

GAAC 1650 MEET
JANUARY 8, 2012

Held under the sanction of USA / Middle Atlantic Swimming, sanction # MA 1215 L

Meet Director: Brian McMillin—610-287-3515
bjmcmillin@verizon.net

Safety Director: Jeff Hyde--215.542.9095

Location: Germantown Academy, 340 Morris Road, Fort Washington, PA 19034--215.542.9095

Facility: 25 yard, 6 lane pool, entry depth 12 feet, turn end depth 4 feet, Colorado Timing system, Anti-turbulent lane lines, balcony seating for spectators, snack bar, ample free parking at pool site, near-by lodging and restaurants.

Pool Certification: The competition course has not been certified in accordance with 104.2.2C(4).

Entries: Entries should be sent compatible with Hy-tek Meet Manager. You may e-mail entries to Brian McMillin at bjmcmillin@verizon.net. Limited to one individual entry/day. Swimmers must enter with their best times or be subject to penalties set by Middle Atlantic Swimming. (These penalties could include a swimmer's suspension from competition for a minimum of 3 months, but not more than one year.) If a swimmer does not have an official time, please enter NT. Meet Director reserves the right to limit the number of entries/event in order to conduct a fair meet. If this is necessary, those affected will be notified prior to the date of the meet and will be issued a refund.

However, this meet will be limited to a total of 10 heats. Middle Atlantic entries will be given priority if over 10 heats are received. **Otherwise, entries will be done on a first come first served basis.**

ALL ENTRIES MUST BE VIA E-MAIL BY Noon (12PM) FRIDAY, December 23, 2011. Please send a hard copy of your entries along with a check to Brian McMillin, 125 Markley Road, Schwenksville, PA 19473. All payments with Meet Summary and PRINTED COPY (from Team Manager SHOULD BE FILTERED BY Name). Payments must be received no later than Friday, December 30, 2011 - if payment is not received you will be removed from the meet.

As per Middle Atlantic Swimming Rules, a \$15.00 per swimmer fee will be charged to all entries not utilizing Hy-Tek Team Manager or TM Lite. An additional \$25.00 per swimmer fee will be charged to any team submitting manual entries for more than 5 swimmers. Instructions to download and use TM Lite are included with the meet information

INFORMATION FOR EMAILING HAND ENTRIES IS ON THE MEET SUMMARY PAGE - page 3 at bottom.

Clubs will be notified of status **By Wednesday, January 4, 2012. ENTRY MUST INCLUDE CONTACT EMAIL/NUMBER FOR THIS PURPOSE..** This meet is a DECK seeded, timed final meet. Swimmers must check in by 11:50 am. Each event will be run fastest to slowest, with alternating heats of girls then boys. **Swimmers must provide their own personnel for timing and counting. NO LATE OR DECK ENTRIES WILL BE ACCEPTED.**

Warm-up---11:30AM

Meet starts---12:30PM

Athletes With Disabilities: Swimmers with a disability are welcome to enter this meet. The coach or team entry person must alert the meet director and the meet referee as to the need for any special accommodations or seeding arrangements at the time the entry is submitted

Eligibility: The meet is open to all swimmers registered with USA Swimming for 2012 and will be conducted according to current USA Swimming Code of Regulations. Swimmers' age as of the first day of the meet governs the age for the entire meet. Any swimmer who is unattached or not accompanied by a coach will be assigned to a team area with a coach.

On-Site Registration: Unregistered swimmers may register on deck at this meet by turning in the athlete registration form and payment to the Meet Director. The cost of registering on deck is double the normal fee (\$120 per swimmer for 2011-12 registration). This applies to all swimmers attached to a club.

Racing Start Certification: Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Fees: \$4.00/individual event. Make checks payable to GAAC and mail to **Brian McMillin, 125 Markley Road, Schwenksville, PA 19473**. Any questions??--contact Brian McMillin at bjmcmillin@verizon.net.

Awards: There will be no awards.

Warm-up: USA Swimming and MA Safety Regulations will be in effect

11:30AM - 12:05PM Circle Swimming in all lanes

12:05PM - 12:30PM Circle Swimming Lanes 1, 2, 5, 6 - Sprint Lanes - dive in sprints from starting end - one way

Admission: There will be no admission fee.

Meet Results: Will be posted on the Middle Atlantic website (www.maswim.org) and emailed to each club that provides an email address.

Only 2012 USS Certified Coaches and Officials will be allowed on deck. You must wear your card at all times.

Directions to Pool:

Take exit 339 of PA Turnpike--Ft. Washington. Through tolls stay in left lane to end of road, then go right (Pennsylvania Avenue). Follow to dead end and turn left (Old Bethlehem Pike). At first light make a right—Lafayette Connector. Go straight through the next light into Germantown Academy entrance. Arrows posted for walk through quad and building to pool entrance. Lockerrooms on lower level.

UPCOMING MEETS:

February 24-25, 2012

Eastern Interscholastic Invitational held at LaSalle University

February 26, 2012

Last Ditch "Q" Meet --for those Clubs affiliated with swimmers entered in Easterns

May 19-20, 2012

A-BB-C Age Group Meet – Germantown Academy

*****If you are interested in officiating at the meet please contact Jeff Hyde 215.540.9766 or the meet director at email addresses above.**

GAAC MEET SUMMARY
JANUARY 8, 2012

THIS FORM MUST ACCOMPANY THE TEAM MANAGER HARD COPY AND CHECK

Team Name: _____ Club Code: _____

Head Coach: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home() _____ Office:() _____

Email address: _____ **for results and other information.**

ENTRY FEES: Girls events _____ @ \$4.00 \$ _____

 Boys events _____ @ \$4.00 \$ _____

 Hand entry surcharge - \$15/swimmer
 # of swimmers _____ @ \$ 15.00 \$ _____

Total \$ _____ Checks made payable to GAAC

I attest that the entered athletes are properly registered with USA Swimming and that they have achieved the seed times recorded.

Signature of head coach or authorized team representative

Club contact person: If there is a problem with this entry, who may we call that will be available to assist us.

Name: _____

Phone #:() _____

Email: _____

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****Please send all entries via e-mail. If you do not have access to Hytek please e-mail your entries with the following information:

Last name, First name, birth date, club affiliation, USS number ,Sex , events , time. Please provide contact information and mail meet summary with the check to:

Brian McMillin
125 Markley Road
Schwenksville, PA 19473

Hy-Tek's TEAM MANAGER Lite

TM Lite has two functions:

- As a **Demo** for a prospective Customer to be able to evaluate TM as a product and to experience its functionality and ease-of-use.
- As a Free **Product** for helping a team **entering a meet** to key in their meet entries and then to export those entries by disk or e-mail to the Meet Host.

TM Lite is FREE to download from the Hy-Tek web site's **Download Center** found at **www.hy-tek.com**. TM Lite is basically the TM production version with **all six Standard Options enabled**, but with the **following restrictions**:

- Only the Export of Meet Entries and the Export of Athletes/Teams are operational. All other Exports are not available.
- Only the Import of Meet Events, Mark Standards, and Records are operational. All other Imports are not available.
- The Database conversion from WIN-TM to TM is not available.
- Any Report may be Previewed on the screen, but **only the Meet Entries Report may be printed**.
- A maximum of 3 Meets may be added.
- Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- Maximum of 3 meet results for each athlete for each stroke/distance combination.
- Maximum of two Teams may be entered.
- Maximum of 100 Athletes may be entered.
- Maximum of two Journal Entries may be entered.

FREE Tech Support is available by e-mail at tm@hy-tek.com. **No Telephone Tech Support is offered for TM Lite.**

How to Use TM Lite

After Installing TM Lite, please follow these steps for **completing your entries to send to the meet host**.

What the Meet Host does:

1. The meet host sets up the meet name and meet events in Hy-Tek's **MEET MANAGER for Windows**.
2. In MEET MANAGER, the meet host clicks **File / Export / Events for TM** and e-mails this Meet Events file to all teams/schools entering.

What the Team does:

1. Each team imports this Meet Events file into TM Lite or TEAM MANAGER using **File / Import / Meet Events**.
NOTE: Upon first use of TM Lite or TEAM MANAGER and before importing, the TM person must click **File / Open** and type in a database name to create a TM database.
2. If the TM person did not receive a Meet Events file, then the TM person must add the meet as well as the meet events. In TM, Go to **Meets / Add** and enter the appropriate information. Then go to **Events**, click the radio button for Entry Events, then add the events. It is highly recommended that the TM person import the Meet Event file rather than manually add the meet events to TM Lite.
3. The TM person adds their team abbreviation and team name using the Teams Menu and enters their rosters using the Athletes Menu.
4. The TM person then clicks **Meets**, selects the meet and clicks **Entries** and selects **By Event** or **By Name** to place athletes into events and to add relays. For each entry, the team puts in a custom entry time. Relays can only be added By Event.
5. The team clicks **Reports / Performance / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct.
6. Upon verification, the TM person clicks **File / Export / Meet Entries**. This will create a zipped file that is to be e-mailed to the meet host.

What the Meet Host does:

3. The meet host runs MEET MANAGER, clicks **File / Import / Entries**, and selects the zipped entry file. A menu will appear with various options and it is important to check the box that says to “match on event number”. This way the entries from each team are guaranteed to come in perfectly with the correct event.
4. The meet host then creates a Flat HTML report for each team using **Reports / Psych Sheets**. This Flat HTML file is then e-mailed back to the team/school for verification that the entries are correct.

Please note that if you had the basic **TEAM MANAGER**, this entry process would be **much easier** as TM would use each athlete's Best Time as the entry time for the meet - no need to enter a Custom Entry Time for each entry and each meet. You can order TEAM MANAGER right on the web at www.hy-tek ltd.com/store.