upstairs spectator seating area.
- J. Hospitality will be provided for the Coaches, Officials, and Volunteers.

SAFE SPORT/SAFE FACILITY - Michigan Swimming safety and warm up rules will be followed. In the event of a medical emergency the swimmer's coach is responsible for the care of the athlete. The participating athlete and/or the athlete's USA Swim Club will be responsible for any costs incurred if it is necessary to call 911, EMS, etc. If the athlete is participating without a parent present it is highly suggested that the coach(s) have the athlete's insurance cards and signed releases allowing them to direct medical care.

EVENT SCHEDULE

Thursday

8:00 am Thursday Early Scratch Opportunity opens for Friday events

6:00 pm Thursday Early Scratch Opportunity closes for Friday events

Friday Prelims

7:15 – 7:30 AM General Coach's meeting.

15 minutes after the end of the General Coach's meeting the Scratch Box closes for Friday prelims.

7:30 – 8:50 AM General warm up; see procedure in coach's packet

9:00 AM Preliminary Events Start

Friday Finals

No Finals Check-In required.

4:30 – 5:20 PM Warm Up

5:30 PM Final Events Start

6:00 PM Scratch Box closes for Saturday Prelims.

Saturday Prelims

7:30 – 8:50 AM General warm up; see procedure in Coach's packet

9:00 AM Preliminary Events Start

10:00 AM 200 Free Relay Names Declared, by Coaches Only.

Saturday Finals

No Finals Check-In required.

4:30 – 5:20 PM Warm Up

5:30 PM Final Events Start

6:00 PM Scratch Box Closes for Sunday Prelims

Sunday Prelims

7:30 – 8:50 AM General warm up; see procedure in Coach's packet

9:00 PM Preliminary Events Start

10:00 AM 200 Medley Relays Names Declared, by Coaches Only.

Sunday Finals

No Finals Check-In required. Note that this Session starts ½ hour earlier than Fri and Sat Finals Sessions

4:00 - 4:50 PM Warm Up

5:00 PM Final Events Start



USA Swimming and Michigan Swimming are working to increase awareness and reduce the risk of athlete abuse through implementation of the USA Swimming Safe Sport program.

5 Tips to Keep Kids Safe in Youth Sports*:

- 1. Get Educated** – Education is the most important tool for combatting misconduct
- 2. Create Healthy Boundaries** – It's important to establish healthy boundaries between athletes and coaches and have clear expectations about the coach's role
- 3. Identify and Address High Risk Areas** – For misconduct to take place, an offender needs privacy, access, and control
- 4. Speak Up** – If you recognize questionable behaviors, say something!
- 5. Talk to your Kids!** – Physical and sexual misconduct can be a hard topic for parents to talk about with their children. Having these conversations is extremely important in helping prevent your child from becoming a victim of abuse.

USA Swimming

www.usaswimming.org/protect

Michigan Swimming

To find out about ongoing Safe Sport initiatives with Michigan Swimming, www.miswim.org and click on the Administration tab.



*adapted from USA Swimming's '5-tips for parents keeping kids safe in youth sports'

Apparel: available to purchase through Northwest Designs Ink.
Will be present at the meet as well as available online following the meet.

Onsite vendor: for suits, goggles, etc. will be The Varsity Shop.

Medal engraving: will be available on site.

Here are area hotels to include:

Best Western 616-994-0400

Holiday Inn Express 616-738-2800

Fairfield Inn and Suites 616-786-9700

Country Inn and Suite 616-396-6677

Hampton Inn 616-399-8500

Courtyard by Marriott-Downtown Holland 616-582-8500

MEET EVALUATION FORM
Sanction Number: MI 1718099

Name of Meet: 2018 Michigan Swimming 12 & Under SC State Championship Meet

Date of Meet: March 16-18, 2018

Host of Meet: West Michigan Swimmers (WMS) and Grand Rapids Aquatics (GR)

Place of Meet: Zeeland High School Natatorium

Who do you represent (circle)? Host Club Visiting Club Unattached

Describe yourself (circle) Athlete Coach Official Meet Worker Spectator

Please rate the overall quality of this meet:

(Please write any comments or suggestions below or on the reverse side)

	Low					High
1. Swimming pool (e.g., water quality, ventilation)	1	2	3	4	5	
2. Equipment (e.g., timing system, PA system):	1	2	3	4	5	
3. Swimmer facilities (e.g., locker rooms, rest areas):	1	2	3	4	5	
4. Spectator facilities (e.g., seating, rest rooms):	1	2	3	4	5	
5. Meet services (e.g., concessions, admissions, programs):	1	2	3	4	5	
6. Officiating	1	2	3	4	5	
7. Awards and award presentations:	1	2	3	4	5	
8. Safety provisions:	1	2	3	4	5	
9. Overall success of the meet:	1	2	3	4	5	
10. Other (please specify):	1	2	3	4	5	

Return this completed evaluation to a representative of the Meet Host. Thank you.



<https://goo.gl/forms/WjICldG19X97vQgt2>

Michigan Swimming 12 and Under SC State Championship Meet

OME Entry Instructions

- Step 1** Go to www.usaswimming.org/OME
- Step 2** Click on "Available Meets", select Michigan Swimming LSC, and then click on "Search". Scroll down to locate the **12 and Under State Championship Meet** from the list of meets.
- Step 3** Click on "Enter team" and login using your team login (HEAD COACH ID); or you may need to create an account for your team, then login. A pick list of your athletes who have qualifying times in SWIMS will appear. From here, select the events you want to enter. Athletes whose times are not in SWIMS must enter using the custom time option. If a custom time is entered and the athlete does not swim the time standard established for that event, a proof of time will be required to be sent to the MS Office. If after thirty (30) days a proof of time is not received for any athlete, a report will be furnished to the MS Board of Directors.
- Step 4** Double click on the athletes who you want to enter into the meet and complete your entry. You may add to your entry. It does not have to be completed at one time.
- Steps 5** When you are finished make sure to check out. You may pay by sending a check made out to **WMS** to the entity listed in the Entry Fee section. **Make sure your entry is done before you checkout. You will not be able to change it after checking out.**
- Step 6** You will receive an email confirming your entries.
- Step 7** Mail your completed Release and Waiver, Certification of Registration Status, and check to the Meet Host payment contact. Mail or email any necessary proof of time documents to the OME Administrator, Dawn Gurley.