

2015

# CHAMP ENTRIES INSTRUCTIONS



Collegiate School Aquatic Center  
July 20-21 2015

*This document will outline the procedure for entering swimmers into Team Manager for the Champs meet.*

## **Overview**

All coaches and parent representatives should review the rules for the [Championship Swim Meet in the CAL Handbook](#). There are some significant differences when compared to a dual meet (e.g. qualifying times, pre-registrations, swimmers qualified to be included on relay teams and placements that qualify for points and awards). A few of these rules are listed below:

**Rule 3:**

“A swimmer may enter a maximum of five (5) events. This could be three individual events and two relays or four individual events and one relay. This decision is to be made by the coach.”

**Rule 5:**

All Gold and Silver swimmers are eligible to swim in the Championship Meet in those events in which they have attained Gold or Silver times during the current season. A Bronze swimmer is eligible to swim in an event provided:

5.1 That the swimmer has met the Championship Meet qualification time (to be established each year by the governing board).

5.2 The club has no Bronze swimmers eligible for a given event, that club may enter one Bronze swimmer in that event no matter what qualification time the swimmer has achieved (Rules 11 and 14 still apply).

5.3 The swimmer has not achieved a qualifying time in any individual event, the swimmer may register to swim in one (1) individual event and does not restrict the club from using Rule 5.2. (Note: Rules 11, 12 and 14 still apply)

**Rule 6:**

“Each club may enter a maximum of two Bronze, two Silver, and two Gold relays per event. Same rules for defining the team’s category and composition apply as in dual meets.”

**Rule 10:**

“Swimmers entered on a relay team must have swum the stroke in an individual event at least once during the dual meet season. Qualified substitutes for relay teams may be made at any time prior to the first team of the relay event being seated at the Clerk of the Course.”

**Rule 12:**

“A swimmer must have swum in at least two league meets to be eligible to compete in the year’s championship meet. In order to swim a particular event, a swimmer must have swum that event at least once during the regular season.”

**Rule 14:**

“If qualifying times are not required, a swimmer may be entered in an individual event in which he/she was disqualified every time he/she swam it provided he/she meets the criteria in rule #12. The seed time will be recorded as NT.”

**Rule 19:**

“Following each relay event, relay teams that score points will be checked to verify that each swimmer meets the Championship Meet relay eligibility requirements. In the event that a relay team is found to be in violation of any eligibility requirement the relay will be disqualified. The event will then be rescored and any new relay that scores points will likewise be checked to ensure it meets the eligibility requirements”. (Added 3/2011)

You will need to make certain that your Team Manager database is correct and current. If you have any doubts as to whether your database is good, you should use the [CAL Database](#) posted on the CAL website.

## Team Manager Instructions

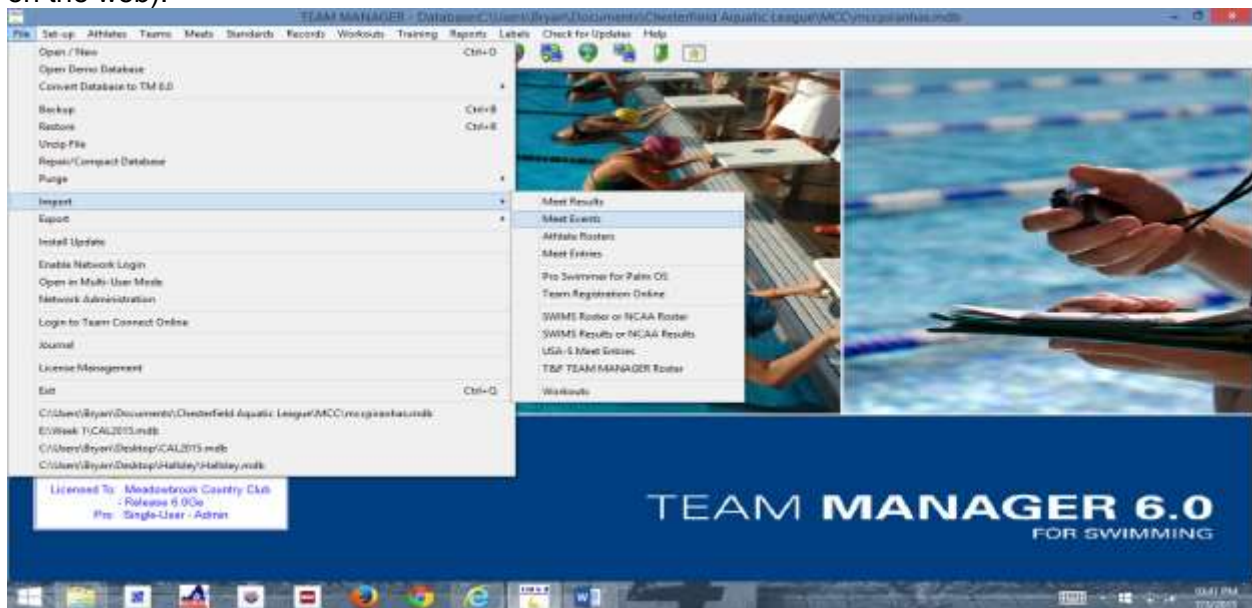
All swimmers and relays will be entered in one meet. Four reports must be included with your entries:

1. Meet Individual Entries Report
2. Meet Relay Entries Report
3. Meet Entry Fee Report
4. Complete Athlete/Attendance Roster Report

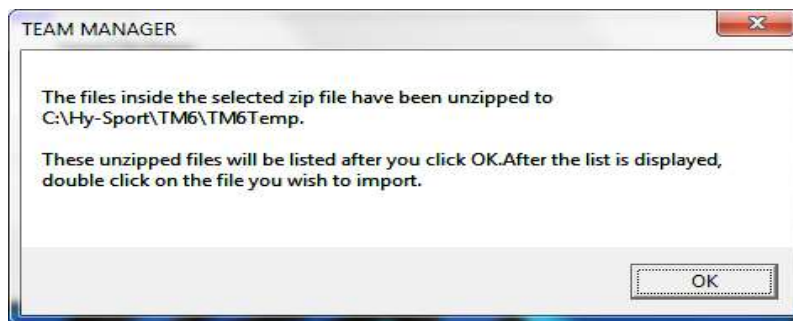
The format for each of these reports is detailed below along with how to enter swimmers into their events.

## Entries

Open your team's database from within Team Manager (or use CAL's database posted on the web).



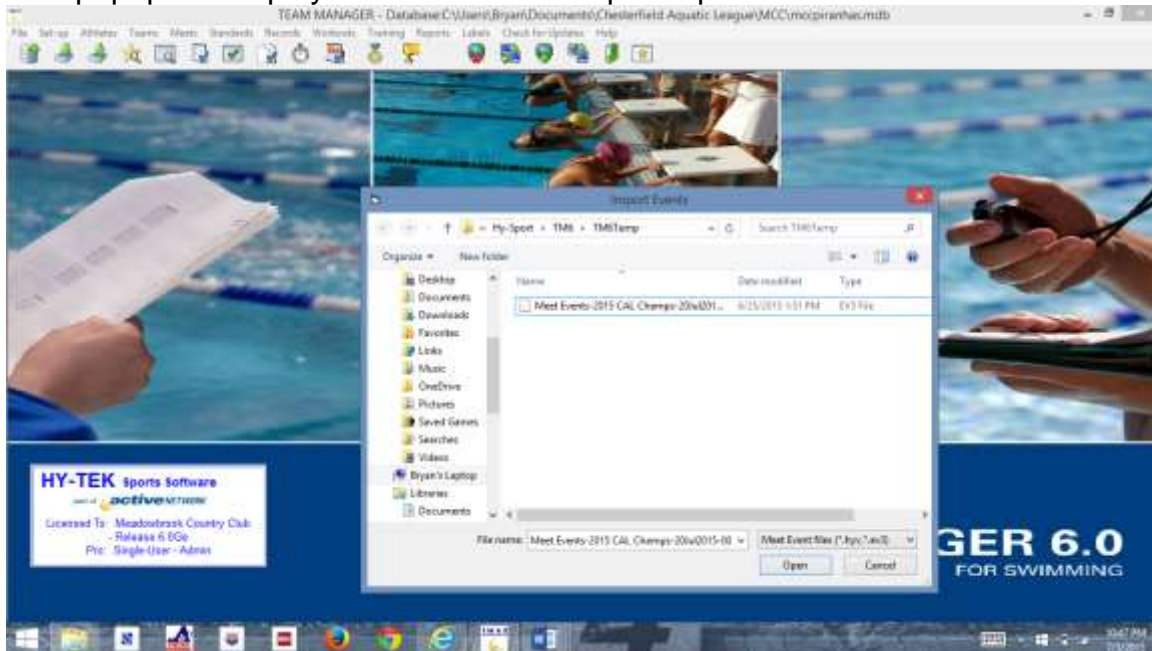
Import the [2015 Champs Meet Events](#) into Team Manager by selecting File, Import, Meet Events. Select the *Meet Events-2015 CAL Champs-20Jul2015-001.zip*. The File is also found on the CAL web-site ([swimcal.org](http://swimcal.org)) in the Champs section.



Select OK. (This popup is just letting you know that the file was unzipped to the Hy-Sport temporary folder.)

## 2015 Champs Entries Instructions

This popup will display. Select the file and pick Open.



Select OK from this popup.

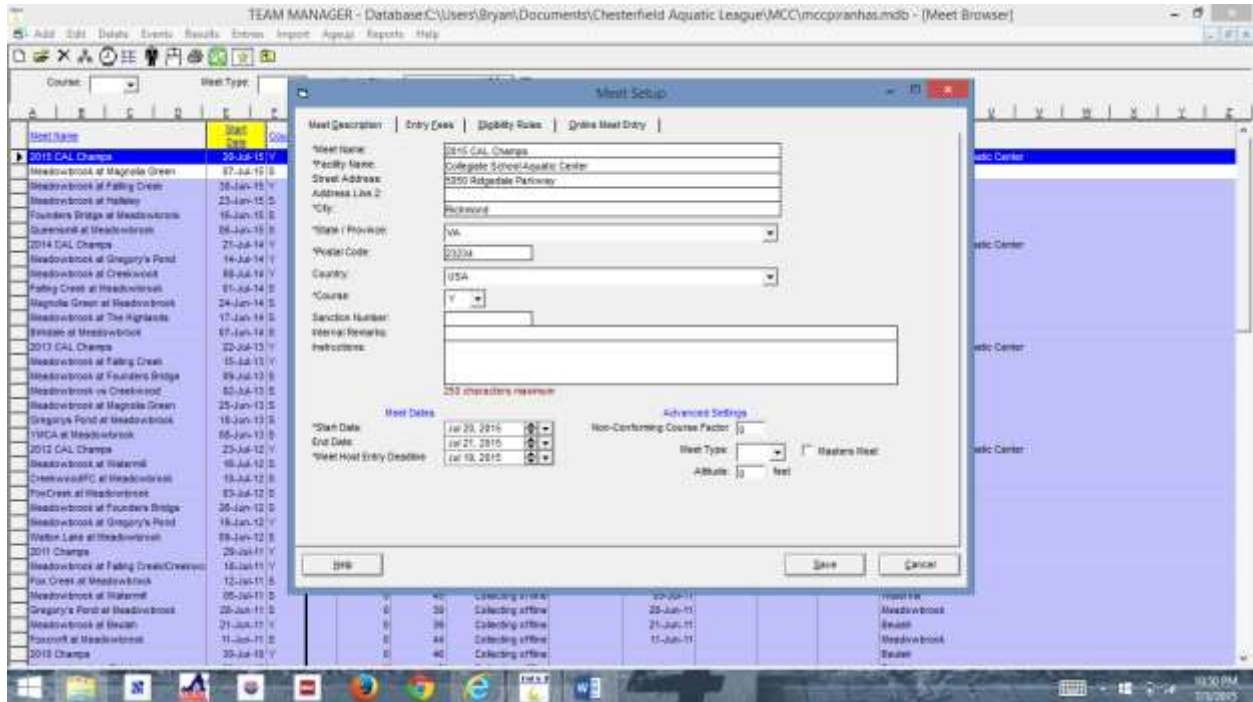


When finished, this popup should display indicating that 82 events were imported. Select OK.

## 2015 Champs Entries Instructions

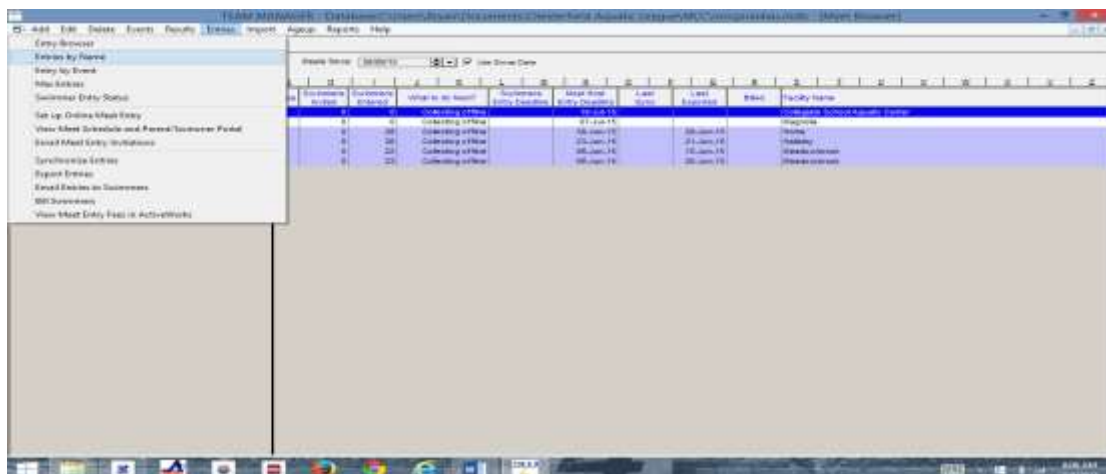
Go to the Meets section of Team Manager by selecting Meets from the main menu.

Double click on the 2015 Champs meet to display the Meet Maintenance popup.



Make sure the “Use Since Date” box is marked and **June 06, 2015** is the since date under the Eligibility Rules Tab.  
Select OK when complete.

You are now ready to enter swimmers into the Champs meet. Use any of the three types of entry methods; Entry Browser, Entries by Name, or Entry by Event. Use whichever method you are most comfortable with





## 2015 Champs Entries Instructions

All entries will be included in this one meet; including relays (see Relays). You will need to keep track of those swimmers who are swimming in events to satisfy either the No Bronze rule or the Not Qualified rule.

If a swimmer is **NOT QUALIFIED** for Champs their time will appear in a red cell. You may still enter the swimmer in this event as long they fall under Championship Meet exemptions mentioned in Rule 5 on page 1.

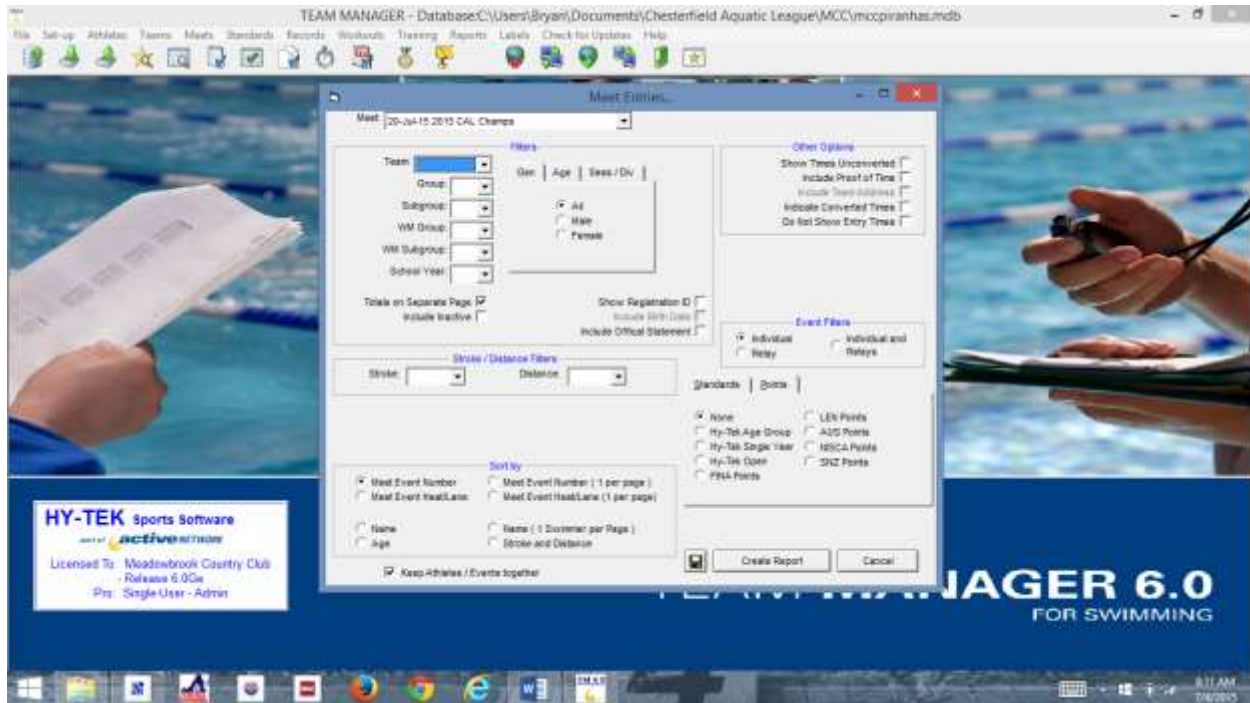
The screenshot shows the 'TEAM MANAGER' interface. At the top, it displays '20 Jul 11, 2015 Champs'. Below this is a table with columns for Name, Sex, Date of Birth, Age, Height, Weight, and various time categories (Time (2:00), Time (2:00), Time (2:00), Time (2:00)). A swimmer's entry is highlighted in blue, and their time is shown in a red cell. Below the table, there are fields for 'Team', 'Meet Name', 'Meet Date', and 'Meet Location'. A 'Reports' menu is visible at the bottom right.

## Reports

Once all of the entries are complete, stay in the "Meet" section of Team Manager. Make sure the 2015 Champs meet is selected (highlighted), then select Reports, Entry Report.

The screenshot shows the 'TEAM MANAGER' interface with the 'Reports' menu open. The 'Entry Report' option is selected. The menu items include: Meet Report, Eligibility Report, Entry Report, Entry Spread Sheet, Entry Fee Report, Split Sheets, Dual Meet Entry Report, Swimmers Not Entered in Meet, Meet Results, Number of Swimmers in Meet, and Number of Meets Attended / Splashes. The 'Meet Type' column in the table below is highlighted, and the '2015 Champs' meet is selected.

## 2015 Champs Entries Instructions



From the Meet Entries popup, select the following to create the report.

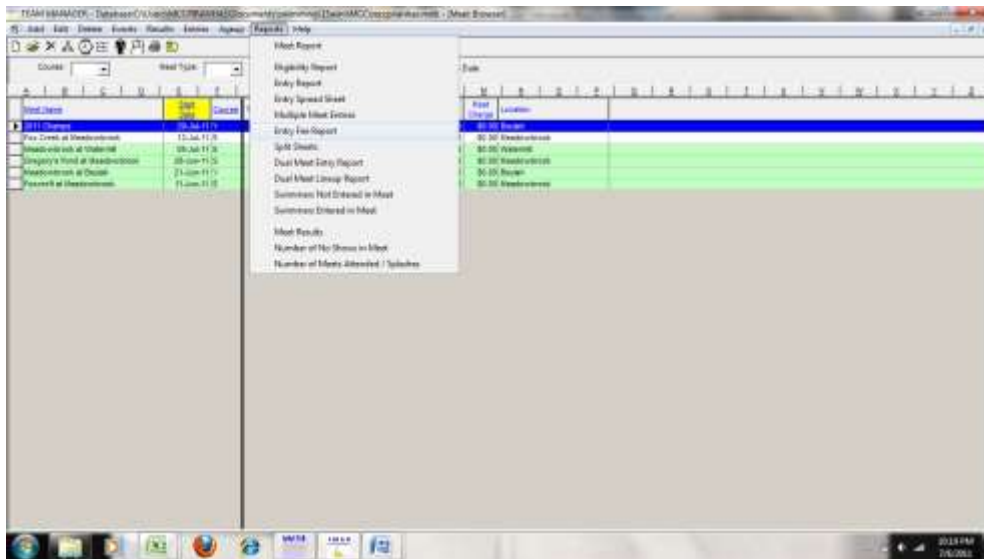
1. Meet – 2015 Champs
2. Team name – select your team
3. Sort by – Meet Event Number
4. Other Options
  - a. Check Include Proof of Time
  - b. Check Indicate Converted Times
5. Event Filters – select Individual
6. Standards – CAL2015 and check Include Time Standards.

When complete, select Create Report and print. This report may be several pages.  
When printing is finished, select Cancel to close this popup.

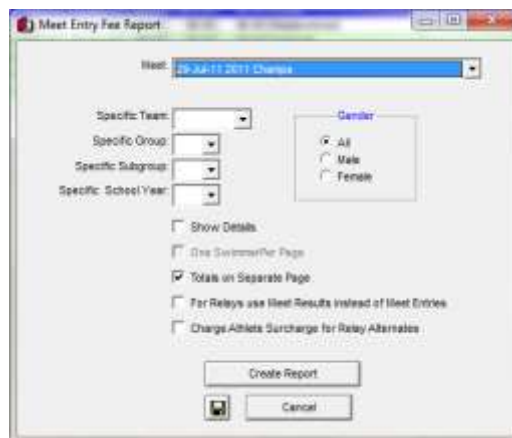
On the report, highlight in **YELLOW** all swimmers entered in events as **NOT QUALIFIED**.  
Highlight in **BLUE** all swimmers entered in events as **NON BRONZE**. All other swimmers should be Qualified, Silver, or Gold.

***THIS REPORT MUST BE TURNED IN AT CHAMPS REGISTRATION.***

## Entry Fee Report



Again from the “Meet” section of Team Manager and with the 2015 Champs meet highlighted, select Reports, Entry Fee Report.



From the Meet Entry Fee Report popup, select the following to create the report.

1. Meet – 20-Jul-20 2015 Champs
2. Specific Team – select your team
3. Gender – select All
4. Check the box for Totals on Separate Page

When complete, select Create Report and print. When printing is finished, select Cancel to close this popup.

This report shows the number of Individual Events (IE) and the number of Relays per swimmer. It also indicates the fees due to CAL.

***THIS REPORT MUST BE TURNED IN AT CHAMPS REGISTRATION.***



## Relays

Each Relay event will be broken into 3 different events per Time Standards. For example the 8 and under relay will not be event 3. Instead it will be Event 33(bronze), event 34(silver), event 35(gold). Below is the matrix you will need to follow when entering your relay teams.

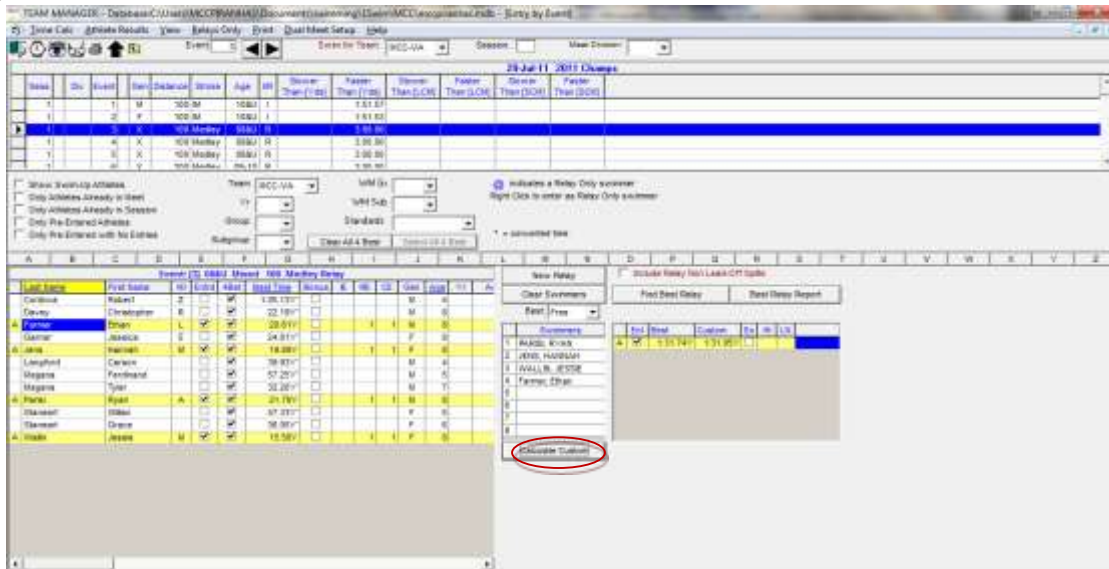
Day 1

<u>Standard</u>	Event Number			
	<i>Medley</i>		<i>Free</i>	
	<u>Midget</u>	<u>Junior</u>	<u>Midget</u>	<u>Junior</u>
Bronze	5	8	27	30
Silver	6	9	28	31
Gold	7	10	29	32

Day 2

<u>Standard</u>	Event Number			
	<u>Mite-Morning</u>			
	<u>Medley</u>	<u>Free</u>	<u>Inter</u>	<u>Senior</u>
Bronze	33	48	55	80
Silver	34	49	56	81
Gold	35	50	57	82

There must be either a computer generated seed time or a Custom seed time. The Custom seed time will be the sum of the best times for the four swimmers in their respective strokes. Add your four swimmers in the relay and press the Calculate Custom Button.



**A Relay Report must be turned in at registration with all swimmer(s) on the relay highlighted in **YELLOW** (gold) or **BLUE** (silver).**

## 2015 Champs Entries Instructions

The screenshot shows a 'Meet Entries' window with the following settings:

- Meet: 29-Jul-11 2011 Champs
- Team: [Dropdown]
- Group: [Dropdown]
- Subgroup: [Dropdown]
- WM Group: [Dropdown]
- WM Subgroup: [Dropdown]
- School Year: [Dropdown]
- Titles on Separate Page:
- Include Inactive:
- Filters: Gen | Age | Sex / Div
  - Sex:  All,  Male,  Female
- Show Registration ID:
- Include Birth Date:
- Include Official Statement:
- Stroke / Distance Filters: Stroke: [Dropdown], Distance: [Dropdown]
- Sort by:
  - Meet Event Number
  - Meet Event Heat/Lane
  - Meet Event Heat/Lane (1 per page)
- Other Options:
  - Show Times Unconverted:
  - Include Proof of Time:
  - Include Team Address:
  - Indicate Converted Times:
  - Do Not Show Entry Times:
- Show Relay Swimmers:
  - None:
  - Show Four:
  - Show Eight:
- Event Filters:
  - Individual:
  - Individual and Relays:
  - Relay:
- Keep Athletes / Events together:
- Buttons: Create Report, Cancel

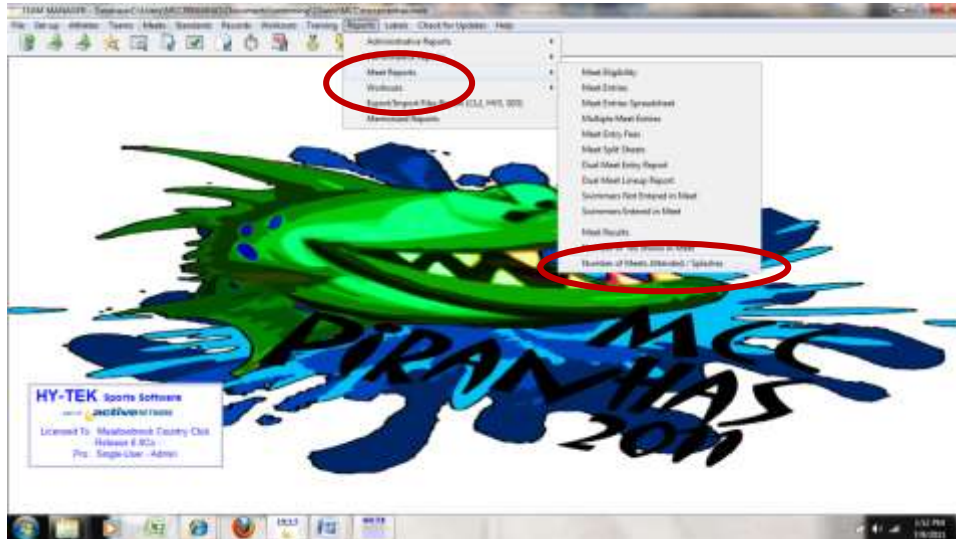
From the Meet Entries popup, select the following to create the report.

1. Meet – 2015 Champs
2. Team name – select your team
3. Sort by – Meet Event Number
4. Other Options
  - a. Check Indicate Converted Times
5. Show Relay Swimmers- Show Four
6. Event Filters – select Relay

***THIS REPORT MUST BE TURNED IN AT CHAMPS REGISTRATION.***

## Roster/Attendance Report

You need to provide a report of your Roster/Attendance



From the Home Page, select the following to create the report.

1. Reports
2. Number of Meets Attended/Splashes
3. Make Sure to Include Number of Splashes

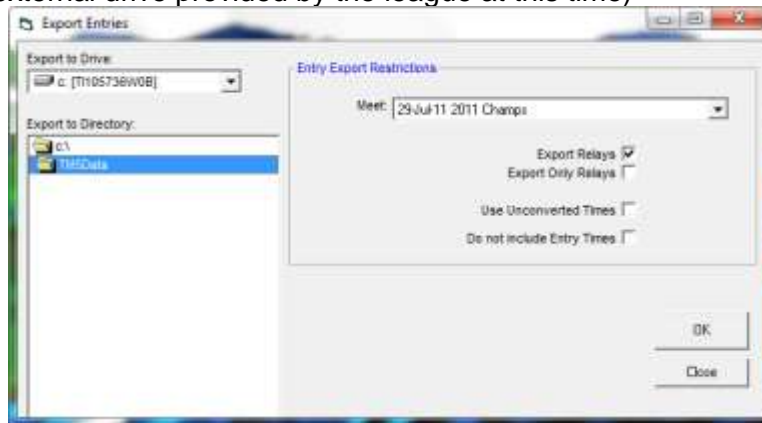


***THIS REPORT MUST BE TURNED IN AT CHAMPS REGISTRATION.***

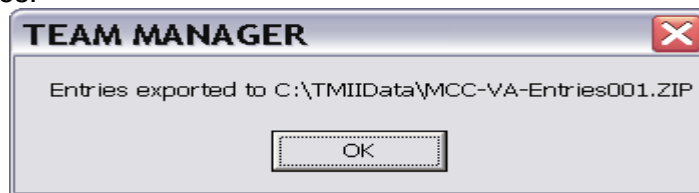
## Exporting Entries



From the main menu select File, Export, Meet Entries(you may want to change Export to Directory to your external drive provided by the league at this time)



Verify the meet is “20-Jul-20 2015 Champs”. Check “Export Relays”. Select OK when ready to export entries.



Select OK when finished.

If you didn't export the above file to your Jump Drive before, at this time copy the exported entries file to a Jump Drive. You may want to make a second copy of the entries for your records.

**THIS DISK MUST BE TURNED IN AT CHAMPS REGISTRATION.**

## **Submitting Registration**

Registration must be delivered to Tim Faherty at [11913 Longfellow Drive 23112](https://www.google.com/maps/place/11913+Longfellow+Drive+23112) between 9:00 a.m. and 12:00 p.m.(noon). Saturday, July 18, 2015. Entries may be emailed in advance to [tsfaherty@verizon.net](mailto:tsfaherty@verizon.net)

### **Rule 11:**

Entries for the Championship Meet must be submitted in the fashion determined by the Operating Committee each year. Late team entries will be permitted during a two-hour grace period after the deadline, with the provision that there will be a 50 gross point penalty for each hour or partial hour after the deadline. After the two-hour grace period has expired no entries will be accepted except as permitted in Championship Meet Rules Rule 11.1.

**11.1** Late individual entries may be requested on the day of each CHAMPS session for events that will be completed during such session. Requests must be submitted to the Meet Director, or their designee, by the team Head Coach in the manner approved by the Operating Committee. Requests will only be considered during the time period between the start of the first warm-up period until 30 minutes prior to the designated start time of the meet. Such late individual entries will be accepted in the order that they are received by the Meet Director, or their designee, provided that, according to the Championship Meet Heat Sheet, a lane is available for the event(s). New heats will not be added under any circumstances. Swimmers may not be removed from an event and placed in another event. Teams will be assessed a 10 point penalty for each late individual event entry. Once entered into the meet, the swimmer may participate in a relay as long as they meet the Championship Meet eligibility requirements for relays. In the event that the Meet Director, or their designee, is unable to verify that the swimmer has achieved the Championship Meet eligibility requirements, the team requesting a late individual entry will be responsible for providing documentation demonstrating that the swimmer is eligible for the Championship Meet.

Your Champs Registration package will include:

- Name and Number of Two Contact People with a copy of Entry Files that will be available between 12:00pm and 6:00pm on the day entries are due.**
- Champs Registration Worksheet (on the outside of your envelope) – filled out
- Champs Volunteer/Information Sheet- checked off (we will post in tent)
- One Jump Drive with the meet entries file
- Meet Individual Entry report highlighted per directions
- Meet Entry Fee report
- Full Athlete Roster/Attendance report
- Meet Relay Entry Report highlighted per directions
- Champs Heat Sheet Ads
- List of graduating Seniors
- All Ribbons(heat and awards) DQ cards and Dolphin Timing Systems
- One Check made out to CAL to include the following:
  - Champs Fees (\$3.00 per individual event and \$12.00 per relay team)
  - The balance of the regular season registration fee
  - Angel Fish fundraising
  - Champs Heat Sheet Ads
  - Pre-sold T-shirts order