ISI CHAMPIONSHIP MEETS
ON-LINE ENTRY AND PROOFSUBMISSION FORMS WORKSHEET
AND PROOF/TIME VERIFICATION DOCUMENTATION

The first part of this document is a helpful hints section and worksheet outlining all information collected on the ISI Championship On-line Entry and Proof Submission Forms and the rationale. The second part to the document outlines what is acceptable to use for Proofs (Time Verifications) and how to submit the information.

QUICK REFERENCE LINKS

TEAM MANAGER/UNIFY HINTS

==The submitting team is responsible for the accuracy of each entry.==

1. *Prior to running eligibility reports*
   a. Divisionals - must check the boxes "enforce qualifying times" **AND** "slower than Q time in all courses". Otherwise times for the non-conforming course will not be checked.
   b. State - must check the box "enforce qualifying times"
      i. Exceptions are entering bonus events for Senior State or NT for Divisional relays
2. *Custom times*
   a. May be used for entering relays below state or best time, or entering a provable time not in the club database
   b. Useful for Open Water where a dual time standard cannot be set, but a dual qualifying time standard is permitted, i.e. 10 & Under 400/500 BB standard may be used instead of the 200 standard
   c. Team Unify - SAVE the time, otherwise time reverts back each time
3. *Miscellaneous*
   a. Bonus events never come through from Team Unify due to proprietary rights of Hytek/Active
   b. Team Unify event limits may have to be overridden
   c. There is no way to set a limit on bonus events and qualified events using Meet Manager
   d. Eligibility rules vary for each meet. **Read the meet announcement carefully.**

CHAMPIONSHIP ON-LINE ENTRY FORMS

1. *All Meets*
   a. Is this a New Entry or Update?
      i. **DO NOT** select Update unless you have previously submitted an entry for your team.
   b. Club Code - 3 or 4 letter USA code
   c. Club Name - full club name
   d. Email of Club Contact
   e. For New (initial) entries - this will be bypassed on Update submissions
      i. Entry Contact name
      ii. Entry Contact Phone Number
      iii. Coach 1 at Meet Name
      iv. Coach 1 Cell Phone
      v. Coach 2 at Meet
      vi. Coach 2 Cell Phone
   f. Entering Athlete, Coach, or Parent must submit the entry information in the message box.
   g. If competing as Unattached and unsure of Divisional site, please contact Michele DeLuna at michele@inswimming.org.
   h. Relay only swimmers must be on final team entry or will be subject to late entry fees.

2. *Divisionals - (Spring Divisional only)*
   a. Do you have swimmers swimming up age-groups? (Yes/No/Update -No change from previous submission)
      i. These are swimmers swimming up age groups. Examples: (1) a swimmer competing in an event not offered in their age group (i.e. a 12 year old swimming the 400 IM) or (2) a swimmer has a current age group state cut in an event, but ages up prior to the meet and does not have the cut for the new age.
      ii. If resubmitting and you do not have additional swimmers swimming-up an age group, just select Update - No change from previous submission.
   b. List these swimmers and the events they are swimming-up
      i. This is being done to reduce/eliminate emails from ISI confirming swim-ups.
   c. Do you have any AGE GROUP swimmers participating who will age-up groups prior to Age Group State? (Yes/No/Update -No change from previous submission)
      i. Athletes who age-up to the next age group, between Divisionals and Age Group State are permitted to swim the next age group with a state qualifying time to try to make the next age groups qualifying time. (See exception)
         1. Swimmers who are qualified for and eligible to compete in a specific STROKE & DISTANCE at the Indiana Swimming Age Group or Senior State Meets are not allowed to enter that SAME STROKE & DISTANCE in this meet. (e.g., 10 & U qualified to compete in Age Group State in the 100 Back may not swim the 100 Back in the 10 & U, 12 & U, 14 & U or Open age groups.) Exception, however is a swimmer who ages-up to the next age group prior to the Age Group State Meet may compete in the next older and above event. (e.g., a 10-year old who ages-up to 11 prior to the Age Group State Meet may compete in the 12 & U, 14 & U or Open age groups as qualified).

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  d. Please list swimmers aging up groups prior to AGS names and birthdates
    i. This is being done to quickly confirm eligibility to swim up age group with state cuts in current age group.

3. *Senior State*
  a. Are you entering College Swimmers? (Yes/No) **(Spring only)**
    i. During the academic school year, per NCAA bylaws, **individual swimmers** may not compete at this meet, represent their collegiate team and score points unless previously cleared by the college's compliance officer. To do so directly impacts the swimmer's collegiate eligibility. Collegiate athletes **are permitted** to compete and score for themselves as UNATTACHED swimmers. They may not be listed or compete as attached to a club or college team, and must solely represent themselves.
    Prior to entering the meet, a swimmer should check with their compliance officer as to status of competition and eligibility. If in there is any doubt - enter as Unattached. Please **make note** of this in the message to the entry chair, so they may confirm status in the database.
    If a **collegiate team** participates in this meet, they need to check with their compliance officers with regards to participation rules. ***Please make the meet referee and admin referee aware of any potential issues.***

  b. Do you have any 14-year-old swimmers participating and aging up to 15 prior to the AGS meet? (Yes/No/Update -No change from previous submission) **(only years where Senior state precedes Age Group state)**
    i. Swimmers 14 years old who age up to 15 prior to Age Group State will be permitted to swim in the 15-16 final if they qualify in prelims. Please make sure these swimmers are documented in the message box.
  c. Do you have any swimmers with bonus events? (Yes/No/Update -No change from previous submission)
    i. **Team Unify users** - Bonus events will not transfer as marked bonus events to Meet Manager. This is a proprietary issue between Hytek and Team Unify. **Please list your swimmers swimming bonus events and their events**. If this is an update and there is no change from the previous submission with regards to bonus events, mark- Update - No change from previous submission.
    ii. **Team Manager users** - Bonus events should transfer on your entry report.

4. **SWIMFEST (every 4 years)**
  a. Where are you intending to pay your entry fees?
    i. The meet is hosted at 2 locations for prelims. Please designate the site where payment will be rendered, so the host club(s) may work to ensure all clubs and fees are accounted for by the required deadlines.
5. *All Meets*
  a. Message
    i. any notes for entry chair relevant to entry
    ii. specific changes
    iii. hand entries
    iv. bonus event swimmers (Senior State)
    v. 14 year olds turning 15 prior to AGS (Senior State)

vi. Open Water - use of the alternative qualifying time, i.e. 10 & U 400/500 time instead of the 200 time

b. Upload Files and Reports **-** Upload files when ready to submit. File uploads are not saved if the "Save Answers and Resume Later" feature is used.

c. Entry File

d. Is Entry File attached? (Yes/No)

e. Entry Report - This is a list of all athletes and their events, **not** a fee report.

f. Is Entry Report Attached?(Yes/No)

6. *Proofs*

a. Should not be attached to the entry form. Please return to the ISI Championship page, and select PROOF submissions. You may submit up to 10 files at a time. Please follow PROOF directions.

PROOF/TIME VERIFICATION PROCESS AND DOCUMENTATION

All entries for Championship meets in Indiana (Divisional, Age Group, Senior State, Swimfest, and Open Water) must be verified as a legal result that was achieved within the meet announcement stated qualifying period.

Acceptable verifications are **official results** from:

- USA Swimming sanctioned, approved or observed meets (these should be in the National USA Swimming database – SWIMS).

    o *Swimmer must be in good standing at the time of the swim: registered and, if applicable, APT compliant.*

    o *Please note that observations have to be manually approved into SWIMS as they do not auto-match. It is our goal and process to have all observed results matched to a swimmer and available for proof by the Tuesday the week before the meet the proof is needed. Please be patient as you watch for your swimmer's time to show up in SWIMS.*

- College, High School, Junior High, YWCA or YMCA meets sanctioned by their respective governing organizations and signed by the meet referee

    o *These are NOT in SWIMS but would be allowed for IN Championship meets only*

DOCUMENTATION

<u>Accepted:</u>

Any of the following <mark>**<u>must include a header showing location and dates of meet</u>**</mark>.

- Result pdf from Meet Manager (MM)

- Screenshot or picture of result pdf (MM) on a web-site

- Screenshot or picture of Meet Mobile

- Verification slips, time cards, timing system tapes or photocopies of such which are referee signed and dated

Not accepted:

Any Team Manager or Team Unify best times report from a club.

Simply stated, a swimmer **<u>can</u>** use a time from "unobserved" middle school dual meet or high school dual meets, conferences, sectionals to enter IN Championship meets: Divisional, Age Group State, Senior State, or Open Water. These times would **<u>not be eligible</u>** for SWIMS nor for entering higher level meets: Speedo Sectional, Futures, Arena Pro, US Open, Juniors, Nationals, etc.

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METHODS OF PROOF/ TIME VERIFICATION

Please use the online form for this process. Use the **PROOF SUBMISSION FORM** found on the Championship Meet Page. These may be submitted in advance of request for proof by ISI, as soon as the form is active.

1. All files should be uploaded and sent through the Proof Submission Form. This includes any of the accepted items above.
2. All swimmers names on a pdf should be highlighted or circled to easily identify and verify. (Adobe Reader has highlighting capabilities.)
3. **DO NOT send links to web-sites**. Instead take a screen shot instead or download the file to submit. Make sure the header with meet location and dates is **visible and readable**. This includes H.S. Sectional meets.
4. Send michele@inswimming.org an email if
   a. a time is missing from SWIMS the details of a potentially missing time in SWIMS (out-of-state sanctioned meet, etc) as it may be in a holding tank situation to match to a registered swimmer
   b. a split needs to be entered into SWIMS, the name/date of a meet where a swimmer swam a 1000/800 going out in the 1650/1500

BACKGROUND OF THE TIME VERIFICATION PROCESS

1. Home clubs have a club database. The Team database holds SWIMS db times and, if organized, some non-SWIMS db times from middle school & high school that may be a swimmer's fastest time.
   a. These middle school & high school may be used to enter the IN championship meets and Central Zone Sectional 3, provided there is a hard copy result available to submit for proof.
   b. It is the club's responsibility to secure these hard copy results for pre-verification purposes.
2. An Exceptions report from the championship host club will NOT include proofs needed. If you don't receive an Exceptions report, that's a good thing for entries. However, **you may still need to supply proofs.**
3. Once the entry deadline for the applicable meet has passed, the host sends the backup of the meet to the IN Swimming offices.
4. IN Swimming staff runs the meet database through the USA Swimming SWIMS database.
   a. SWIMS only includes times from sanctioned, approved or observed USA swimming meets.
   b. IN Swimming **does not** have any h.s. or middle school duals or conference meets. Those results pages would have to be sent as per above.
5. As soon possible before the meet, ROUND 1 OUTSTANDING PROOF list will be posted on the home page of the IN Swimming website and applicable teams will be notified. It is the entering teams' responsibility to act accordingly to prove times that may appear on that list.
6. Clubs will then have the opportunity to submit the verification of a time on the list. These should be sent to michele@inswimming.org
7. Provided there is time, we may post a Round 2 Outstanding Proofs list before the meet.
8. FINAL Outstanding Proofs list will be generated and sent to the host entry chair and administrative referee.
   a. Clubs will then be responsible for providing verification for outstanding proof(s) to the Administrative Referee at the meet prior to the applicable event(s) scratch deadline(s).

    b. Not providing appropriate proof(s) will result in your swimmer(s) being scratched from that (those) event(s).

RELAYS

4. Relays are NOT proven prior to the meet. If your relay misses the cut or is disqualified at the meet, THEN, you will have 2 weeks after the meet to provide proof to the ISI office via email, michele@inswimming.org . **PLEASE do NOT** give relay proof to the host at the meet. Additional information is in the meet announcement.:

5. *Teams can prove all relays with either a Team Time or an Aggregate of the times of four swimmers. During the competition, relays can be made up of any makeup and order of the relay swimmers entered into the meet. Swimmers do not have to swim on a relay (A, B, C, etc) where their names were listed as part of the initial relay entry.*