

Entry Instructions
2010 VHSL Swim & Dive State Meet

1. All entries must be in electronic format. Team Manager Lite is available for free at the Hy-Tek website; (<http://www.hy-tek.com/downloads.html>). The Team Manager Event File will be posted on the VHSL Web Site for Download no later than Monday, February 1st, 2010.
2. If your swimmer qualifies for the state meet by placing in the top 6 at Regionals, but does not have a state qualifying time, their entry must also be included electronically by the coach/school.
3. Each team is limited to a maximum of four entries per individual event and one relay team for points per relay event.
4. Each swimmer is limited to a maximum of four events, no more than two of which may be individual events.

Swimming Entries:

1. Coaches or Schools are to submit entries to Betsy Durrant (durrant6@cox.net) and James Moxey (JamesB.Moxey@vbschools.com). Entries are due by 4:00 P.M. on Sunday, February 14, 2010.
2. Entries must be submitted in short-course meter times. The TM event set up will automatically calculate time conversions. **DO NOT CALCULATE THEM AND PUT IN MANUAL TIMES.**
3. All regional meet directors are to e-mail Betsy and Jim the results of their regional meet by 4:00 P.M. Sunday, February 14, 2010.
4. Entry confirmations will be returned by e-mailed to the coach/person submitting entries by Tuesday, February 16, 2010. Coaches should contact the entry official (Betsy) immediately if the confirmation totals do not match the total numbers of entries submitted.
5. Late entries or entry changes will not be accepted.
6. An e-mail address and phone numbers (home, cell, work) of a contact person must accompany the entries.
7. Entries not in the proper format will not be accepted.
8. Master qualification list must include the following information:
 - Name (First, Middle Initial and Last)
 - Date of Birth
 - USA swimming membership number (if applicable)
 - Gender
 - Relay swimmer only (yes or no)
 - Region Top 6 Finisher (yes or no) and event, time, meet and date for non- region qualifier.
9. Coaches are to submit a master list of their US certified swimmers and their USAID number to Betsy Durrant and James Moxey by Feb. 14, 2010.

Diving Entries:

1. E-mail completed dive sheets to Betsy Durrant (durrant6@cox.net) and James Moxey (JamesB.Moxey@vbschools.com) by 4:00 p.m. Sunday, February 14, 2010.
2. Use the Dive Verifier Program available for download on the VHSL Web Site.
3. Diver Signatures for the dive sheets will happen prior to dive warm-ups.
4. Divers and coaches are responsible for the accuracy and completeness of the submitted dive sheet. Dive sheets must meet all requirements specified in Rule 9.4. Dive changes will be permitted until the start of the dive event. Divers and coaches must ensure that any dive change keeps the dive sheet in compliance with all requirements specified in Rule 9.4.