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# THE 40<sup>TH</sup> ANNUAL SOUTHWEST OHIO HIGH SCHOOL SWIMMING AND DIVING CLASSIC JANUARY 13-14, 2024

Sponsored by The Southwest Ohio Swimming Officials Association

## Swimming Information Packet Summary (Diving Information is separate)

(Please read the full Information document for detailed instructions)

### ENTRY REGISTRATION HIGHLIGHTS

Entries and proof of time are due Wednesday, January 3, 2024, no later than 6:00 PM EST.

**SwimCloud-** We will be using SwimCloud again this year. All entries are uploaded directly to your meet in SwimCloud. Entries can be done directly on SwimCloud or with team manager or Team Unify as in years past. If you make your entries in SwimCloud, you have the advantage of using the times your swimmer has achieved in their club meets. Check SwimCloud early in the season. Upload your results as you go so the best times for the swimmer are available.

**Deck entries:** there are no deck entries at the meet.

**Proof of time is due Wednesday, January 3, 2024.** Proof for 400 IM, 500 Free, and 1650 Free must be emailed to entry chair (see page 5) by that time or the swimmer may be scratched from the event.

**NOTE:** Proof of time must be from meet results from a short course yard meet (High School, USA, YMCA) in the previous calendar year or SWIMS. You can PDF from SWIMS and email them to your site entry person.

**Team manager results are not proof of time. Meet Mobile is not proof of time.**

**Diving – The diving packet is separate.** All diving entries are done online. See Specific Diving Information.

**JV events** – 100 IM, 50 Backstroke, 50 Breaststroke, and 50 Butterfly, and the 6 dive diving event are Junior Varsity events. They are scored separately. They are an opportunity for those who typically would not place in the longer events. This year qualifiers for finals will be checked. Any swimmer who qualified for last year's district meet and placed in the top 16 in any individual event must be scratched from finals. Also, a swimmer who qualifies for Classic finals in an individual varsity event will be ineligible to swim in a JV final. If the varsity final is on Saturday, the swimmer would be ineligible to swim in a JV final on Sunday.

**For 2024 we will continue the following PARA Events: 50 Free and 100 Back. These will be scored as JV events and count as individual events. The PARA Events will be contested at finals only. Para swimmers are allowed to swim on relays as long as they do not exceed entry limitations. Entry into the meet will be made as described for all other swimming entries and proof of PARA designation is to be provided by positive check in at finals. Forms for the PARA designations can be found at swimmeet.com. The 50 Free will be contested at Finals following the Varsity 50 Free events, and the 100 Back prior to the Varsity 200 Back.**

**ENTRY FEE REQUIREMENTS (See details Page 12)** IT IS A REQUIREMENT THAT **BEFORE** PARTICIPATING IN THE MEET, ALL SCHOOLS **MUST PROVIDE** to SOUTHWEST CLASSIC SWIM MEET LLC by January 12, 2024 PAYMENT OF ENTRY FEES OR DOCUMENTATION THAT PAYMENT HAS BEEN AUTHORIZED BY THE ATHLETIC DEPARTMENT.

**Entry fees are due on Friday, January 12, 2024.** The entry fee is \$7/athlete. The total number of entries must include **BOTH swimmers and divers** (a participant entered in both diving and swimming is one entry). Alternative ways to meet this requirement are listed on page 12.

**NOTE:** The maximum entry fee for a team is \$420.

## OTHER INFORMATION

**Warm-ups for Finals start at 5:30 PM and the Finals meet starts at 6:30 PM.**

**Spectator Admission:** the spectator admission fee for each session of Prelims or Finals is \$10.

**Admission charge to Finals for non-qualifiers** – Only qualifiers will be allowed to enter Finals free. All others will pay the \$10 spectator admission fee.

**Premium Seating at Finals:** The Finals Sessions are HIGHLY ATTENDED and because tickets are "general admission", it is often difficult to find seating. Each year, an online auction is held (for the benefit of the Friends of the Classic Scholarship Fund) for a chance to have exclusive control of specific blocks of premium seats during one or both of the Finals sessions. See details on page 6. Please pass this information to parents, fans and booster groups.

## REMINDERS

### Team Entry limits

50 yard events	limit 30
100 Free and 100 IM	limit 24
200 Free, Fly, Back, Breast, IM	limit 10
All other events	limit 6

500 free, 1650 free, and 400 IM have qualifying times. See Page 11

All sites will begin prelim sessions at 9:00 AM.

Each site will determine their warm-up schedule as determined by entries and pool availability.

## WEATHER CONTINGENCY

Due to the possibility of weather issues in Southwest Ohio in mid-January, The Classic will adopt the following weather contingency plan.

- Because the eleven locations for the Classic Prelims are widely separated geographically, and each site has its own operating procedures, meet management cannot make a weather related decision that covers all locations. Our best option is to communicate as quickly as possible what the conditions are at each site. Each participating school also has weather related policies that they institute outside of what each site decides.
- Based on the above, weather related decisions will first be up to each school. The decision for a site to open will be up to that site. That decision could include an adjustment of the start time.
- Should a site need to close, meet management will do its best to accommodate teams at another location.
- Our intention is to run The Classic and meet management will communicate any changes in a timely fashion so each school can make decisions as necessary.

# THE 40TH ANNUAL SOUTHWEST OHIO HIGH SCHOOL SWIMMING AND DIVING CLASSIC JANUARY 13-14, 2024

Sponsored by The Southwest Ohio Swimming and Diving Association

## Times and Locations

Swimming Prelims – January 13 and 14 at Countryside YMCA, Dayton Raider Aquatic Center (DRAC), Miami University “A”, Miami University “B”, M. E. Lyons, , Mason High School Natatorium, Princeton High School Natatorium, Trotwood-Madison High School, Washington Township, West Carrollton YMCA, and Powel Crosley YMCA.

- Warm-up sessions will be set up at the pools to be determined by each site’s entries.
- 9:00 AM Preliminaries Begin

Swimming Finals – January 13 and 14 at Keating Natatorium

- 5:30 PM Warm-up begins
- 6:30 PM Finals begin

Diving Prelims – January 13 at Miami University “A”, Miami University “B”, Milford, Mason High School Natatorium, and Trotwood-Madison High School

- No diving warm-up will begin before 12:30 PM
- See diving specific information

Diving finals – January 14, 2024, at West Clermont High School

- See Diving Specific information for schedule

Entry Rules Entry is limited to swimmers and divers competing for their high school.

1. An athlete may compete in four (4) events each day, no more than two (2) of which can be individual events.
2. Entry limits per team
  - a. 50 yard events – 30 entries per team
  - b. 100 yard free – 24 entries per team
  - c. 100 yard IM – 24 entries per team
  - d. 200 Free, Fly, Back, Breast, IM – 10 entries per team
  - e. All other events – 6 individuals per team
  - f. Relays no limit
  - g. Diving is one event on Saturday even if they qualify for finals on Sunday
3. It is important that coaches understand entering both days of this meet will count as two of 16 allowable regular school season meets.
4. Schools may enter more than one relay per event but only one relay can score team points. Only one relay team per event per school can swim at night.

**NOTE:** Disqualified relay swimmers in Prelims cannot compete on another relay in finals in the same event.

## Website

All meet information, psych sheets and results will be posted on [www.swimmeet.com](http://www.swimmeet.com).

## Entry Fee Rules

Due January 12. **IMPORTANT:** See page 12 for details

- The entry fee is \$7.00 per athlete.
- The total number of entries must include **BOTH swimmers and divers** (a participant entered in both diving and swimming is one entry)
- Maximum fees per school is \$420.00

**Make checks payable to: SOUTHWEST CLASSIC SWIM MEET, LLC**

The check for entry fees is mailed directly to

Bill Meredith  
1080 Westchester Way  
Cincinnati, Ohio 45244

Alternatively, payment documentation from the AD can be emailed to: [will\\_meredith@msn.com](mailto:will_meredith@msn.com)

**Videotape**

Entering your school into the Classic will be considered consent to videotape the meet for cablecast

**Entry Deadline and Procedures – Details in the Appendix**

The entry file for your school must be uploaded to SwimCloud by

**6:00 PM Wednesday, January 3, 2024** Event changes will not be accepted after the entry deadline. Updates to times will not be accepted after psych sheets are posted. Psych sheets for all sites will be posted at 6 PM Monday January 8, 2024. Finals qualifiers for timed final events will be posted after psych sheets are posted.

All swimming entries and diving entries will be done electronically.

- The swimming event file is posted on the website [www.swimmeet.com](http://www.swimmeet.com).
- You will download the event file and enter your swimmers.
- Upload your entry file to your site on SwimCloud.
- Do NOT enter divers in your swimming entry file unless they have swimming events.
- **Diving entries are done in a separate entry process.**

**Note:** School Codes must be exactly as listed on the Classic Site Assignment spreadsheet posted [www.swimmeet.com](http://www.swimmeet.com). Do not enter an LSC – leave it blank.

SWIMMING	SWIMMING	SWIMMING
Countryside YMCA Kevin Rice 513-919-6156 <a href="mailto:Rice.Kevin@aol.com">Rice.Kevin@aol.com</a> <a href="#">Countryside Link</a>	Dayton Raiders Aquatic Center Anissa Kanzari 937-307-6835 <a href="mailto:Kanzari.anissa@gmail.com">Kanzari.anissa@gmail.com</a> <a href="#">DRAC Link</a>	Mason High School Natatorium Gary Waechter 815-341-0951 <a href="mailto:Masonswimmeets@yahoo.com">Masonswimmeets@yahoo.com</a> <a href="#">Mason Link</a>
Miami “A” Claudia Multer 513-863-6298 <a href="mailto:claudia.multer@gmail.com">claudia.multer@gmail.com</a> <a href="#">Miami A Link</a>	Miami “B” Bob Burns 513-430-1381 <a href="mailto:bburns@burnsweb.org">bburns@burnsweb.org</a> <a href="#">Miami B Link</a>	M. E. Lyons YMCA Mark Lingo 513-885-4814 <a href="mailto:mark@lingomfg.com">mark@lingomfg.com</a> <a href="#">M E Lyons Link</a>
Powel Crosley YMCA Kyndra Tatum 513-593-1585 <a href="mailto:huffkn@yahoo.com">huffkn@yahoo.com</a> <a href="#">Powel Crosley Link</a>	Princeton High School Gary Tameris 513-885-4814 <a href="mailto:gary.tameris@gmail.com">gary.tameris@gmail.com</a> <a href="#">Princeton Link</a>	Trotwood-Madison High School Eric Turner 937-206-9737 <a href="mailto:Jturner6@gmail.com">Jturner6@gmail.com</a> <a href="#">Trotwood Link</a>
Washington Township Patrick Cassidy 513-897-3457 <a href="mailto:patrick.cassidy@mac.com">patrick.cassidy@mac.com</a> <a href="#">WTRC Link</a>	West Carrollton YMCA Anissa Kanzari 937-307-6835 <a href="mailto:Kanzari.anissa@gmail.com">Kanzari.anissa@gmail.com</a> <a href="#">West Carrollton Link</a>	
DIVING		
All diving entries are online Questions?? Lisa Werwinski <a href="mailto:werwinlm@miamioh.edu">werwinlm@miamioh.edu</a>		

## Rules

- Unless specified differently, the meet will be governed by the 2023-2024 National Federation of State High School Association - Swimming and Diving rulebook.

### Coach Certification / Eligibility:

- All competitors must have an OHSAA certified coach present at all sessions to compete.
- By their participation in an OHSAA sanctioned event all competitors are assumed eligible under OHSAA rules.

All coaches must be certified under current OHSAA guidelines

### Scoring:

#### Individual Events:

- 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1

#### Relays:

- 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2

**Note: JV Events** (50 Fly, 50 Breast, 50 Back, 100 IM, JV Diving **PARA 50 Free, PARA 100 Back**) will not be included in team scoring

#### Awards:

(Finals only)

- 1-3 Place finishers will receive medals. 4-16 place finishers will receive ribbons.
- Trophies will be awarded to the first and second place girls and boy's teams

#### Admission

- Admission Spectator admission will be \$10.00 per session (preliminary or finals).
- Non qualifiers will be charged full price at finals.

#### Heat Sheets

- Heat sheets will be \$5 per session (preliminaries or finals).

#### Finals Check-In

- There will be a formal check-in for all qualifiers at finals at Keating.

#### Premium Seating at Finals:

The Finals Sessions are HIGHLY ATTENDED and because tickets are "general admission", it is often difficult to find seating. Each year, an online auction is held (for the benefit of the Friends of the Classic Scholarship Fund) for a chance to have exclusive control of specific blocks of premium seats during one or both of the Finals sessions. By winning one (or more) of the 10 auctions, a group of fans are:

- guaranteed to have seats
- where the group can sit together (5-6 seats or 12-13 seats based on the auction)
- and have fantastic views of the competition pool

The auctions will be held on [www.ebay.com](http://www.ebay.com), starting on **January 3, 2024**, ending between 8 PM-10 PM on **January 9, 2024**. When the auctions are live, they can be found on eBay, by searching for "SW Classic Reserved Seating". Auctions will have a "Buy It Now" option, where you can end the auction early and be certain to win.

# Pool Information

Finals Sites		
<b>Swimming Finals</b> Keating Natatorium St. Xavier High School 616 North Bend Rd Cincinnati OH 45224      8 lane pool	<b>Diving Finals</b> West Clermont High School	
Preliminary Sites		
<b>Countryside YMCA</b> 1699 Deerfield Road Lebanon OH 45036      8 lane pool	<b>Dayton Raiders Aquatic Center</b> 560 Grange Hall Rd Beavercreek OH 45430      8 lane pool	<b>Mason High School Natatorium</b> 4100 Mason-Montgomery Road Mason, OH 45040      8 lane pool
<b>Miami University Recreation Center</b> 750 Oak Street Oxford OH 45056      2x 9 lane pools	<b>M. E. Lyons</b> 8108 Clough Pike Cincinnati OH 45255      6 lane pool	<b>Powel Crosley Jr. YMCA</b> 9601 Winton Road Cincinnati OH 45231      10 lane pool
<b>Princeton High School</b> 150 Viking Way Cincinnati OH 45246      8 lane pool	<b>Trotwood-Madison High School)</b> 4440 North Union Road Trotwood OH 45246      8 lane pool	<b>Washington Township Rec Ctr</b> 895 Miamisburg Centerville Road Dayton OH 45459      8 lane pool
<b>West Carrollton YMCA</b> 900 S Alex Road West Carrollton OH 45449 6 lane pool		

# Order of Events Prelims

**Saturday, January 13, 2024**

Girls		Boys
101 @	One Meter Diving (Prelims) (11 Dives)	102 @
103	400 yd. Medley Relay	104
105	200 yd. Freestyle	106
107 #	100 yd. Individual Medley - JV	108
109 % QT	400 yd. Individual Medley	110 % QT
111	50 yd. Freestyle	112
113	100 yd. Butterfly	114
115	100 yd. Backstroke	116
117 % * QT	500 yd. Freestyle	118 % * QT
119 #	50 yd. Breaststroke - JV	120 #
121	200 yd. Breaststroke	122
123	200 yd. Freestyle Relay	124
125 @	One Meter Diving - (6 Dives) - JV	126 @

**Sunday, January 14, 2024**

Girls		Boys
101	One Meter Diving (Finals)	102
201	200 yd. Medley Relay	202
203 = * QT	1650 yd. Freestyle	204 = * QT
205	200 yd. Individual Medley	206
207	100 yd. Freestyle	208
209 #	50 yd. Butterfly - JV	210 #
211	200 yd. Butterfly	212
213	100 yd. Breaststroke	214
215 #	50 yd. Backstroke - JV	216 #
217	200 yd. Backstroke	218
219	400 yd. Freestyle Relay	220

@ Diving will be contested at West Clermont High School.

\* During Prelims, events 117 and 118 will be swum after Event 124.  
During Prelims, events 203 and 204 will be swum after Event 220.  
During Finals, these events will be swum in the numerical order list above

# JV events will be scored separately

% Timed Finals - with fastest sixteen (16) swimmers competing at night.

= Timed Finals - with fastest eight (8) swimmers competing at night.

QT Qualifying Times are required for events 109, 110, 117, 118, 203, 204 ("NT entries will not be accepted)

SWIMS – Results from **finals** will be submitted to the USA Swimming SWIMS database for swimmers whose USAS ID is included in the school's electronic entry file submission.

# Order of Events Finals

## Saturday, January 13, 2024

Girls		Boys
101 @	One Meter Diving (Prelims) (11 Dives)	102 @
103	400 yd. Medley Relay	104
105	200 yd. Freestyle	106
107 #	100 yd. Individual Medley - JV	108
109 % QT	400 yd. Individual Medley	110 % QT
<b>111</b>	<b>50 yd. Freestyle</b>	<b>112</b>
<b>151</b>	<b>PARA 50 Freestyle</b>	<b>152</b>
113	100 yd. Butterfly	114
115	100 yd. Backstroke	116
117 % * QT	500 yd. Freestyle	118 % * QT
119 #	50 yd. Breaststroke - JV	120 #
121	200 yd. Breaststroke	122
123	200 yd. Freestyle Relay	124
125 @	One Meter Diving - (6 Dives) - JV	126 @

## Sunday, January 14, 2024

Girls		Boys
101	One Meter Diving (Finals)	102
201	200 yd. Medley Relay	202
203 = * QT	1650 yd. Freestyle	204 = * QT
205	200 yd. Individual Medley	206
207	100 yd. Freestyle	208
209 #	50 yd. Butterfly - JV	210 #
211	200 yd. Butterfly	212
213	100 yd. Breaststroke	214
215 #	50 yd. Backstroke - JV	216 #
251	PARA 100 backstroke – NEW!!	252
217	200 yd. Backstroke	218
219	400 yd. Freestyle Relay	220

# Swimming Competition Details

## Electronic Entries – Detailed instructions in the appendix

Entries will be submitted electronically. You may use SwimCloud, Hy-Tek Team Manager, or Team Unify,

**Due Wednesday, January 3, 2024-- 6 PM along with proof of time.**

## Submit entries to the appropriate meet in SwimCloud

### Instructions for Hy-Tek Team Manager

- Go to web site [www.swimmeet.com](http://www.swimmeet.com) and download the event file for the Classic.
- Save the file on your hard drive.
- Import the event file. You now have a meet, and you can do the entries right in Hy-Tek team manager. The team manager will use the times that you have entered during the season.
- The entry file can then be exported and uploaded directly to your meet in Swim Cloud.
- Do not enter your divers in Hy-Tek unless they are also swimmers.

**Be sure that you use the State abbreviation code. It is the same code that you will use for sectionals. (Also, on the Classic site spreadsheet.)**

**NOTE:** as stated on pages 1 and 12, the entry process is not finalized until entry fee payment has been completed by Friday, **January 12, 2024**. Instructions to satisfy the entry fee payment requirement are presented on page 12.

### Miscellaneous information

**Qualifiers** - The top sixteen (16) swimmers in the prelims will advance to the finals. The eight (8) fastest will swim in the championship heat and the next eight (8) fastest will swim in the consolation heat.

**Results from Prelims** -Prelims will be at eleven (11) locations. The results from each event at each location will be transmitted to a central site where the qualifiers for finals will be determined and then transmitted back for posting. They will also be posted on [www.swimmeet.com](http://www.swimmeet.com) as they become available.

**Scratch from finals** - All qualifiers have thirty (30) minutes after the posting of each event's qualifier list to scratch finals without penalty. Penalty for a no show in finals without scratching – the swimmer/diver is disqualified from further competition that day.

**Timed Finals Events** -500 Free and the 400 IM will be timed finals with the fastest sixteen (16) swimming at finals. The 1650 is a timed final event with the fastest eight (8) swimming at finals.

### Distance Event Qualifying Times

The swimmers wishing to enter the 400IM, 500 Free or 1650 Free must submit valid entry times that meet a qualifying standard. For the 400IM, either a 400IM or 200IM time may be submitted. For the 1650 free, either a 1650 yard time or a 500 yard time may be submitted. For both events, if a time for the shorter distance is submitted, it should be submitted as a "short course meters time" with an "S" following the time (it is not necessary to convert a yard time to meters). Athletes submitting a time for the shorter distance will be seeded below those submitting a time for the longer event.

**Proof of Time** - Coaches must prove entry times for the 400 IM, 500 free, and 1650 free with **meet results** from high school, USA-S or YMCA meets from the last calendar year. Times from 2022 High School Classic are acceptable. Times from Team manager or Meet Mobile are not okay. Failure to provide proof of time shall result in the competitor being removed from that event

## Qualifying Times

\*\*\*All entries for these events must show proof of time by Wednesday, January 3 or the swimmer will be scratched.

500 free	Boys	<b>6:00.00</b>	Girls	<b>7:00.00</b>
1650 free	Boys	<b>20:00.00</b>	Girls	<b>21:00.00</b>
	Boys	<b>5:45.00 S</b>	Girls	<b>6:15.00 S</b> (500 free time marked with "S")
400 IM	Boys	<b>6:00.00</b>	Girls	<b>7:00.00</b>
	Boys	<b>2:20.00 S</b>	Girls	<b>2:30.00 S</b> (200 IM time marked with "S")

EVERY TIME ENTERED IN EVENTS WITH A QUALIFYING TIME MUST BE PROVED BY WEDNESDAY, January 4, 2023

EMAIL PROOF TO YOUR ENTRY CHAIR. IF PROOF IS NOT PROVIDED YOUR SWIMMER WILL BE SCRATCHED.

A printout from SWIMS or results from the 2023 High School Classic are examples of valid proof.  
Team manager printouts are not valid proof.

## Relays

Relay events are contested as "prelim and final" events, with the top 16 teams qualifying for finals.

## Warm-ups

Each site will distribute their own warm-up procedure.

## Alternates

For Prelim-Final events, athletes and relay teams finishing 17<sup>th</sup> and 18<sup>th</sup> in Prelims are invited to finals as alternates. At finals, all alternates should report to the deck referee when their event is called.

## Timers

This meet is organized and run by volunteers. We rely on the support of competing teams to arrange for a certain number of adults to serve as timers. Timing assignments will be posted before the meet.

A Timers meeting will be held, typically, 30 minutes prior to the start of a session.

## Please bring your own watches.

## Shaving

Coaches, please warn your swimmers that no team personnel/competitor shall perform any on-site shaving before, during or after the meet. Team personnel/competitors shall be disqualified from further participation for on-site shaving. Shaving on site is an ejection.

## ENTRY FEE INFORMATION

In order for a swimmer or diver to participate in the meet, the \$7/participant entry fee **payment must be received by Friday, January 12, 2024** (prior the meet start) payable to **Southwest Classic Swim Meet LLC (SCSM LLC)**. Exceptions are possible if a prior arrangement has been made before the due date (see below). Please note that if payment or another arrangement is not made, Southwest Classic Swim Meet, LLC has the right to deny participation in the swimming and diving events.

### Payment Information

Payment received: By Friday, January 12, 2024

Payable to: **SOUTHWEST CLASSIC SWIM MEET, LLC**

Mail to: Attn: Bill Meredith  
1080 Westchester Way  
Cincinnati, Ohio 45244

Please note that payments must contain the NAME of the participant's High School.

### Alternate Arrangements

If there are delays in processing or issuing the check, and it cannot be delivered by January 12, 2024, alternate arrangements are possible.

All alternate arrangements **MUST** be communicated via e-mail or phone to the SCSM LLC Treasurer, Bill Meredith, before January 12, 2024.

### Contact information for Bill Meredith:

e-mail: [will\\_meredith@msn.com](mailto:will_meredith@msn.com)  
cell phone: [513-833-1198](tel:513-833-1198)

### Alternative Arrangement Supporting Documentation

Please provide documentation via email indicating payment has been authorized.

Examples of "Authorized Documents":

- Swimming and Diving Classic invoice (see page 13) signed by the Athletic Director.
- Documentation from the Athletic Director indicating approval for payment
- If a PO is in-process, please send a copy of PO.
- If a check has been generated but may not be received until after January 12, please provide an email status update before January 12.

Please avoid bringing payment information to the Classic meet, which starts January 13, 2024. If you want to discuss this approach, contact Bill Meredith in advance.

**THE 40TH ANNUAL SOUTHWEST OHIO HIGH SCHOOL  
SWIMMING AND DIVING CLASSIC  
JANUARY 13 - 14, 2024**

<b>INVOICE DATE:</b>	
<b>Bill To:</b>	
School District	
High School	
Athletic Director	

<b>DUE DATE</b>	<b>Upon Receipt</b>
Make check payable to <b>SOUTHWEST CLASSIC SWIM MEET,          LLC</b>	
<b>Remit To:</b>	
SOUTHWEST CLASSIC SWIM MEET, LLC c/o Bill Meredith 1080 Westchester Way Cincinnati, OH 45244 <a href="mailto:will_meredith@msn.com">will_meredith@msn.com</a>	

# of Athletes	Entry Fee per Athlete	Entry Fees
Swimmers		
Divers	+	
Total Athletes	X      \$ 7      =	
Maximum Fees per School		=      \$420
<b>The lesser of the two Entry Fees is the Amount Due:</b>		

The signature of the Athletic Director or Principal is required and denotes that the AD has requisitioned payment and is aware that entering the school in the Classic is consent to allow the meet to be videotaped for cablecast.

**Athletic Director or Principal  
Signature** \_\_\_\_\_

Any questions, please contact Bill Meredith at 513-833-1198.

# Appendix: Details for entry submission

## How To: Electronic Entries

Entries will be submitted electronically through SwimCloud. You may submit and update your entries as many times as you would like before the entry deadline.

### Download and complete entries via Hy-Tek or TeamUnify

1. Go to [www.swimmeet.com](http://www.swimmeet.com) and download the event file for the Classic.
2. Save the file on your hard drive.
3. Import the event file to your Meet Manager software.
4. You now have a meet, and you can do the entries right in Hy-Tek team manager.
5. The team manager will use the times that you have entered during the season.
6. The entry file can then be exported and uploaded directly to your meet in Swim Cloud.
7. Do not enter your divers in Hy-Tek unless they are also swimmers.

### Register on SwimCloud

You must register for a SwimCloud account before you are able to submit entries.

### Create a Coach account on SwimCloud

To create a coach account, visit [www.swimcloud.com/register](http://www.swimcloud.com/register) and select "Coach Account." Complete all the information requested and we will review your application for approval.

Creating a coach account is a multi-step process. This is designed to ensure the security of your team's account and privacy. To create an account:

1. **Register** - Click the "Register" button in the upper right-hand corner of SwimCloud and create an account. This will generate an e-mail for you to confirm your account.
2. **Confirm** - Click on the link in the e-mail. This link will be active for 48 hours.
3. **Request Access** - Once you have confirmed your e-mail you will indicate the team you are requesting access to. Complete the request and click "Verify"
4. **Receive Confirmation** - Once you have completed your application, your account will be manually approved by either a member of the SwimCloud staff or a previously-registered member of your coaching staff.

**\*\*\* Please note that this process can take up to 48 hours.** Your request may be delayed if you do not use a team/school-issued account, or SwimCloud cannot find confirmation of your employment on your team's or school's website.

**Suggestion** – Have additional coaches registered.

## Submit entries to the appropriate meet in SwimCloud

you can create your lineup on Active Hy-Tek, Team Unify, or Splash as in years past.

### Enter using Active Hy-Tek, Team Unify, or Splash

#### 1. Import entries from Hy-Tek, TeamUnify or Splash

Log into your SwimCloud account and then find the meet you are entering. If the meet host has already added your team as a participant the meet will be on your schedule.

Once you have found the correct meet, click the "Home" tab, then the "Import Entries" button, and follow the on-screen instructions to upload your file. Once your file is uploaded, we will match it with your team.

#### 2. Review and Submit Entries

After uploading your entries, you can review and correct them. Once you have done this, select the three dots next to **Not Submitted** and select **Submit Entries**. Entries must be submitted each time to receive a confirmation and entry report.

When selecting the three dots, you can also,

- Export an entry file - Use this if you want to provide the meet director with your entries via email or USB drive.
- Export your roster to a file
- Print your entries

## Updating Entries

Sometimes, after you've uploaded your entries, and before the entry deadline you will want to make changes to your lineup. You can either make individual changes on SwimCloud or you can import a new file.

1. If you already have entries in Swimcloud, click on the three dots to the right of your team name in the **HOME** tab. You may have to scroll right depending on your screen's size.



Team (4)	Swimmers (46)	Individuals (73)	Relays (0)	Total (73)	Coaches (0)	Status ▾
 Peak Neptunes	14	17	0	17	0	 Not submitted 

2. Click on **IMPORT ENTRY** and navigate to the location on your computer for the new file you want to upload
3. On the next screen, you have a choice of what to do with this file.
  - If this new file is complete and contains all your entries the way you want them then you would select the first option. It will delete everything you've done thus far and will replace everything with this new file.
  - If you don't want to delete everything and see more options for this file select the bottom option.

Import file

WISTAT-Revised\_I3KaWYi.zip (78 entries)

☒ Delete all of your existing entries and replace them with this file?
 ☐ See more options for importing these entries

Cancel

Continue

- If you chose to use more options for this file, you can either ADD or Update. Place a checkmark next to the option you'd like to use.

Import file

WISTAT-Revised\_I3KaWYi.zip (78 entries)

☐ Delete all of your existing entries and replace them with this file?
 ☒ See more options for importing these entries

☒ Add 2 new entries from this file ▾
 ☐ Update 76 existing entries with data in this file ▾

Cancel

Continue

- You can click on the ***hollow arrow*** on the right side of the option. We will show you exactly the data that will be coming into Swimcloud. This helps you make sure your entries are correct.

Import file

WISTAT-Revised\_I3KaWYi.zip (78 entries)

☐ Delete all of your existing entries and replace them with this file?
 ☒ See more options for importing these entries

☒ Add 2 new entries from this file ▾
 ☐ Update 76 existing entries with data in this file ▾

Team	Entry	Event	Seed
The Stateline Aquatic Team	Bryer, Hunter G	#75 – 100 Back Men	1:24.07 Y
The Stateline Aquatic Team	Bryer, Hunter G	#67 – 100 Breast Men	1:29.83 Y

Cancel

Continue

- Finish by clicking on the CONTINUE button in the lower right-hand corner of the screen.

## Delete an Entry

You can delete a swimmer's entry by clicking on the three dots to the right of that swimmer's event.

\*\*\* Additional help can be found at <https://support.swimcloud.com/> \*\*\*

## Suggestions:

Upload results during the season after each meet. Results on SwimCloud will be accepted as proof of time if the result are within the acceptable dates.