

Dear Club Secretary,

Enclosed please find entry details for the Leinster October Virtual Meet (Short-Course). This Gala is open to all swimmers registered to clubs in the Leinster Region, Swim Ireland.

<b>Venue</b>	<i>Club training pools across the province</i>
<b>Format</b>	<i>25m or 20m pools</i>
<b>Time</b>	<i>Saturday 3<sup>rd</sup> October – Sunday 25<sup>th</sup> October 2020</i>
<b>Fee</b>	<i>No fees payable to Leinster Swimming for this Virtual Meet</i>
<b>Eligibility</b>	<i>Only swimmers registered to clubs in Leinster Region, Swim Ireland, <b>aged 10 or over</b>, are eligible to enter this gala. <b>Ages are Year of Birth; as of Dec 31st 2020.</b></i>
<b>Entries</b>	<i>Gala Sec, Leinster Swimming. Entries, <b>on Hy-Tek only</b>. Entries should be emailed to <a href="mailto:leinstergalasecretary@swimireland.ie">leinstergalasecretary@swimireland.ie</a></i>
<b>Entries by:</b>	<i>Date immediately prior to the holding of the <b>Club Time Trial</b>.</i>
<b>Swim Ireland Registration Number</b>	<i>A Swim Ireland registration number must be included with every entry. This number is the unique identifier of every swimmer in the national database.</i>
<b>Entry Name Protocols</b>	<i>The results from this Virtual Meet will be added to the Leinster database. To ensure that results get attributed correctly to swimmers, please ensure that the format of names within your Team Manager (or similar) database, and provided with entries, is as follows:  All those with a Mac/Mc surname need to have a space after the Mac/Mc (e.g. Mac Donald, Mc Carthy);  All those with an O need to be written as e.g. O'Donnell (no space before or after the apostrophe). This is irrespective of whether or not that is how the swimmer normally writes their name.</i>
<b>Hy-Tek</b>	<i>See the detailed technical instructions below on how to record/return results using either Hy-Tek Meet Manager, Team Manager, or Excel.</i>
<b>Consideration Times</b>	<i>There are no Consideration Times or Qualifying Times required to enter the October Virtual Meet</i>
<b>SC Champs Consideration Times</b>	<i><b>For information only</b> – the Consideration Times that will be applied to the Leinster SC Championships in November are provided below. However please note that the Government guidelines operative at that time will determine how many swimmers we will be able to accept into the SC Championship; this may require us to limit heats and we are very unlikely to be able to accept all swimmers who have achieved the Consideration Times.</i>
<b>Data Protection</b>	<i>Leinster Region, Swim Ireland uses a computer database to manage entries and results of swimming meets, and also to manage competition records of swimmers. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act, to the holding of personal information on Leinster Region computer databases. Personal data held for each swimmer will be name, date of birth, club, Swim Ireland registration number, entry times, achieved times and DQ codes. Certain elements of this data (name, club, age, times, achieved times) may be made public prior to, during or after the meet (e.g. programmes, results, Meet Mobile, etc).</i>

## **ORDER OF EVENTS**

1	Female	50m Free	19	Female	200m Free
2	Male	50m Free	20	Male	200m Free
3	Female	50m Breast	21	Female	200m Breast
4	Male	50m Breast	22	Male	200m Breast
5	Female	50m Back	23	Female	200m Back
6	Male	50m Back	24	Male	200m Back
7	Female	50m Fly	25	Female	200m Fly
8	Male	50m Fly	26	Male	200m Fly
9	Female	100m Free	27	Female	200m IM
10	Male	100m Free	28	Male	200m IM
11	Female	100m Breast	29	Female	400m Free
12	Male	100m Breast	30	Male	400m Free
13	Female	100m Back	31	Female	400m IM
14	Male	100m Back	32	Male	400m IM
15	Female	100m Fly	33	Female	800m Free
16	Male	100m Fly	34	Male	800m Free
17	Female	100m IM	35	Female	1500m Free
18	Male	100m IM	36	Male	1500m Free

Please note that if a swimmer achieves a QT for the Leinster SC Champs in the 400m Free, they can use that time to also enter the 800m and/or the 1500m event. Similarly for the IM events; if the swimmer achieves a QT in the 200m IM they can use that time to enter the 400m IM.

## Technical Instructions for use of Hy-Tek to record and return Time Trial Results

If your club has Hy-Tek **Meet Manager** and **Team Manager**:

1. Use the **Meet Back-Up** file to load the meet into **Meet Manager** (using File>Restore..)
2. Import the **Meet Events** file into **Team Manager** (as normal)
3. Enter the swimmers for the meet in the usual way through ticking the desired entry events for each swimmer in **Team Manager**
4. Create the **Meet Entries** file in **Team Manager** (as normal)
5. Send the **Meet Entries** file to the Leinster Gala Secretary (as normal) and also import the same file into your copy of the October Virtual Meet in **Meet Manager**
6. Within your copy of **Meet Manager**, you can now seed your swimmers for each event, assign heats and lanes, print off Heat Sheets, Lane/Time sheets etc to facilitate the running of the Time Trial
7. When the events have been completed, enter all of the results into **Meet Manager**
8. Create a back-up copy of your **Meet Manager** database and include your club name in this file, e.g. "October Virtual Meet Kilkenny SC"
9. Send this back-up file to the Leinster Gala Secretary, along with a paper (PDF) copy of the results for checking.
10. Leinster will then be able to "Merge" all of the **Meet Manager** back-up files received from clubs into one overall October Virtual Meet.
11. You may also, of course, create a "Meet Results" file and import that back into your **Team Manager** database to keep your club records updated.

If your club has **Team Manager** only:

1. Import the **Meet Events** file into **Team Manager** (as normal)
2. Enter the swimmers for the meet in the usual way through ticking the desired entry events for each swimmer in **Team Manager**
3. Print out the entries in event order to assist in running the meet (Reports > Meet Reports > Meet Entries etc.)
4. Once the races have been completed, results can be entered manually into **Team Manager** via Meets > (select the October Virtual Meet in the dialogue box) > Results by Event > (key in result times).
5. Print out the results in Event Order and create a PDF file
6. Send this PDF to the Leinster Gala Secretary

If you have no Hy-Tek software

1. Record the results on an Excel spreadsheet and return to the Leinster Gala Secretary
2. All results must be accompanied by the details of Swimmer Name, Gender, Date of Birth, and Swim Ireland Registration No to ensure that results are properly assigned to each swimmer.

## Information Only – Leinster SC Championship Meet – November 2020

SC Championship Meet Consideration Times (all times SC)							
Ages as of Dec 31 <sup>st</sup> 2020							
Male	11/12	13	14	15	16	17	18+
50FC	00:35.20	00:33.20	00:31.20	00:30.20	00:29.20	00:28.20	00:27.20
100FC	01:12.40	01:08.40	01:05.40	01:03.40	01:01.40	00:59.40	00:57.40
200FC	02:41.80	02:35.80	02:29.80	02:22.80	02:16.80	02:12.80	02:08.80
400FC	05:51.60	05:33.60	05:18.60	05:13.60	05:08.60	05:03.60	04:58.60
800FC	12:17.20	11:47.20	11:32.20	11:07.20	10:42.20	10:27.20	10:17.20
1500FC	23:51.00	22:11.00	21:19.00	20:46.00	20:34.00	20:21.00	19:51.00
50BC	00:41.40	00:39.40	00:37.40	00:36.40	00:35.40	00:34.40	00:33.40
100BC	01:28.80	01:26.80	01:24.80	01:21.80	01:18.80	01:16.80	01:14.80
200BC	03:09.60	03:01.60	02:57.60	02:53.60	02:47.60	02:42.60	02:39.60
50BS	00:46.00	00:44.00	00:42.00	00:40.00	00:38.00	00:37.00	00:36.00
100BS	01:42.00	01:36.00	01:33.00	01:31.00	01:28.00	01:25.50	01:23.00
200BS	03:43.00	03:24.00	03:19.00	03:15.00	03:08.00	03:01.00	02:54.00
50BF	00:41.30	00:39.30	00:37.30	00:36.30	00:35.30	00:34.30	00:33.30
100BF	01:29.60	01:25.60	01:23.60	01:19.60	01:15.60	01:13.60	01:10.60
200BF	03:17.20	03:05.20	02:57.20	02:50.20	02:45.20	02:41.20	02:38.20
100IM	01:26.40	01:24.40	01:22.40	01:20.40	01:18.40	01:17.40	01:16.40
200IM	03:06.80	02:55.80	02:51.80	02:46.80	02:44.80	02:40.80	02:36.80
400IM	06:38.60	06:23.60	06:03.60	05:48.60	05:41.60	05:33.60	05:25.60
Female	11/12	13	14	15	16	17	18+
50FC	00:34.70	00:33.70	00:32.70	00:32.20	00:31.20	00:30.20	00:29.20
100FC	01:17.40	01:14.40	01:12.40	01:11.40	01:10.40	01:08.40	01:06.40
200FC	02:44.80	02:39.80	02:36.80	02:34.80	02:31.80	02:28.80	02:24.80
400FC	05:53.60	05:43.60	05:33.60	05:27.60	05:23.60	05:19.60	05:13.60
800FC	12:02.20	11:32.20	11:22.20	11:12.20	10:57.20	10:47.20	10:37.20
1500FC	23:51.00	22:36.00	21:36.00	21:16.00	20:46.00	20:16.00	19:58.00
50BC	00:43.40	00:41.40	00:40.40	00:39.40	00:38.40	00:37.40	00:36.40
100BC	01:30.80	01:25.80	01:23.80	01:22.80	01:20.80	01:18.80	01:16.80
200BC	03:15.60	03:07.60	03:02.60	02:57.60	02:53.60	02:49.60	02:45.60
50BS	00:49.00	00:47.00	00:45.00	00:44.00	00:42.50	00:41.00	00:39.50
100BS	01:44.00	01:40.00	01:38.00	01:35.00	01:32.00	01:29.00	01:26.00
200BS	03:39.00	03:31.00	03:24.00	03:21.00	03:18.00	03:16.00	03:11.00
50BF	00:43.30	00:41.30	00:39.30	00:38.30	00:36.80	00:35.30	00:34.30
100BF	01:31.60	01:26.60	01:24.60	01:21.60	01:18.60	01:15.60	01:13.60
200BF	03:27.20	03:19.20	03:15.20	03:10.20	03:05.20	03:01.20	02:58.20
100IM	01:28.40	01:26.40	01:24.40	01:22.40	01:21.40	01:20.40	01:19.40
200IM	03:11.80	03:04.80	03:01.80	02:56.80	02:52.80	02:48.80	02:45.80
400IM	06:55.60	06:31.60	06:23.60	06:18.60	06:13.60	06:08.60	06:03.60