

## North Carolina Swimming Non-OME Entry Procedures for Championship Meets

NCS Coaches:

OME is unavailable so we have elected to enact different entry procedures for our 2023 SC AG and SR Championships next month. All entries will be handled via Hytek entry files. Please carefully review the new procedures in the attached PDF, listed below, and posted on the event tabs on SwimNC.com. These entry procedures replace the entry procedures in the current meet announcements. All other aspects of each meet remain the same.

If you use Team Unify, please make sure that the age update matches the first day of each meet. A coach has identified a glitch that may cause the date to be incorrectly listed as one day earlier in your TU system. For swimmers entering AG Champs, they must enter the age group that matches their age on the first day of the meet no matter what Team Unify says. Please check your system before doing your entries. See the AG Champs Event age for a work around if you experience the glitch. <https://www.swimnc.com/2023-ncs-age-group-sc-champs-mcac/>

- Also note that SEED TIMES WILL NOT BE UPDATED AFTER THE MONDAY ENTRY DEADLINES for either meet. Time changes are excluded from the corrections that are allowed on Tuesday. Please ensure that your swimmers' best times are updated in TM and TU before submitting your final entries on Monday.

- Eligible entry times must meet the standards established for each meet and must have been attained at a USA Swimming sanctioned, approved, or observed meet. High School meet times must come from Regionals or Championships only, not conference or dual meets.

- Without OME for SR Champs, we have no advance visibility to **Adult Athletes** who will be 18 or older before or during the meet and are not **APT certified**. Coaches must be sure Adult Athletes are aware of this entry requirement and are APT certified well before the entry deadline. Non-compliant Adult Athletes will not be seeded.

- Entries for swimmers who qualify for NEW AG Champs events at the **NCISAA meets** on 2/13 and 2/14 must be entered by 2/14 at 6:00 PM. Times at these meets may not be used to improve previously entered seed times. **This service is not available for FLEX members.** Email [O...@NCSWIM.ORG](mailto:O...@NCSWIM.ORG) and include the following:

- o Full athlete name
- o Your team
- o Athlete USA Swimming member number
- o Athlete's age as of 2/16/2023
- o NCISAA meet name
- o New events and entry times

Please email [O...@NCSWIM.ORG](mailto:O...@NCSWIM.ORG) with questions.

Hytek Entry Procedures for 2023 NCS AG and SR SC Championships (below and attached):

Since USA Swimming's Online Meet Entry program is not functional, the following entry procedures will go into effect immediately for the **2023 Short Course AG and SR Championship Meets**. Coaches and swimmers are expected to be familiar with these procedures prior to submitting entry files.

Coaches should ensure that team management software is updated with the latest meets and times for their athletes prior to submitting entry files. **ORIGINAL SEED TIMES SUBMITTED WITH ENTRY FILES WILL NOT BE UPDATED AFTER THE MONDAY 6:00 ENTRY DEADLINE.**

Coaches are responsible for ensuring athletes meet the eligibility requirements prior to the Tuesday 6:00 PM entry correction deadline as follows:

### **ATHLETE ELIGIBILITY**

**Flex members are NOT eligible for NCS Champs meets.** All Flex memberships must be converted to Seasonal (if eligible) or Premium membership prior to the **Tuesday 6:00 PM** correction deadline. Flex members who do not upgrade **will not be seeded** into their events until they can provide proof of full membership. If proof is provided to the Meet Referee after the deadline and before warm-ups begin on Thursday, the swimmer may be added to their events subject to lane availability in the slowest heat(s) and Meet Referee and Operations Vice Chair approval. If proof is not provided by the start of warm ups on Thursday, the athlete will not be permitted to compete. Entry fees for non-compliant athletes are not refundable.

**For SR Champs, athletes who will be 18 or older before or during the meet must be APT certified by the Tuesday 6:00 PM correction deadline to be seeded.** Plus, their APT certification must be valid throughout the meet. Non-compliant adult athletes **will not be seeded** into their events until they can provide proof of compliance. If proof is provided to the Meet Referee after the deadline and before warm-ups begin on Thursday, the adult athlete may be added to their events subject to lane availability in the slowest heat(s) and Meet Referee and Operations Vice Chair approval. If compliance is not attained by the start of warm ups on Thursday, the athlete will not be permitted to compete. Entry fees for non-compliant athletes are not refundable.

**CAUTION:** If you are using Team Unify, confirm that the Age Up Dates in your entry files match the first day of each meet, especially for Age Group Champs. Swimmers listed in the incorrect age group will not be entered.

**Entries will be accepted via emailed TU or TM files to the Meet Entry Coordinator at [O...@NCSSwim.org](mailto:O...@NCSSwim.org) according to the following requirements:**

**HYTEK ENTRIES/PROOF OF TIME/ENTRY DEADLINE/**

### **LATE ENTRIES AND CORRECTIONS**

Events files and information for submitting entries can be found on [swimnc.com](http://swimnc.com):

<https://www.swimnc.com/2023-ncs-age-group-sc-champs-mcac/>

<https://www.swimnc.com/2023-ncs-senior-sc-champs/>

**ON-TIME ENTRIES WILL ONLY BE ACCEPTED VIA EMAIL TO [O...@NCSWIM.ORG](mailto:O...@NCSWIM.ORG).**

**On-Time Entries by MONDAY 6:00 PM:**

Only emailed entry files from TM or TU will be used for on-time entries, including relays. The entry period will close three (3) days prior to the meet on the **Monday of meet week at 6:00 PM**. Entry files will be accepted via email beginning FEBRUARY 6.

Coaches should ensure their team manager software is updated with the latest meets and times prior to submitting entry files. **SEED TIMES WILL NOT BE UPDATED AFTER THE MONDAY ENTRY DEADLINE.**

Updated entry files with new entries/seed times will be accepted until the Monday 6:00PM entry deadline. The latest entry file received will be used for entries. Prior files will be deleted.

The person at the email address submitting the entry file will receive an entry list by midnight after entries close on Monday at 6:00 PM.

**Entry Correction Period through TUESDAY 6:00 PM**

Acceptable corrections are limited to the following:

- Event additions and deletions
- Required membership upgrades
- Required proof of APT compliance
- New qualifiers and new qualifying events from the NCISAA meets on Monday and Tuesday of meet week (provide USA Swimming member number with entry information. These athletes must meet all eligibility criteria prior to submitting entries.) Times from these meets may not be used to improve previously entered seed times.
- Previously submitted seed times will NOT be updated.

These requests must be emailed to the Entry Coordinator by Tuesday 6:00 PM. Teams should have an internal process in place to ensure corrections and membership compliance proofs are submitted by the Tuesday 6:00 PM deadline.

Corrections will only be accepted from a registered coach with the athlete's team. Each coach email will be acknowledged with an email confirmation for receipt of proof.

For AG Champs, any entry times not meeting the qualifying criteria will be scratched. Entry fees will be due.

For SR Champs, any entry times not meeting the qualifying criteria will be designated as bonus events and subject to the limits set forth in the meet announcement. Bonus events outside of the limits will be scratched and entry fees will be due.

No changes will be accepted after Tuesday 6:00 PM after which point the psych sheet will be posted. Any ineligible swimmers will be flagged and swimmers will not be seeded.

Teams are responsible for calculating and paying the entry fees as determined on the Meet Entry Fee Summary page in this meet announcement.

### **Late Entries**

Any late entry requests or late eligibility proofs received after Tuesday 6:00 PM will be accepted only with the approval of the Meet Referee and the Operational Vice Chair, only for open lanes in the slowest heat, and will be subject to the double fees and \$50 team late fee.

No late entries will be accepted after Wednesday at 12:00 Noon.

### **ENTRIES FOR SWIMMERS WITH DISABILITIES**

NCS welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Swimmers with disabilities qualifying for the meet according to either the published meet time standards or Para Motivational Time Standards should enter via Hytek with their teams.

**Coaches should alert the Meet Entry Coordinator if their entry file includes swimmers with disabilities to ensure their swimmers' entries are handled properly.**

Coaches entering swimmers with disabilities who require any accommodations are required to provide advance notice in writing to the Meet Director and Meet Referee by the Monday 6:00 PM entry deadline including the need for any personal assistants and/or registered service animals. Failure to provide advance notice may limit the host team's ability to accommodate all requests.

### **RELAYS and RELAY ONLY ATHLETES**

Relay team entries may include swimmer names if desired. Relay cards will be provided at the meet for teams to declare relay swimmers prior to the relay events.

Relay only athletes must meet all eligibility criteria and be entered in accordance with the rules outlined in the meet announcements. Relay only swimmers must be included on a team's roster prior to the Tuesday 6:00 entry correction deadline and must pay all required entry fees.

### **FALSIFIED ENTRIES**

Coaches knowingly entering a time that does not meet stated entry criteria will be fined \$200 per entry. Fines will be payable to the NCS Travel Fund.