

2009-2010 DISTRICT XI OFFICIAL ENTRY FORM PIAA SWIMMING & DIVING CHAMPIONSHIPS

DIVING – FEBRUARY 27, 2010 – EMMAUS HIGH SCHOOL

SWIMMING – MARCH 5 & 6, 2010 – PARKLAND HIGH SCHOOL

*****New Info re Bid Entries*****

Swimming Information:

Each school may name up to five (5) entries in each event providing they meet established qualifying times, but only four (4) may compete. Contestants are limited in competition to no more than four (4) events – two individual and two relays, or one individual and three relays. Being designated as a relay contestant shall not count as an event **until officially assigned** at the coaches meeting on the day of competition.

First day events will be 200 Med. Relay, 200 Free, 200 IM, 50 Free, 100 Fly, and 200 Free Relay
Second day events will be 100 Free, 500 Free, 100 Backstroke, 100 Breast, and 400 Free Relay

Diving Information:

Diving will be conducted following NFHS Championship Rules with an 11-Dive program. In addition, each diver's (6) optional dives must total 11.7 Degree of Difficulty points for girls or 12.0 for boys. These dives must have been performed satisfactorily by the diver at some time during the dual-meet season, including PIAA Diving Meets, and be verified by the diving score sheet at the seeding review meeting. In addition, if the number of participants in any diving event exceeds the number of scoring places (16), cuts will be performed after Prelims (Rounds 1-5) and/or after Semi-Finals (Rounds 5-8) as dictated by the rules.

Scoring:

Sixteen-place championship scoring will be used to determine a team champion for those schools that sponsored a team during the regular season and participated in at least nine (9) dual meets.

Entry Instructions:

Use Hytek Team Manager to enter all swimmers and divers in their events and email the entry file to Lynn Williams at D11ent@ptd.net. Also send the e-mail to Mike Seip at seip@ptd.net. You will receive confirmation that the entry file was received. **If you do not receive confirmation within 24 hrs. please call Lynn Williams at 484-695-3600.** (Please note: Diving Sheets must be submitted following the instructions later in this section of the Handbook.)

Note: All performances must equal or better the qualifying time for each event. Under no circumstances will an athlete be accepted if their performance is slower than the entry time allowed. We will fill in the empty lanes, as in the past, on a bid process at the seeding meeting.

Example: In the 100 yd. Butterfly, there are 20 swimmers who qualify on time for the event. Remember, we use an 8-lane pool. We will take the next 4 fastest swimmers to fill the incomplete heat. We will then have 3 full heats.

Relay Races: If you are entering a relay team, you must include 4-8 names of prospective participants. Please try to indicate the actual swimmers by listing them 1-4 in order. The order may be changed at the district meet, if necessary. However, if you do not list a swimmer for a relay, he or she will not be allowed to swim in the relay. Also, keep your swimmers' names the same in both

individual events and relays. Do not list Jennifer Jones in the individual events and Jen Jones in the relays. That will create 2 entries.

At the seeding meeting at Emmaus on February 27, 2010, you will be provided with a draft of the seeded program. Remember the entry deadline above, as there will be no entries allowed at Emmaus other than the filling of the heats mentioned above. **Also, changes in performances will not be allowed after the deadline of noon on Feb. 22, 2010.**

Number of entries: Each school is limited to 4 entries per individual event and one relay team per relay event. Each individual is limited to 2 individual events, and participating in no more than 2 relays, however, you may list an individual for all 3 relays as long as he or she only swims in 2 relays at the district meet.

Seeding Meeting: Saturday February 27, 2010 at 11:00 am ****New Info re Bid Entries****

At Emmaus High School in room 221. Please bring the following:

1. PIAA Eligibility List
2. Print out of your entries from Team Manager.
3. If there are not enough qualifiers to fill three complete heats (24 swimmers) coaches may bid to enter other swimmers who did not meet the qualifying time to ensure a maximum of three full heats in each event. Please keep in mind the school is still only permitted 4 total entries per event.
4. ****New:** Each coach should prepare an entry file of their bid swimmers. This will greatly expedite the bid procedure – no more 3 x 5 cards! Set up a separate meet in Team Manager (Bid Meet 2010) and proceed as you would for regular entries. If you have bid swimmers you will be emailing TWO entry files to Lynn Williams. PLEASE BE SURE TO INDICATE WHICH ONE IS YOUR REGULAR ENTRY FILE AND WHICH IS YOUR BID FILE. SEND EMAILS SEPARATELY IF YOU WISH.
5. Dual meet results, should an entry time be challenged.

All HYTEK entries and diving sheets, along with eligibility lists, must be received by Lynn Williams no later than noon on February 22, 2010.

Lynn Williams

Email – D11ent@ptd.net. Cell Phone 484-695-3600

2009-2010 DISTRICT XI PIAA SWIMMING & DIVING CHAMPIONSHIPS QUALIFYING TIMES

<u>BOYS AA</u>	<u>BOYS AAA</u>	<u>EVENT</u>	<u>GIRLS AAA</u>	<u>GIRLS AA</u>
2:24.33*	2:03.89	200 YD. FREESTYLE	2:12.85	2:22.75*
2:45.44	2:19.02*	200 YD. IND. MEDLEY	2:32.44	2:42.37
26.30*	24.32	50 YD. FREESTYLE	27.08	27.93*
1:25.29	1:03.61*	100 YD. BUTTERFLY	1:09.35	1:17.23
59.95*	54.46	100 YD. FREESTYLE	1:00.67	1:03.18*
6:45.79	5:35.43	500 YD. FREESTYLE	6:06.12*	6:43.12
1:22.90	1:05.46	100 YD. BACKSTROKE	1:08.17	1:14.31*
1:23.45*	1:11.99	100 YD. BREASTSTROKE	1:16.76	1:23.71

***new qualifying time for 2009-2010**

Each team may enter one (1) relay team in each relay event, regardless of time.

PRE-MEET WARM-UPS

There will be a pre diving warm-up held on Thursday February 25, 2010 from 6:00 pm – 8:00 pm at Emmaus for any divers entered in the diving championships. On Saturday, February 27, 2010 there will be a pre swimming warm-up held at Parkland from 3:00 pm – 6:00 pm for any swimmers entered in the swimming championships. ***Both these sessions require that the school's head and/or assistant coaches be present to supervise their athletes from the time they enter the building until the time they exit the building. No official coach - no warm-up!***

Dates, Location and Times of District Championships:

Diving – Saturday, February 27, 2010 – at Emmaus High School

Girls' - Warm Ups 8:00 am – Meet 9:30 am

Boys' - Warm Ups 1:00 pm – Meet 2:30 pm

Swimming – at Parkland High School

Friday, March 5, 2010 – AA Warm Ups 1:45 pm - Meet 2:45 pm

AAA Warm Ups 6:00 pm - Meet 7:00 pm

Saturday, March 6, 2010 – AA Warm Ups 9:00 am - Meet 10:00 am

AAA Warm Ups 1:30 pm - Meet 2:30 pm

Ticket Prices: Adults \$6.00 Students/Senior Citizens \$3.00 (Sr. Cit. = 62+)

ALL SEATS AT PARKLAND HIGH SCHOOL WILL BE RESERVED.

All General Admission Tickets will go on sale on February 27, 2010 in the auditorium lobby of Emmaus HS from 1:00 pm to 3:00 pm

Meet Management:

District XI Committee Swimming & Diving Chairperson – Don Harakal

School: 610-282-1421 ext. 7570 Cell: 484-239-8652 Home: 610-398-4947 Fax: 610-282-2615,
e-mail: harakald@sbsd.org

Meet Manager – Mike Seip – Off: 610-973-1527 Cell: 610-393-5714 School: 610-965-1674

E-mail: seip@ptd.net Fax: 610-973-1549

Entry Deadline: Diving sheets must be received no later than 12:00 noon on February 22, 2010 per the instructions below.

Who is eligible to compete: Four (4) individuals per event – based on predetermined qualifying times.

Dates and Location for State Championships: March 17-20, 2010 at Bucknell University

DISTRICT XI SWIMMING
Order of Events and Approximate Time Schedule

Friday – March 5, 2010

Boys & Girls AA

1:30 pm
 1:30 pm
 1:45-2:45 pm
 1:45 pm
 2:45 pm
 2:52 pm
 2:59 pm
 3:10 pm
 3:21 pm
 3:26 pm
 3:38 pm
 3:50 pm
 3:55 pm
 4:02 pm
 4:09 pm
 4:14 pm
 4:19 pm
 4:27 pm
 4:35 pm
 4:40 pm
 4:45 pm
 4:51 pm
 4:57 pm
 5:10 pm

Swimmers may enter locker rooms
 Ticket Sales Open to Spectators
 Warm Ups
 Coaches/Officials Meeting
 Girls 200 Medley Relay
 Boys 200 Medley Relay
 Girls 200 Freestyle
 Boys 200 Freestyle
 Awards – Girls & Boys Medley Relay
 Girls 200 Ind. Medley
 Boys 200 Ind. Medley
 Awards – Girls & Boys 200 Free
 Girls 50 Freestyle
 Boys 50 Freestyle
 Awards – Girls & Boys 200 IM
 Five Minute Break
 Girls 100 Fly
 Boys 100 Fly
 Awards – Girls & Boys 50 Free
 Five Minute Break
 Girls 200 Free Relay
 Boys 200 Free Relay
 Awards – 100 Fly, 200 Free Relay
 Clear Pool

Boys & Girls AAA

5:45 pm
 5:45 pm
 6:00-7:00 pm
 6:00 pm
 7:00 pm
 7:07 pm
 7:14 pm
 7:25 pm
 7:36 pm
 7:41 pm
 7:53 pm
 8:05 pm
 8:10 pm
 8:17 pm
 8:24 pm
 8:29 pm
 8:34 pm
 8:42 pm
 8:52 pm
 8:57 pm
 9:02 pm
 9:08 pm
 9:14 pm
 9:27 pm

Saturday – March 6, 2010

Boys & Girls AA

8:45 am
 9-10 am
 9:15 am
 9:30 am
 10:00 am
 10:08 am
 10:16 am
 10:40 am
 11:03 am
 11:08 am
 11:17 am
 11:26 am
 11:31 am
 11:40 am
 11:49 am
 11:54 am
 12:04 am
 12:15 pm
 12:23 pm
 12:45 pm

Swimmers may enter locker rooms
 Warm Ups
 Ticket Sales Open for Spectators
 Coaches/Officials Meeting
 Girls 100 Freestyle
 Boys 100 Freestyle
 Girls 500 Freestyle
 Boys 500 Freestyle
 Awards – Girls & Boys 100 Free
 Girls 100 Backstroke
 Boys 100 Backstroke
 Awards – Girls & Boys 500 Free
 Girls 100 Breaststroke
 Boys 100 Breaststroke
 Awards – Girls & Boys 100 Back
 Ten Minute Break
 Girls 400 Free Relay
 Boys 400 Free Relay
 Awards – Girls & Boys 100 Breast
 400 Free Relay
 Clear Pool – Team Awards

Boys & Girls AAA

1:15 pm
 1:30-2:30 pm
 1:45 pm
 2:00 pm
 2:30 pm
 2:37 pm
 2:46 pm
 3:07 pm
 3:28 pm
 3:33 pm
 3:42 pm
 3:50 pm
 3:55 pm
 4:04 pm
 4:13 pm
 4:23 pm
 4:33 pm
 4:43 pm
 4:53 pm
 5:20 pm

*Please note, time line will not be changed for this year's meet, changes can be proposed for future years at the post meet evaluation meeting.

Instructions for Entering District XI Swimming Championships

If You Have Team Manager

Go the District XI website and look for the link for the events file for this year's meet. Choose the "Save" option and import it into your Team Manager database. You can then process your entries by selecting the District Meet, then entries, and proceeding with entries by athlete or event. When your entries are complete, prepare a report of the entries and review it carefully. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Export the entry file and email it to Lynn Williams at D1lent@ptd.net. Go to File, Export, Meet Entries – save it to a disk or a file on your computer and then email it as an attachment.

If You Do Not Have Team Manager

You can download a free "Lite" version of it from the Hy-Tek website at www.hy-tek.com – Under "Quick Links" click on Download Center and from the box of swimming software products, select Team Manger "Lite." Choose "run" and the download will begin. You will get a message that the publisher cannot be verified – this is ok – click on "run" and the download will continue. Follow the prompts to complete the installation. Click "finish" to complete the setup. Close out of the Hy-Tek website.

TM-Lite will now be on your computer. Click on the TM-Lite icon, click "ok" and you will now be at the opening page of Team Manager Lite. Click on File, Open/New and name your Data Base (ex. Emmaus Swimming). Follow the prompts, indicating Boy/Girl and set the Default Team Registration as "Other." Set the Team Type as "High School," then click OK. Click on Teams, Add, and fill in the team code and team name. (ex. EMM, Emmaus High School – use the first three letters of the school name) Close out of this screen. Next, click on Athletes, Add, and fill in the information requested. (first and last names, gender, date of birth, and indicate the team affiliation) Enter your entire roster and hit cancel when finished. Close out of this screen.

Once your team and athletes are in your Team Manager database, follow the instructions as outlined above under "If You Have Team Manager."

Once the meet and all of its events are in your database you can proceed with your entries by clicking on Meets, Entries and choose to enter by athlete or by event. (You will need to enter relays by using "enter by event") Once your entries are complete, prepare and print out a report of them so you can verify everything before you export and email it. Go to Reports, Performance, Meet Entries – make sure the District Meet is indicated, as well as the name of your team. In the lower left area of the box you will sort the report by event or name of athlete. Check the event filters (individual or relay or both), then click on Create Report. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Review the report carefully and when you are certain it is accurate you can export it. Go to File, Export, Meet Entries, and make sure the District XI meet is named in the box. Make sure you have checked off that you want to include relays and proceed with the export. You can then email this entry file as an attachment to Lynn Williams at D1lent@ptd.net.

All teams - Please make sure you include the following information in the body of your email:

High School name

Indicate AA or AAA (IMPORTANT!!)

Total number of athletes, total number of entries, and total number of relays.

Coach's Name and phone, cell phone, fax and email where he/she can be reached with any questions pertaining to your entry.

YOU WILL RECEIVE A CONFIRMATION THAT YOUR ENTRIES HAVE BEEN RECEIVED. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 24 HRS. PLEASE CALL LYNN WILLIAMS AT 484-695-3600.

Any questions please call Lynn Williams at 484-695-3600 or email your question to D11ent@ptd.net.

DIVING SHEET SUBMISSION PROCESS

Any coach wishing to submit a diver for participation in the PIAA District 11 Diving Championship will need to submit their diver's information via one of the methods listed below.

Submitted dive sheets do not need to be signed. Coaches and divers will be required to review and sign their dive sheets before the start of the diving events.

Option 1 – Internet-Based Entry

Be advised – you must be patient with the web site as it processes the data you are entering!

1. Go to <http://divingentries.omadatrak.com>
2. Click on *Continue to OmadaTrak Meet Keeper Diving Web Entry System*
3. Verify that PIAA District 11 Diving Championship is in the list of available meets and the Entry Status is listed as "Open". If so, click on the prompt underneath the list of diving meets that states, *If your meet is in the list above, click here to get started.*
4. If you have not previously registered with this system, register yourself (click on *Not registered – click here*) – be sure to remember the e-mail address and the password you provide as they will be your user name and password! After completing the form, click the *Save My Registration Information* button.

Note: After you have registered, the web entry system will put you back at the log in screen.

5. Enter the registration name (email address) and password that you just registered into the system to log into the entry system. Press the *Login* button.
6. After you log in, click on the green box next to the PIAA District 11 Diving Championship. The meet will become highlighted and a black triangle will appear in the green box.
7. The contest password is "**11diving**" – you will not be able to complete your entries without this password. Enter the password in the box below the list of meets.
8. Click the *Use Selected Meet* button to enter the system.
9. Register your team.
 - (a) Under the logo for the diving software is the menu bar. Under the *Centers* drop down menu, choose *Team*:

(b) If your team is found, continue to step 10. Otherwise, Click on *New Team*

(c) Fill in your team name and an abbreviation. Choose your email address from the drop-down box for Team Admin Email. Click *Save Changes*.

Note: If you are not the Team Admin, you should have the correct person register the team. The Team Admin is a contact point in the event that the Meet Director has a question concerning team entries.

10. Register your diver.
 - (d) Under the logo for the diving software is the menu bar. Under the *Centers* drop down menu, choose *Athlete*:
 - (e) Click on *New Athlete*
 - (f) Fill in the necessary information (only those areas in yellow) and click *Save Changes* – be patient, this is one of the options that may take time to process. After every athlete, you will return to the main Athletes page. If you feel the page is taking too long, hit refresh in your toolbar and click cancel next to save changes.
 - (g) Repeat for each diver
11. Enter your divers program.
 - a. After your athletes are registered, choose *Entry* under the *Centers* drop down menu
 - b. Click on the athlete (top left grid) you would like to enter or verify entry. The page will now reload with a list of available events.

- c. Click on the event (top right grid) you would like this diver entered in. To enter the diver in this event, click the corresponding check box in the “Entered” column so that a check mark appears. The page will reload with the dive program.

Note: If you wish to remove a diver from an event follow the procedure above, except click the corresponding check box in the “Entered” column to remove the check mark.

- d. Proceed to the Dive Program grid. Optionally select the level from the drop down box that appears. Click in the *Dive #* column for round 1. You may either type in the Dive Number (ex. 103C) or use the drop-down window to scroll through available dives. Press the Tab key or click in another column. *Description*, *Position* and *DD* will automatically fill in. If this dive is a required dive, click the *Rqd* checkbox so that the box is checked. Repeat for each dive in the program.
- e. When you have completed entering the dive program, click *Save and Validate* – If you have a legal entry, the red X’s will change to green check marks. If you still have red X’s, please make the necessary changes to correct the dive sheet. Click *Save and Validate* when all changes have been made to save the new dive sheet and check the dives against the rules.

Note: Your dive program is not saved until you click *Save and Validate*.

- f. Repeat for each diver

12. Print out a summary of your entries.

- a. After you have completed your entries, click *Reports* in the menu bar.
- b. Click *Entry Summary Report* and print the page previewed. This is the verification of your entries. Bring this page with you to the meet.
- c. You may close the browser window containing this report after printing.

13. Logout of the system by clicking *Logout* from the menu bar.

You may begin entering diving entries online beginning **Monday, 02/15/2010 at 08:00 AM**. All entries submitted using the Internet must be completed by **Monday, 02/22/2010 at 12:00 PM (noon)**.

Option 2 – Email Submission

A coach using OmadaTrak Team Keeper – Diving may submit their entries via email using the entry file generated by the software program. Please configure the meet as High School 11-Dive Prelim/Semi/Finals. The file generated must be emailed to: support@tambar.com no later than **12:00 PM (noon) on Monday, 02/22/2010**.