

RSL Team Manager Instruction Manual

2011 Summer Season

DRAFT



Team Manager 6.0

Version 1.0

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Preface

This manual is provided by the RSL as a guide to be used by the beginning, intermediate, and advanced coaches and team data personnel. It reinforces the standard team information, nomenclature, consistency of individual swimmer information standards, settings and characteristics. It is requested that all personnel follow the guidelines set forth in this manual to provide consistency across the league.

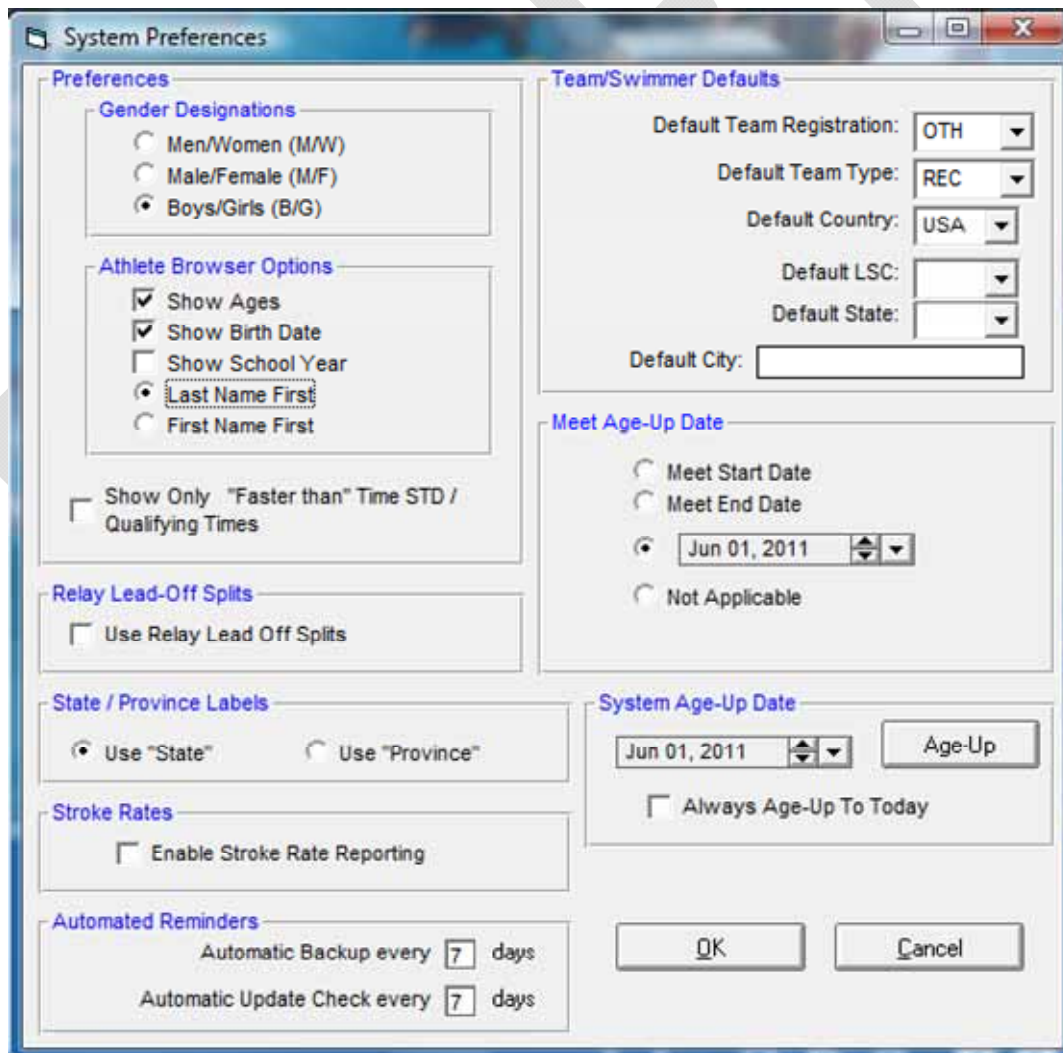
This manual provides step-by-step instructions for setting up a Team Manager database, entering swimmers, removing swimmers, maintaining team rosters, creating dual meet entries, creating entry card labels, and creating time improvement ribbon labels. Revisions will be made as needed.

The RSL Rules are available on the RSL's official website, www.RSLSwimming.com, under "RSL Forms, Training Information, Clinic Dates."

Please send any comments, criticisms, questions, and/or concerns to Nancy Taylor at kgtaylors@gmail.com.

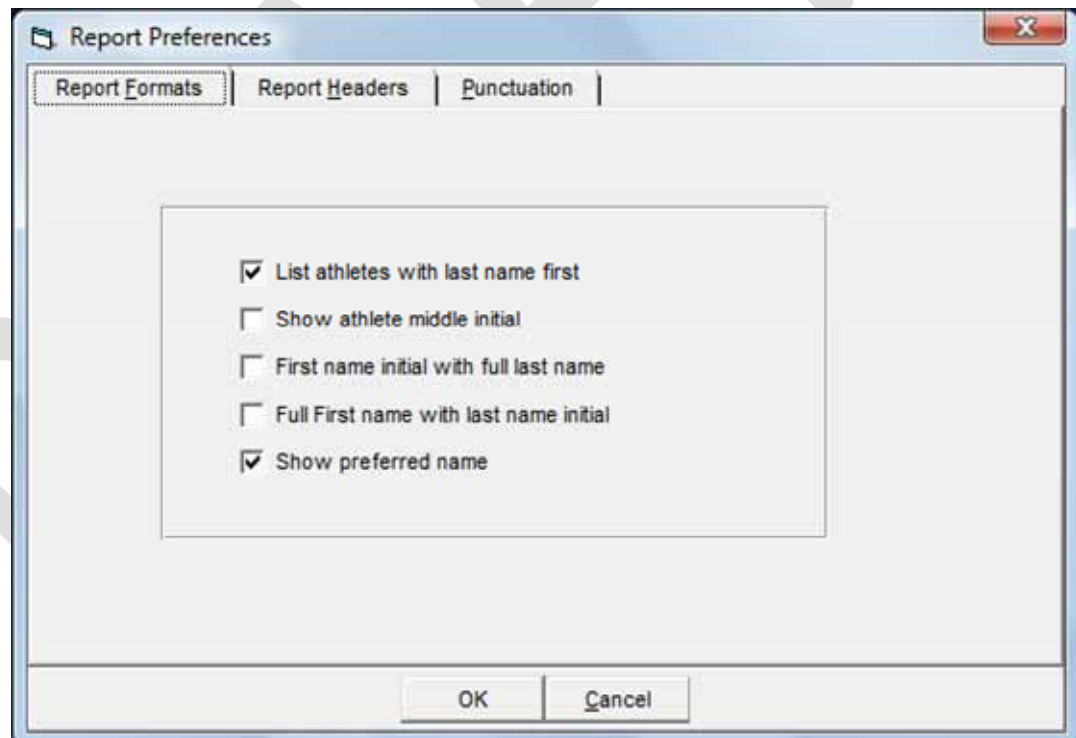
Team Manager 6.0 Initial Set-up

1. Install Team Manager.
2. Start Team Manager.
3. To check for software updates on line, choose 'Check for Updates' on the top of the main screen. This should be done at the beginning of the season.
4. **To start a new database for your team**, go to Step 7.
5. **To use an existing database**, in Windows Explorer, navigate to the folder containing the existing team database (the default folder is c:\TM5Data), copy the existing team database (e.g. EE_2010) to a new database (e.g. EE_2011).
6. Choose 'File', 'Open', choose the newly created database – the default folder is c:\TM5Data.
7. Choose 'Setup', 'Preferences', 'System Preferences'. The 'System Preferences' window will be displayed. Go to Step 8.
8. Choose 'File/New', and enter the team database name (e.g. EE_2011) for 'File name:'.
9. The 'System Preferences' window will be displayed.



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- a. For 'Gender Designations', choose 'Boys/Girls'.
 - b. For 'Athlete Browser Options' choose 'Show Ages' and 'Show Birth Date'. Uncheck 'Show School Year'. Choose 'Last Name First'.
 - c. For 'Relay Lead-Off Splits', uncheck 'Use Relay Lead Off Splits'.
 - d. For 'State/Province' Labels, Choose 'Use State'
 - e. For 'Team/Swimmer Defaults', choose 'REC' for 'Default Team Registration'. Choose 'REC' for 'Default Team Type'. Choose 'USA' for 'Default Country'.
 - f. For 'Meet Age-Up Date', choose 'MM/DD/YY' and set to '06/01/XX' where XX is the current year.
 - g. For 'System Age-Up Date', set '06/01/XX' as above. Choose 'Age-Up' button. Choose 'Yes'. Choose 'OK'.
10. Choose 'Setup', 'Preferences, then 'Report Preferences'. The 'Report Preferences' window is displayed.
- a. In the 'Report Formats' tab, choose 'List athletes with last name first' and 'Show preferred name'.



- b. In the 'Report Headers' tab, list your team name as Header 1 and '20XX Summer Season' as Header 2. Clear the information in the 'Optional Official Statement for Entries'. Choose 'OK'.

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The screenshot shows the 'Report Preferences' dialog box with the 'Report Headers' tab selected. The 'Header 1' field contains 'Swim Team Name' and the 'Header 2' field contains '20XX Summer Season'. Below these fields is a section titled 'Optional Official Statement for Entries' with two text boxes. The first text box contains the text: 'The first two lines appear before the line used for coaches or officials of the team to certify the entries are valid.' The second text box contains the text: 'The last line appears below the signature line and identifies who can sign off on the entries.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- c. In the 'Punctuation' tab, for 'Output Options', choose 'Upper/Lower Case'. For 'Open Events', choose 'No Designation'. Choose 'OK'.

The screenshot shows the 'Report Preferences' dialog box with the 'Punctuation' tab selected. Under the 'Output Options' section, the radio button for 'Upper/Lower Case' is selected. Under the 'Open Events' section, the radio button for 'No Designation' is selected. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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11. Choose 'Setup' then 'Course Conversion'. The 'Course Conversion Setup' window will be displayed.

Course Conversion Setup

Age Group | High School | College | Australia | UK ASA

Yards to SC Meters -and- SC Meters to Yards Conversion Factors

25/50/100/200 Yards to 25/50/100/200 SC Meters:

Enter a factor to be used to convert Yard times to SC Meters and vice-versa. (Multiply Yards by factor to get SC Meters and divide SC Meters by factor to get Yards.)

SC Meters to / from LC Meters Turn Factors

Freestyle: seconds for each extra turn
Backstroke: seconds for each extra turn
Breaststroke: seconds for each extra turn
Butterfly: seconds for each extra turn
Individual Medley: seconds for each extra turn

-OR-

Straight Factor applied to all Strokes

Typical straight turn factor is .02 (2 %)

Add the turn factors when going from SC Meters to LC Meters. Subtract the turn factors when going from LC Meters to SC Meters.

Freestyle Example (.8 seconds for extra turns):
LC 200 Meters has 3 turns.
SC 200 Meters has 7 turns (4 extra turns).
SC to LC add 3.2 seconds (.8 x 4 turns)
LC to SC subtract 3.2 seconds (.8 x 4 turns)
2:00.00 SC converts to 2:03.20 LC

Long Distance Conversion Factors (Yards to/from Meters Only)

Yards to Meters, multiply by conversion factor. Meters to Yards, divide by conversion factor.

For these three long distance events, the selected turn factor is applied first then the conversion factor is applied.

500 Yards to 400 Meters and 1000 Yards to 800 Meters: Typical factor is 0.875
1650 Yards to 1500 Meters: Typical factor is 1.006

Result Browser Conversion Preference

LC Meters to Yards LC Meters to SC Meters

Select Cancel

- a. In the 'Age Group' tab, under 'Yards to SC Meters – and – SC Meters to Yards Conversion Factors', **** change 1.11 to 1.10 ****. **The RSL default Yard to Meter conversion is officially 1.10. If this is not accomplished your team entries for Finals will not be correct and will have to be fixed at the finals seeding party.** Choose 'Select'.

Create a New Team

1. Choose 'Team' then 'Add'. The 'Team Maintenance' window is displayed.

The screenshot shows the 'Team Maintenance' dialog box. It is divided into three sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. The 'Team Names/Registration' section contains fields for 'Team Abbr:' (XX), 'Full Team Name:' (XX Swim Team), 'Short Team Name:' (XXST), 'Team Registration:' (OTH), 'Team Type:' (REC), and 'Team Division:'. The 'Mailing Information' section includes fields for 'Mail To:', 'Address:', 'City:', 'Postal Code:', and 'E-Mail Address:', along with dropdown menus for 'State', 'LSC', and 'Country' (USA). The 'Telephone Information' section has fields for 'Day Phone:', 'Evening Phone:', and 'FAX:'. 'OK' and 'Cancel' buttons are located at the bottom right.

- a. Enter Team Code from list provided in Appendix A. Enter Team Name and Short Name as desired. Choose 'OTH' for 'Team Registration'. Choose 'REC' for Team Type. Choose 'OK'. Choose 'Cancel'. Choose the icon with up-arrow on the folder to exit this window. **IMPORTANT:** Ensure all the current year swimmers for your team are on the **same** team.

Add Swimmer Information

1. Choose 'Athletes' and the Athlete window is displayed.

The screenshot shows the 'Athletes' window in the TEAM MANAGER application. The window title is 'TEAM MANAGER - Database\CA\MSData\Temp\mda - [Athletes]'. It features a menu bar (Layout, Add, Edit, View, Delete, Results, Goals, Recruit, Registration, Print, Export to HTML, Help) and a toolbar. Below the toolbar are filters for 'Both', 'Male', 'Female', 'Team', 'Group', 'Wld Group', 'Wld Subgroup', 'Low Age', and 'High Age'. A data table is displayed with columns: Last Name, First Name, MI, DOB, Birth, Age, Gr, Sub, Wld Gr, Wld Sub, Preferred Name, Team 1, Team 2, Team 3. The first row shows a swimmer with Last Name 'JOHN', First Name 'JOHN', MI 'D', DOB '02-Feb-01', Age '9', and Team 1 'XX'.

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2. Choose 'Add' and the 'Athlete Information' window is displayed.

The screenshot shows the 'Athlete Information' window with the following fields and sections:

- Athlete Information:** Last Name, Preferred Name, Build ID, ID #, Gender (M,F), First Name, Middle, Birthdate, Age, Athlete Cell, Athlete E-Mail.
- Primary Contact:** Primary Mailing Information (Father's Last, Father's First, Mother's Last, Mother's First, Mailing Address, City, State, Postal Code, Country), Swap Mother/Father Names, Tele, E-mail, Mail to, Use Primary for Mailing, Use Secondary for Mailing, Use Both.
- Primary Contact Information:** Home Phone, FAX, Office Phone, Cell, E-Mail for Father and Mother.
- Member of:** Team 1, Team 2, Team 3, Group, Subgroup, WM Group, WM Subgr, School Yr, Joined (MM/DD/YY).
- Buttons:** Registration, Recruiting, OK, Cancel.
- Checkboxes:** Inactive, Dive Certified.

- a. For 'Athlete Information', enter 'Last Name', 'First Name', 'Middle', 'Preferred Name', 'Birthdate', and 'Gender'.
- b. For 'Member of', choose your team as Team 1.
- c. Some teams add most of the other information on this window for team registration purposes. That is optional for any team.
- d. Choose 'OK' and a blank 'Athlete Information' window is displayed to add the next swimmer.
- e. Choose 'Cancel' to return to the Athlete window.
- f. To return to the Main Team Manager Window, choose the icon with up-arrow on the folder.

Edit an Existing Swimmer

1. Double-click on the Athlete's name.
2. Swimmer information needed: Last Name, First Name, Middle, Birthdate, Gender, Team.

Add an Existing Swimmer

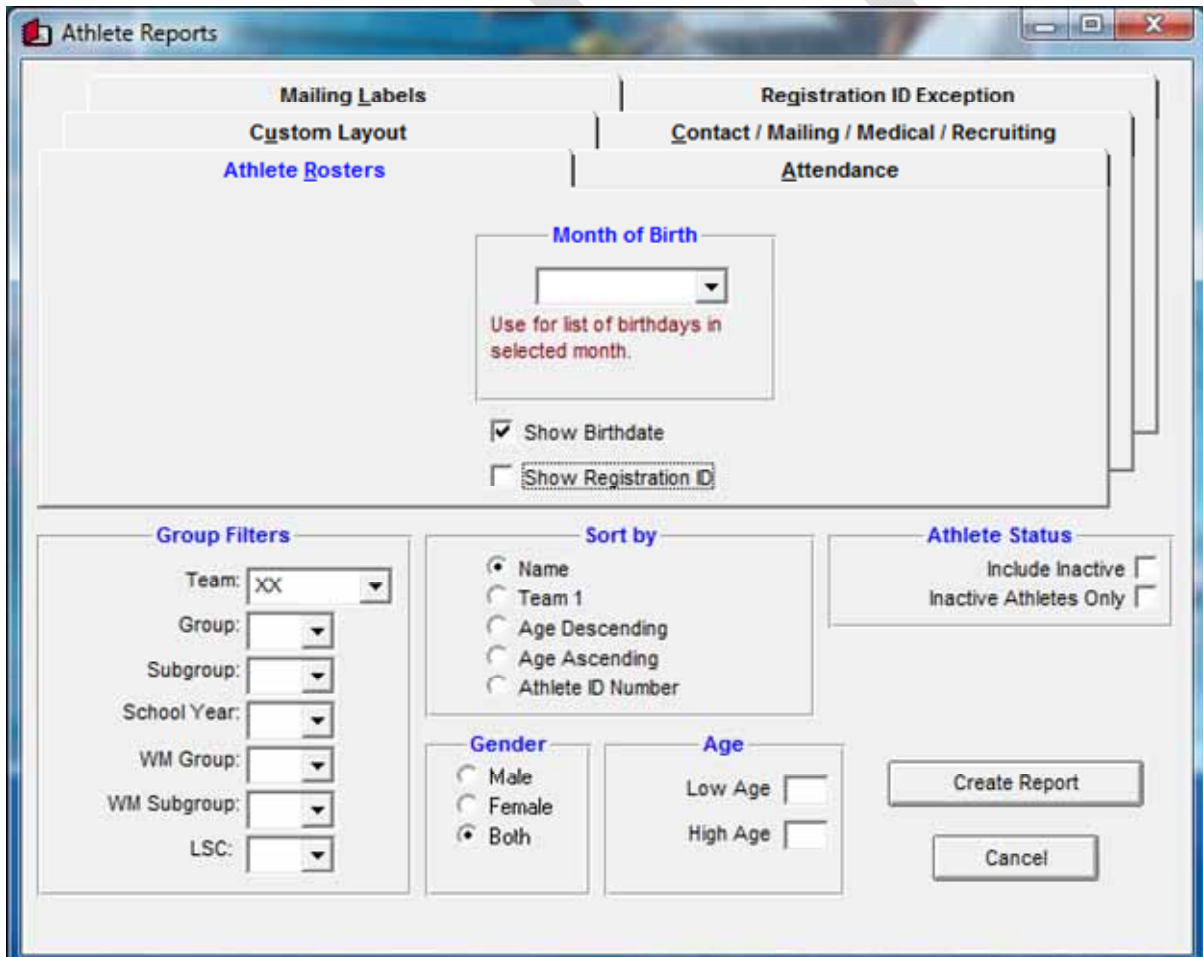
1. To activate a swimmer from a previous season, from the 'Athlete' window, choose 'Show Inactive Swimmers', Double-click on the Athlete's name then uncheck the 'Inactive' box.

Remove an Existing Swimmer from the Current Database

1. Double-click on the Athlete's name then check the 'Inactive' box.

Create a Team Roster

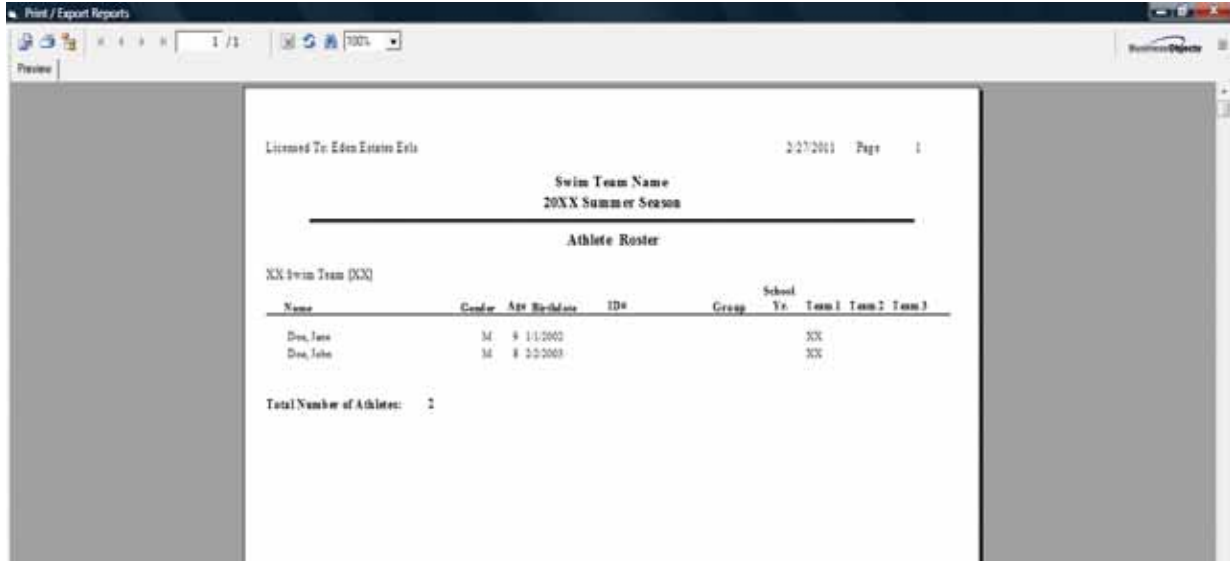
1. From the Main Team Manager Window, choose 'Reports', 'Administrative Reports', 'Athletes'. The 'Athlete Reports' window is displayed.



2. For 'Group Filters', 'Team', choose your team.
3. Choose options for the type report you desire.
4. Choose 'Create Report'.

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- Your report will be displayed.



Print a Team Roster

- Choose the Printer icon at the top left of the report. Choose printer, number of copies, other options, then choose 'Print'.
- Choose the Red 'X' at the upper right to close the report.
- Choose 'Cancel' on the 'Athlete Reports' window.

Create Entries for Meet

- If not already started, start Team Manager. This will open the team database. The team database should be located in directory c:\TM5Data (this is the default for TM).
- Define a meet:
 - Choose 'Meets', then 'Add'. The 'Meet Maintenance' window is displayed.

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Meet Maintenance

Meet Information

Meet Name: XX @ YY 06/20/11
Location: YY Pool
Remarks:
Instructions/Directions
Max of 250 characters on up to 4 lines

Course: Y Meet Type: Masters Meet
Restrict Entry Best Times to same Meet Type Enforce Qualifying Times
Swimmer must meet Slower Than Q Time in All Courses
If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time
Do NOT Allow No Time Entries

Sanction #:
Altitude in Feet: 0 Minimum Age Eligibility / Filter for Open Events: 0
Minimum Age Eligibility / Filter for 10 & Under Events: 0

Dates

Start Date: Jun 20, 2011 Age-up Date: Jun 01, 2011
End Date: Jun 20, 2011 Use Times Since: Jun 10, 2011 Use Since Date
Entry Deadline: MM/DD/YY

Entry Fees

Individual Events: \$0.00 Update Ind Fees
Relay Events: \$0.00 Update Rel Fees
Swimmer Surcharge: \$0.00
Team Surcharge: \$0.00
Facility Surcharge: \$0.00

Conversion Factor

Non-Conforming Course Factor 0
Use to convert results times for non-standard pool sizes.

OK Cancel

- b. Enter 'Meet Name' and 'Location'. Refer to Appendix A for the appropriate Team Codes for the meet name.
 - c. For 'Course': Choose 'Y' for Convert all Best Times to Yards or 'S' for Convert all Best Times to SC Meters as appropriate for the pool. See Appendix A for Pool Statistics.
 - d. For 'Meet Type': Leave Blank.
 - e. Enter Start and End Date – should be the same date.
 - f. For 'Use Times Since Date': Enter date before the first meet of the season but after any mock meet date. **IMPORTANT** – if there are any previous season's results in the database, they may be used if the Since Date is not used.
 - g. For 'Age-up Date', enter 06/01/YY where 'YY' is the last two digits of the current year.
 - h. Choose 'OK'. Create another meet or choose 'Cancel' to exit the 'Meet Maintenance' window.
3. If this is a new database and no previous meets are available, choose 'Events'. Choose 'Entry Events'. Choose 'Add'. The 'Meet Event Maintenance [Entries] window is displayed. See Appendix B for the RSL Dual Meet Event List.

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Meet Event Maintenance [Results]

Event
Event Number
 Individual
 Relay

Gender
 Male Female Mixed
 Alternate Gender

Session / Division
Session Division

Age Range
 6 & Under 8-8
 8 & Under 9-9
 10 & Under 10-10
 15 & Over 11-11
 Open/Senior 12-12
 7 - 8 13-13
 9 - 10 14-14
 11 - 12 15-15
 13 - 14 16-16
 15 - 16 17-17
 15 - 18 18-18
 17 - 18
 Other
Low Age
High Age

Distance
 25
 50
 100
 200
 400
 500
 800
 1000
 1500
 1650
 1 Meter
 3 Meter
 Platform
 Other

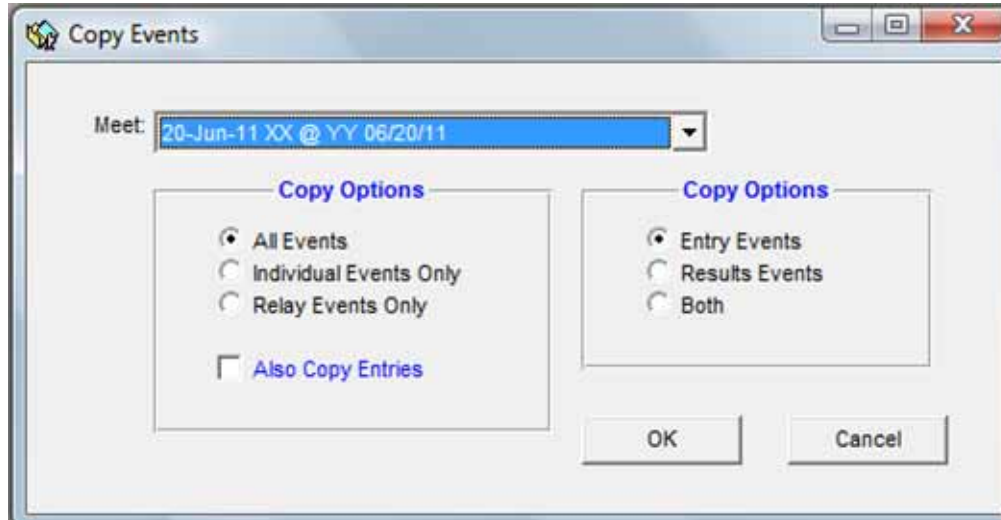
Stroke
 Free
 Back
 Breast
 Fly
 Medley
 5 Dives
 6 Dives
 11 Dives

For 'Other' Age Ranges, use 0 to designate 'Under' and 99 to designate 'Over'.

OK Cancel

- a. For 'Event', enter 'Event Number', choose 'Individual' or 'Relay',
 - b. For 'Gender' (Females always go first in the RSL), choose 'Alternate Gender'.
 - c. For 'Age Range', choose the appropriate age for the event.
 - d. For 'Distance', choose the appropriate distance for the event.
 - e. For 'Stroke', choose the appropriate stroke for the event.
 - f. Choose 'OK'. The Event Number will increment to the next event to be entered.
 - g. When finished entering events, choose 'Cancel'.
4. If a previous meet is available, Choose 'Events', then Choose 'Copy Events'. The 'Copy Events' window is displayed.

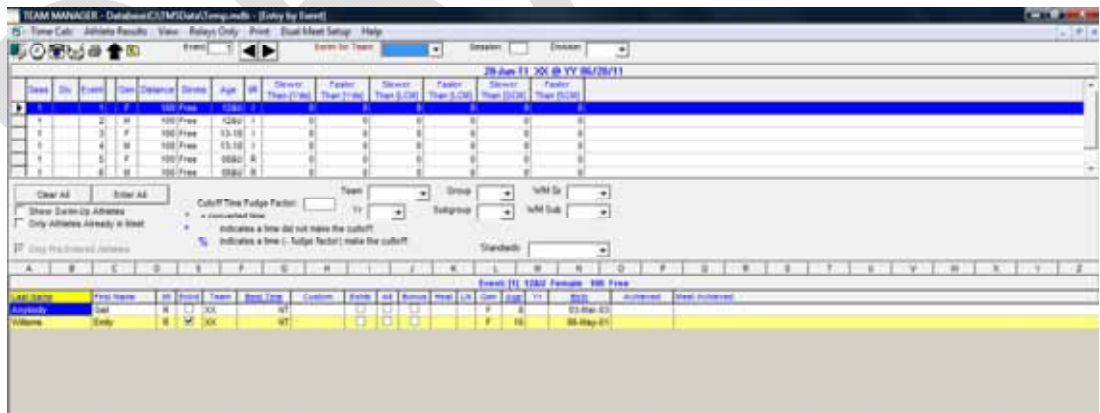
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- Select a previous meet from the drop box. The only meets available from the drop box are meets of the same type (Yards or Meters) as the current meet. If you need to see the whole meet list, select the Course of “ “ in the meet information window.
- For ‘Copy Options’, choose ‘All Events’ and ‘Entry Events’. Choose ‘OK’. Choose icon with up-arrow on folder exit this window.

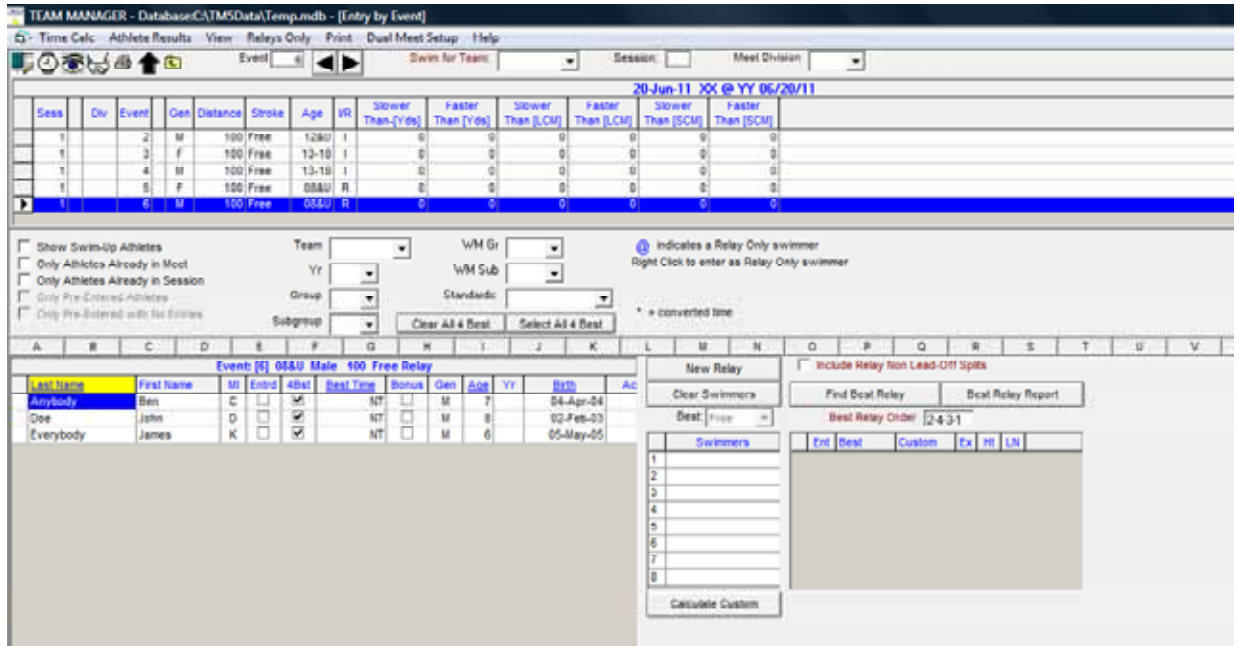
Enter Swimmers in Individual Events

- From Main Team Manager window, choose Meets, choose ‘Entries’, then ‘Entry by Event’. The ‘Entry by Event’ window is displayed.



- Choose ‘Entrd’ beside the name of the swimmers entered in that individual event. The name should become highlighted in yellow.
- Select next event or click the ‘Black Right Arrow’ icon to proceed to the next event.

Enter Swimmers in Relay Events



1. Choose 'New Relay'. Choose the four names of the swimmers in the order of the relay. If more than one relay, repeat until all relays are entered.
4. When all entries are finished, Choose the 'black up arrow' icon to go back to the main Team Manager page.

Create Entry Card Labels

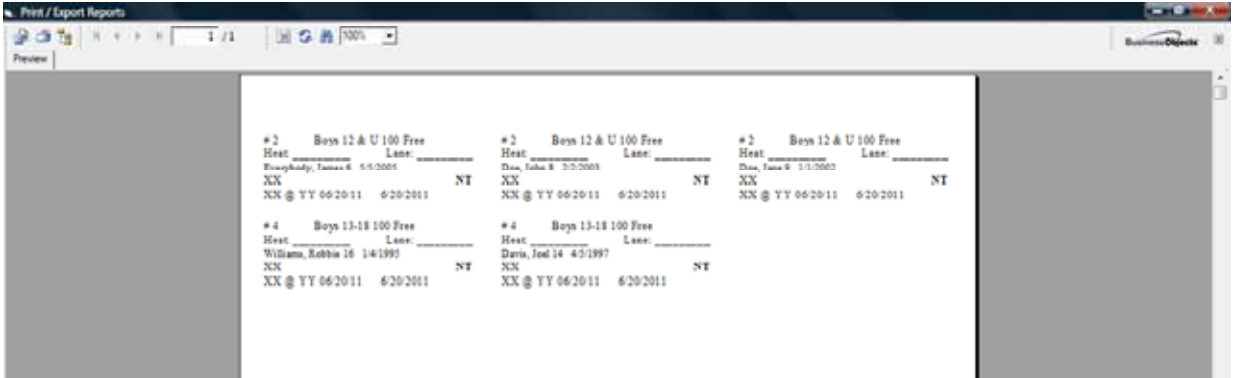
1. From the Main Team Manager window, I choose 'Labels', then 'Entry Card/Labels'. The 'Meet Entry Labels' window will be displayed. The current meet should already be listed in the 'Meet' window. If not the correct meet, then choose the correct meet.

The screenshot shows the 'Meet Entry Labels' window with the following settings:

- Meet:** 20-Jun-11 XX @ YY 06/20/11
- Filters:** Team: XX, Gen: All, Age: (tab), Sess / Div: (tab)
- Label Types:** Laser Printer: 3 x 10, Dot Matrix: 1x, 3" x 5" Card
- Event Filters:** Individual
- Sort by:** Meet Event Number
- Label Options:** From Event: (empty), To Event: (empty), Include Exhibition: (unchecked), Include DQs: (unchecked)
- Other Options:** Show Times Unconverted: (unchecked), Indicate Converted Times: (unchecked), Do Not Show Entry Times: (unchecked)
- Standards:** None
- Points:** LEN Points
- Stroke / Distance Filters:** Stroke: (empty), Distance: (empty)
- Buttons:** Create Report, Cancel

- a. For 'Filters', choose your team for 'Team' and choose 'Male' on 'Gen' tab.
- b. For 'Sort by', choose 'Meet Event Number'.
- c. For 'Label Types', choose '3 x 10'.
- d. For 'Event Filters', choose 'Individual'.
- e. Choose 'Create Report'.

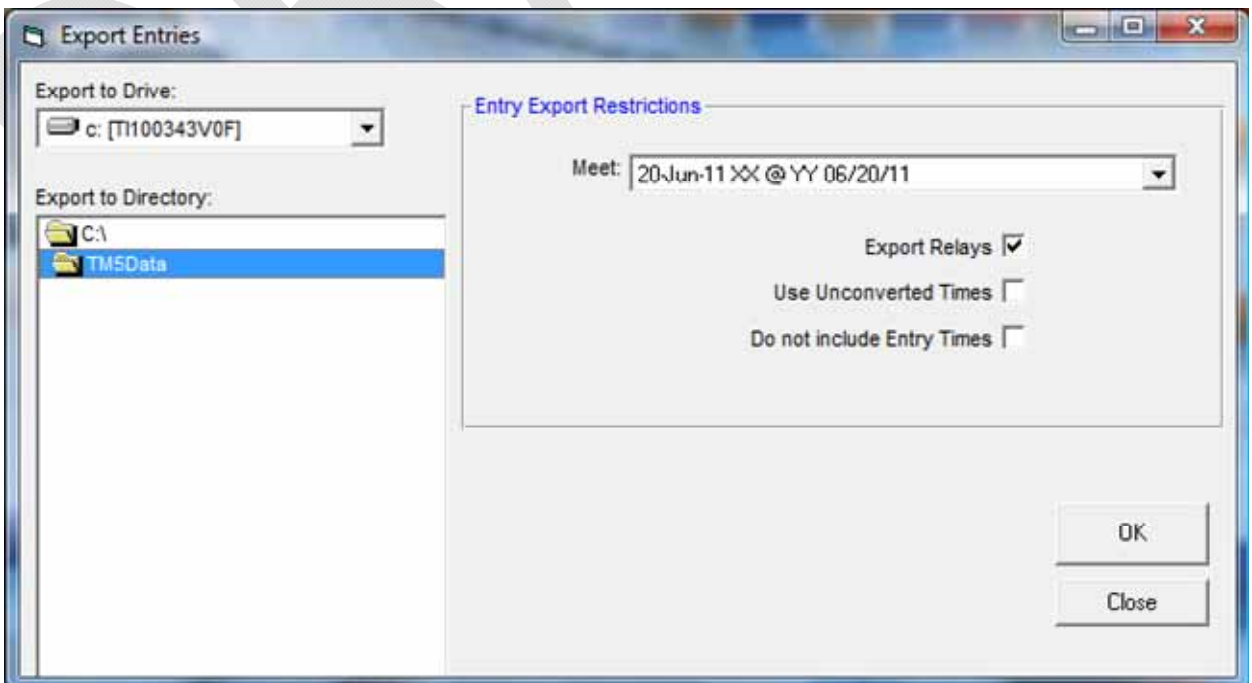
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- f. All labels should have a blank for heat number and a blank for lane number.
 - g. Choose printer icon to print the labels.
 - h. Choose 'X' on upper right to return to the previous window.
 - i. Repeat a – h three more times. Once for 'Male' and 'Relay', once for 'Female' and 'Individual', and once for 'Female' and 'Relay'.
2. Put labels on cards: Pink for girls, blue for boys.
 3. **** IMPORTANT **** for coaches. In the upper right-hand corner, beginning with #1, write consecutive numbers indicating fastest to slowest competitors for each event. If the swimmer is 'swimming-up', circle the swimmer's name.

Create Entry File for Meet Manager

1. On the main Team Manager page, Choose 'File', 'Export', then 'Meet Entries'. The 'Export Entries' window is displayed.



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2. Choose the appropriate drive and directory. Ensure correct meet in drop-down window. Choose 'Export Relays'. Choose 'OK'. A window will appear to tell you what the file name is and where it was saved.
3. Copy that file to a memory key or write it to a CD.

Import Meet Results File into Team Manager

1. On the main Team Manager page, Choose 'File', 'Import', then 'Meet Results'. Select the proper drive and directory in the 'Import Results' window. Choose 'OK'.
2. Choose 'Athletes', then 'Results'. For 'Course', choose Blank. For Meet, choose 'All Meets'. Enter 'Since Date' of 06/01/XX and Choose 'Use Since Date'. Uncheck 'Fastest'. Choose on an athlete who participated in this meet and ensure new meet results are in database.

Create Personal Best/Time Improvement Ribbon Labels

1. On the main Team Manager page, Choose 'Labels', then 'Improvement Labels'. The 'Improvement Labels' window is displayed.

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Meet: 20-Jun-11 XX @ YY 06/20/11

Filters

Team: XX
Group:
Subgroup:
WM Group:
WM Subgroup:
School Year:

Gen | Age | Sess / Div

All
 Male
 Female

Include

Include Inactive First Time Swims
Minimum Improvement .01

Prelim / Finals Filter

All Semis Only
 Finals Only Best
 Prelims Only

Label Types

Laser Printer **Dot Matrix**

2 x 10 1x
 3 x 10

A4 - UK (2x8)
 A4 - Aus (3x11)

Restrict Improvement to Meet Type

Meet Type:

Stroke / Distance Filters

Stroke: Distance:

Improvement

Since Date for Improvements: 06/15/11

Use Since Date for Improvements
Use Converted Times for Calculating Improvement
Show Improvement as Percent

Sort by

Meet Event Number
 Name

Standards | Points

None LEN Points
 Hy-Tek Age Group AUS Points
 Hy-Tek Single Year NISCA Points
 Hy-Tek Open SNZ Points
 FINA Points

Create Report Cancel

- In the Meet: drop-down window, choose the meet to be used for the personal best times.
- For 'Filters', choose your team.
- For 'Since Date for Improvements:', choose the day before the first meet of the season.
- Choose 'Use Since Date for Improvements'.
- Choose 'Use Converted Times for Calculating Improvement'.
- For 'Sort By', choose 'Name'.
- For 'Label Types', choose 'Laser Printer 3 x 10'.
- For 'Restrict Improvement to Meet Type', choose ' '.
- For 'Standards', choose 'None'.
- Choose 'Create Report'.
- Print the report on label forms.

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Appendix A – Team Information

Team Name	Team Code	Team Pool Statistics
Aquia Harbor	AH	6 Lanes / 25Meters
Austin Ridge	AR	6 Lanes / 25 Meters
Chancellor	C	5 Lanes / 25Yards
College Heights	CH	4 Lanes / 25 Meters
Country Club	CC	6 Lanes / 25 Meters
Curtis Park	CP	6 Lanes / 25 Meters
Dahlgren	D	6 Lanes / 25 Yards
Eden Estates	EE	6 Lanes / 25 Meters
Fawn Lake	FL	6 Lanes / 25 Meters
Ferry Farm	FF	5 Lanes / 25 Yards
Fox Point	FP	6 Lanes / 25 Meters
Grafton	G	6 Lanes / 25 Meters
Hampton Oaks	HO	6 Lanes / 25 Meters
Hopyard Farm	HF	6 Lanes / 25 Meters
Lake of the Woods	LOW	6 Lanes / 25 Meters
Lake Wilderness	LW	6 Lanes / 25 Meters
Leeland Station	LS	6 Lanes / 25 Meters
Lee's Hill	LH	6 Lanes / 25 Meters
Massad YMCA	MY	6 Lanes / 25 Meters
Regency Park	RP	6 Lanes / 25 Meters
Salem Fields	SF	6 Lanes / 25 Meters
Spotswood	S	5 Lanes / 25 Meters
Spotsylvania YMCA	SY	6 Lanes / 25 Yards
Woodlands	W	8 Lanes / 25 Yards

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Appendix B – RSL Dual Meet Event List

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Event	Age	Event
1/2	12 & Under	Junior 100 Freestyle
3/4	13-18	Senior 100 Freestyle
5/6	8 & Under	100 Freestyle Relay
7/8	9 - 10	100 Freestyle Relay
9/10	11 - 12	100 Freestyle Relay
11/12	13 - 14	100 Freestyle Relay
13/14	15 - 18	100 Freestyle Relay
15/16	6 & Under	25 Freestyle
17/18	8 & Under	25 Freestyle
19/20	9 - 10	25 Freestyle
21/22	11 - 12	50 Freestyle
23/24	13 - 14	50 Freestyle
25/26	15 - 18	50 Freestyle
27/28	8 & Under	25 Butterfly
29/30	9 - 10	25 Butterfly
31/32	11 - 12	50 Butterfly
33/34	13 - 14	50 Butterfly
35/36	15 - 18	50 Butterfly
37/38	8 & Under	25 Backstroke
39/40	9 - 10	25 Backstroke
41/42	11 - 12	50 Backstroke
43/44	13 - 14	50 Backstroke
45/46	15 - 18	50 Backstroke
47/48	8 & Under	25 Breaststroke
49/50	9 - 10	25 Breaststroke
51/52	11 - 12	50 Breaststroke
53/54	13 - 14	50 Breaststroke
55/56	15 - 18	50 Breaststroke
57/58	12 & Under	Jr 100 Individual Medley
59/60	13-18	Sr 100 Individual Medley
Intermission		
61/62	12 & Under	Junior 100 Medley Relay
63/64	13-18	Senior 100 Medley Relay
65/66	All Ages	Graduated 125 Freestyle Relay