

## 2011 Kids for Kids Meet Information

- Date:** Saturday June 11  
Phone (404) 352-3046 to reserve a spot for your team in the meet.  
Warm-Up: 8:00 A.M., Meet Starts: 9:00 A.M.
- Facility:** Marist Aquatic Center
- Timing:** Electronic timing will be used with touch pads and back up buttons.
- Results:** The meet will be computer seeded according to US Swimming Rules. **This will be a timed final event.** Results will be combined from both days of the meet.
- Age Categories:** 6 & Under, 7-8, 9-10, 11-12, 13-14, 15-18, Open Category for 19 & Over Swimmers. Awards will be provided for 19-34 and 35 and over in the senior category.
- Entries:** All swimmers will be allowed to enter 2 individual events and 2 relays.  
**Please enter swimmers according to their age as of June 1<sup>st</sup>.**  
**Entries are limited to the first 600 swimmers!**  
**All entries must be received Monday, June 6<sup>th</sup>**
- Please e mail all entries to: frankem355@aol.com
- Fees:** There is a \$25 fee per swimmer. Make **ONE CHECK for all team entries** payable to **Capital City Sports.**
- T-shirts:** All entrants will receive an official meet T-shirt with their fee. Shirts will be distributed at the conclusion of the meet. Please include the shirt size on the T Shirt Form. Sizes are adult XS, S, M, L, XL. One shirt per entrant only. Additional shirts cost \$15 each, include them in your totals on the T Shirt Form.
- Awards:** Swimmers will receive medals first through third place for individual and relay events. Swimmers will receive ribbons for fourth through twentieth place for individual and relay events. The top 10 teams will receive trophies. Awards may be picked up by teams at the conclusion of the meet.
- Rules:** The meet will be officiated according to 2011 US Swimming Rules. There will, however, be one allowed false start before disqualification.
- Scoring:** The meet will be scored 20,17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1. With double points for relays. Results from both days will be compiled into one set of final results.
- Parking:** Parking will be available for both meets, please try to carpool.
- Concessions:** Concessions will be available at this event.
- Liability:** Children's Healthcare of Atlanta, and Capital City Sports Inc., The Marist School, and shall be free from any liabilities or claims arising by reason of injury to anyone during conduct of the meet.
- For More Info: Call Franke Marsden (404) 352-3046.**

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### **IF YOU ALREADY HAVE TEAM OR MEET MANAGER**

If your team has Hy Tek Team Manager or Meet Manager software, please use that software to complete your meet entries. To get the meet event files please go to

[www.atlantaswimming.com](http://www.atlantaswimming.com) and select Kids for Kids meet from the Charity Meets tab, you can download the event files from there. Once you have completed your entries please be sure to send the entry file, a printout of your entries, the completed T Shirt form and a check for your entries made payable to Capital City Sports. E mail all entry information to [frankem355@aol.com](mailto:frankem355@aol.com), you may bring your entry fee check to the meet the day of competition.

### **IF YOU DO NOT HAVE TEAM OR MEET MANAGER**

Please download a product called Team Manager II Lite, this software will allow you to enter the meet. To download this software do the following:

- Go to [www.hy-tekltd.com](http://www.hy-tekltd.com) and select Download Center.
- Select Demos and Lite-Download Swimming Demos or TM II Lite
- Under product click on TM II Lite & Workout Manager Demo
- Download the file to a folder of your choice on your computer.
- Find the file you downloaded on your computer and double click on that file.
- Follow the prompts on your computer to install the software.
- Use the instructions on the following pages to complete your entries.

## **2011 Kids for Kids Meet Information**

### **Open Your Database**

Select File from the main menu. Select Open/New. Type your team's name in the box next to File Name, and click on Open. This will open a System Defaults screen. You can leave the Gender Designation, Athlete Browser Options, Relay Lead Off Splits and Default Registration Date as is. Team Swimmer Defaults are as follows: Default Team Registration is USS, Default Team Type is Rec (for Recreation), Default Citizenship is USA, Default LSC is GA, Default State is GA. The Meet age up date is June 1, 2011. The system age up date is June 1, 2011. Once you have completed this click OK.

### **To Add a Team**

Click on Teams from the TM-II Main Menu Bar and then click on Add from the Team Browser or click on the Add New Team icon. Complete Team Names/Registration. Your team's Code should be a 4 character abbreviation you will use for your team. Also complete Mailing and Telephone Information sections. Team Registration is USS and Team Type is REC.

Once you are done click OK to save changes. Close the window when you are done.

### **Edit a Team**

To edit a team's information, click Team from the TM II Main Menu Bar and highlight the team in the Team Browser you wish to edit. Then either double click on the team's name, or click Edit or click on the Edit icon on the Team Browser. Then make the changes as you wish then click on the OK button to save those changes in your TM II Database.

### **To Add a New Athlete**

Click on Athletes from the Main Menu Bar and then click on Add from the Athlete Browser or click on the Add New Athlete icon.

Complete the Athlete Information Section with the swimmer's first and last name, age (as of June 1<sup>st</sup>) and sex. A birth date is NOT required, however, if you do input that info the computer will automatically compute the age of the swimmer. Select the Member of Team 1 section as your team and that is all the information you will need to complete for that swimmer. Primary Mailing and Contact Information is NOT needed.

Once you are done with that swimmer click on the OK button to save the information that you have entered about this athlete. Once you are done entering all of your swimmers close the Athlete Information window and move on to the next step.

You need to only enter the swimmers that will be swimming in the particular meet you are doing entries for, not your entire roster. If you are entering more than 100 swimmers please notify Franke Marsden ASAP at 404-352-3046 to accommodate the large number of swimmers.

### **Editing an Athlete**

To edit an athlete's information, click on Athlete from the TM II Main Menu Bar and highlight the athlete in the Athlete Browser you wish to edit. Then either double click on the athlete's name or click on Edit or the Edit icon. Then make the changes as you wish and click on the OK button to save those changes in your TM II Database.

### **Importing Events and Meet Information**

Instead of manually setting up a meet and the events for that meet, you can easily import that information from our website, or we can e mail you the event file. To have the file e mailed to your team please e mail Franke Marsden at frankem355@aol.com and request the event files. To download the file, go to <http://atlantaswimming.com/KFKHome.asp> and select the Kids for Kids event file. The file includes the meet name, course, etc. as well as information about each event in that meet including meet entry qualification times.

## **2011 Kids for Kids Meet Information**

To import the meet you want to do entries for, from the TEAM MANAGER II Main Menu Bar, click on File then Import then Meet Events. TM II will first ask you to select the Drive, Directory, and File Name of the file you wish to Import. The event file is wherever you placed it when you downloaded it. TM II will select all the files with the following file extensions - HYV and ZIP. Pick the one you wish to import and click on OK.

**The Kids for Kids Meet is listed as:**

### **MeetEvents-The 2011 Kids for Kids Atlanta Championship-11Jun2011-001**

Double click on the file for the meet you want to enter. From the Import Events window make sure you have selected the meet you want, then select OK. After this file is imported, click on Meet from the main menu and you will see that the new meet has been added along with all of the events for that meet.

### **Completing Your Entries**

After you have loaded the meet information for the meet or meets you will be entering click on Meets from the TM II Main Menu Bar and click on the meet you want to do entries for. Click on Entries and select Entries by Name. This method of declaring entries lists each event that has been set up for the meet with the corresponding eligible athletes or relays for each event selected.

First enter the Team for which these entries apply by clicking on the box next to For this Meet, Swims for Team and select your team. From there you can use the Filter By section to look at particular swimmers or you can have them all listed and simply scroll down entering swimmers in their events one at a time. To enter a swimmer highlight the swimmer you want to enter with one mouse click and type their time in the Custom Time column. Please be sure to enter swimmers times to the hundredths of a second. For instance, a time of 22 seconds should be entered as 22.00 not just 22.

If you want to swim a swimmer in a swim up event click on the Show Swim-Up Events check box and TM II will list events for swim up purposes. To avoid viewing those events simply click on the box again.

When you are done with your individual entries close the window to return to the Meets Menu

### **Relay Events**

After you have loaded the meet information for the meet or meets you will be entering click on Meets from the TM II Main Menu Bar and click on the meet you want to do entries for. Click on Entries and select Entries by Event. First, enter the Team for which these entries apply by clicking on the box next to Swims for Team and select your team. Select the Relay Event you want to have entries for and click on it. To enter a relay click on New Relay and enter the seed time for your relay in the Custom Column (click on that box and then enter the time). To place swimmers on that relay simply drag and drop the swimmers you want on that relay from the list of swimmers to the column for swimmers.

You may filter the list of events by Session and/or by Division. Pick a Relay event and TM II will list all of the swimmers that are eligible to swim in that relay event. For example, pick a Boys 11-12 200 Medley and TM II will list all of the boys in your Database that are between 11 and 12 years old. Click on the New Relay button to add a new Relay you can enter a Custom Entry time.

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Click on the Show Swim-Up Athletes check box and TM II will add athletes in the list that are younger than the lower bound of the event age. For example in our Boys 11-12 example above, TM II would add to the swimmer list all of the swimmers who were 10 years old and younger.

When you are done with your individual entries close the window to return to the Meets Menu

### Printing Your Entries

To get a printout of your entries click on Reports from the TM-II Main Menu Bar and select Performance and select Meet Entries. From there, highlight the meet you want to print entries for and select your Team sort by Name and select Event Filters Individual and Relays and then click Create Report. You will need to print this report to submit with your entries.

### Exporting Your Entries to a Disk or E Mailing Your Entries

After the meet entries have been completed and you have printed copies for the Meet Manager and yourself you will then export the entries to a diskette to be delivered with your printout and your entry fees.

From the TEAM MANAGER II Main Menu Bar, click on File then Export then Meet Entries. The Export Entries window will appear. Select the appropriate meet and make sure you have a check mark in the Export Relays box. To e-mail your entries, specify any directory on your hard drive as the Export Drive/Directory. Click OK. If you elect to e mail the entry file you can e mail it to [frankem355@aol.com](mailto:frankem355@aol.com).

When you click OK, TM II will build two export files and then ZIP them as one file. This one zip file has the following naming convention: {Your Team Abbrev.}-Entriesxxx.ZIP. For example, if the Meet Entries are for the Team "FAST", the exported meet entry file name would be FAST-Entries001.ZIP.

Please e mail the entry file to [frankem355@aol.com](mailto:frankem355@aol.com) by the entry deadline. Please bring your entry fee check MADE PAYABLE TO CAPITAL CITY SPORTS to the meet.

### Check What You Have Exported

After you have built your meet entry export file, click on Reports and then Export/Import File Report and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the meet entries you are sending to the meet host. This report should match the standard Meet Entry Report that you have built, but it's a good idea to check it. Hy-Tek suggests that you include this report with your diskette if you are mailing your entries to the meet host.

### Once your entries are done

Please e mail the following for each meet:

- The export file of your entries.
- Your team's t shirt order broken down by sizes.

**If you have any questions please contact Franke Marsden at (404) 352-3046.**

## 2011 Kids for Kids Meet Information

### Items of interest for the 2010 Kids for Kids Meet

1. There is a scheduled warm-up session from 7:50 a.m. until 8:50 a.m. Teams will receive warm-up assignments after their entries have been received. The meet will begin around 9:00 a.m. All teams are expected to have a coach or parent supervise warm-up.
2. As is the case with any swim meet, many volunteers are needed to insure a well-run meet. We would love to have the help of your parents during the meet to help out with timing duties. If your team is interested in helping please call Franke Marsden to let him know. Your cooperation is appreciated.
3. Only swimmers and coaches will be allowed on deck in the competition area. All parents and spectators are requested to remain in the spectator area during the meet. Your cooperation is greatly appreciated. The warmdown pool is for that purpose only, this is not a play area.
4. When you arrive each team will receive at least two complimentary copies of the heat sheet at the check in table. Other copies will be on sale prior to, and during the meet.
5. Late entries will be accepted the day of the meet on a lane availability basis. The late entry fee for the meet is \$40 and must be paid on the spot. **If you have additional entries after you have submitted your team's entries please phone them to Franke Marsden (404) 352-3046 as soon as possible.** It is likely that we will be able to get those swimmers into the heat sheet if they are received by noon on June 9<sup>th</sup>.
6. During the meet there will be a bullpen for all swimmers under 12 for the individual events only. Teams are responsible for getting their relays to the block. Teams will be responsible for getting their swimmers to the bullpen when their event is called to report.
7. If there are any questions about the results please contact meet director Franke Marsden in the scoring area during the meet. **Please have the coach handle all issues regarding results.**
8. All relays will be swum at the start of the meet. We'll start with the 6 & under free relays, then have all of the medleys, and then run the rest of the free relays before starting with the individual events. Coaches are responsible for getting their relays to the blocks.
9. Teams can pick up their shirts and awards once all of their swimmers have finished swimming for that day.
10. Once again, thank you so much for attending this year's meet. We're so happy to have so many swimmers at this year's meet, and thank you for supporting our worthy cause. If there is anything that we can do to make your day easier please don't hesitate to ask for our assistance. Thanks again for swimming with us this year.

## 2011 Kids for Kids Meet Information

Girls Event #	Description	BoysEvent #
1	6 & Under 100 Free Relay	2
3	7-8 100 Medley Relay	4
5	9-10 100 Medley Relay	6
7	11-12 200 Medley Relay	8
9	13-14 200 Medley Relay	10
11	15-18 200 Medley Relay	12
13	Open 200 Medley Relay	14
15	7-8 100 Free Relay	16
17	9-10 100 Free Relay	18
19	11-12 200 Free Relay	20
21	13-14 200 Free Relay	22
23	15-18 200 Free Relay	24
25	Open 200 Free Relay	26
27	6 & Under 25 Freestyle	28
29	7-8 25 Freestyle	30
31	9-10 25 Freestyle	32
33	11-12 50 Freestyle	34
35	13-14 50 Freestyle	36
37	15-18 50 Freestyle	38
39	Open 50 Freestyle	40
41	7-8 50 Freestyle	42
43	9-10 50 Freestyle	44
45	11-12 100 Freestyle	46
47	13-14 100 Freestyle	48
49	15-18 100 Freestyle	50
51	Open 100 Freestyle	52
53	6 & Under 25 Backstroke	54
55	7-8 25 Backstroke	56
57	9-10 25 Backstroke	58
59	11-12 50 Backstroke	60
61	13-14 50 Backstroke	62
63	15-18 50 Backstroke	64
65	Open 50 Backstroke	66
67	7-8 100 I.M.	68
69	9-10 100 I.M.	70
71	11-12 100 I.M.	72
73	13-14 100 I.M.	74
75	15-18 100 I.M.	76
77	Open 100 I.M.	78
79	7-8 25 Breastroke	80
81	9-10 25 Breastroke	82
83	11-12 50 Breastroke	84
85	13-14 50 Breastroke	86
87	15-18 50 Breastroke	88
89	Open 50 Breastroke	90
91	7-8 25 Butterfly	92
93	9-10 25 Butterfly	94
95	11-12 50 Butterfly	96
97	13-14 50 Butterfly	98
99	15-18 50 Butterfly	100
101	Open 50 Butterfly	102

## **2011 Kids for Kids Meet Information**

### **Directions to Marist Swim Center**

3790 Ashford Dunwoody Rd Atlanta, GA 30319

Phone: 770 936-2274

From I-75 – Take I-75 to 285 East. Exit at Ashford-Dunwoody Road (Exit 29). Turn right. Proceed on Ashford-Dunwoody approximately one mile. Marist will be on the right.

From I-85 - Take I-85 to 285 West. Exit at Ashford-Dunwoody Rd. (Exit 29). Turn left. Proceed on Ashford-Dunwoody approximately one mile. Marist will be on the right.

From GA 400 - Take Georgia 400. Follow 400 to the 285 East exit. Once on 285 East, take the first exit - Ashford-Dunwoody Rd. Turn right and follow approximately one mile. Marist is on the right.

The pool is located at the back of campus and can be found by the football stadium.

**2011 Kids for Kids Meet Information**

**2011 Kids for Kids T Shirt Form**

**Please list the number of shirts that your team will need for each size  
Additional shirts for swimmers not entered in the meet cost \$15  
All sizes are adult sizes**

**Adult Extra Large** \_\_\_\_\_

**Adult Large** \_\_\_\_\_

**Adult Medium** \_\_\_\_\_

**Adult Small** \_\_\_\_\_

**Youth Large** \_\_\_\_\_

**Total Shirts** \_\_\_\_\_