

**DISTRICT XI SWIMMING AND DIVING CHAMPIONSHIPS**  
 presented by St. Luke's University Health Network

**DATES, LOCATIONS, TIMES OF SWIMMING AND DIVING CHAMPIONSHIPS:**

DIVING	February 24, 2018	Emmaus High School
SWIMMING	March 2-3, 2018	Parkland High School

**DISTRICT XI SWIMMING**

Order of Events and Approximate Time Schedule

**Friday – March 2, 2018**

***Boys & Girls AA***

1:30 pm	Swimmers may enter locker rooms
2:00 pm	Ticket Sales Open to Spectators
1:45-2:45 pm	Warm Ups
1:45 pm	Coaches/Officials Meeting
2:45 pm	Girls 200 Medley Relay
2:52 pm	Boys 200 Medley Relay
2:59 pm	Girls 200 Freestyle
3:10 pm	Boys 200 Freestyle
3:21 pm	Awards – Girls & Boys Medley Relay
3:26 pm	Girls 200 Ind. Medley
3:38 pm	Boys 200 Ind. Medley
3:50 pm	Awards – Girls & Boys 200 Free
3:55 pm	Girls 50 Freestyle
4:02 pm	Boys 50 Freestyle
4:09 pm	Awards – Girls & Boys 200 IM
4:14 pm	Five Minute Break
4:19 pm	Girls 100 Fly
4:27 pm	Boys 100 Fly
4:35 pm	Awards – Girls & Boys 50 Free
4:40 pm	Five Minute Break
4:45 pm	Girls 200 Free Relay
4:51 pm	Boys 200 Free Relay
4:57 pm	Awards – 100 Fly, 200 Free Relay
5:10 pm	Clear Pool

***Boys & Girls AAA***

5:45 pm
6:15 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 3, 2018**

***Boys & Girls AA***

8:45 am	Swimmers may enter locker rooms
9:00-10:00 am	Warm Ups
9:15 am	Ticket Sales Open for Spectators
10:00 am	Girls 100 Freestyle
10:08 am	Boys 100 Freestyle
10:16 am	Girls 500 Freestyle
10:40 am	Boys 500 Freestyle
11:03 am	Awards – Girls & Boys 100 Free
11:08 am	Girls 100 Backstroke
11:17 am	Boys 100 Backstroke
11:26 am	Awards – Girls & Boys 500 Free
11:31 am	Girls 100 Breaststroke
11:40 am	Boys 100 Breaststroke
11:49 am	Awards – Girls & Boys 100 Back
11:54 am	Five Minute Break
11:59 am	Girls 400 Free Relay
12:10 pm	Boys 400 Free Relay
12:18 pm	Awards – Girls & Boys 100 Breast 400 Free Relay
12:40 pm	Clear Pool – Team Awards

***Boys & Girls AAA***

1:15 pm
1:30-2:30 pm
1:45 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
4:28 pm
4:38 pm
4:48 pm
5:15 pm

## **DISTRICT COMMITTEEPERSON IN CHARGE OF CHAMPIONSHIPS**

District XI Committee Swimming & Diving Chairperson: Dennis Ramella

Office: 610-965-1671 Cell: 484-239-0165 Fax: 610-965-1501 e-mail: DRamella@eastpennsd.org

Meet Director: Don Harakal

Cell: 610-709-7887 Home: 610-398-4947 e-mail: dharakal6973@gmail.com

Meet Manager: Mike Seip

Cell: 610-393-5714 e-mail: mikeseip.districts@gmail.com

**ELIGIBILITY FOR SWIMMING:** 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.

**TEAM SCORING:** For those schools that sponsored a team during the regular season and participated in at least nine (9) dual meets, sixteen-place championship scoring will be used to determine a team champion.

### **ENTRY INSTRUCTIONS:**

Use Hytek Team Manager to enter all swimmers and divers in their events and email the entry file to Lynn Williams at lynnwiliams.districts@gmail.com. Also send the e-mail to Mike Seip at mikeseip.districts@gmail.com. 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: Divers must be entered in BOTH the Team Manager entry file and the instructions later in the Diving section of the Handbook.)

**All Hytek entries along with eligibility lists, must be received by Lynn Williams and Mike Seip no later than noon on February 21, 2018. Please include a cell phone number for questions Lynn may have.**

Lynn Williams Email - [lynnwiliams.districts@gmail.com](mailto:lynnwiliams.districts@gmail.com) Cell Phone 484-695-3600

Mike Seip Email - [mikeseip.districts@gmail.com](mailto:mikeseip.districts@gmail.com) Cell Phone 610-393-5714

**Note:** All performances must equal or better the qualifying time for each event to be officially entered in the 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 with athletes who meet the consideration times only. Please do not include any swimmers in your file who do not meet the consideration time.

**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 who meet the consideration time. The process requires you to include any swimmer (who meets the consideration time). You are bidding for a potential empty lane to be marked as “exhibition” when doing your entries in Team Manager. (i.e. John Smith did not make the 100 Butterfly but you are hoping for empty lanes, make sure to mark him as an exhibition swimmer) Remember, all other rules apply: maximum of 4 swimmers in an event, maximum of 2 individual events for any one swimmer.

If you have 4 qualified swimmers you cannot bid for a spot. If you have 4 qualified swimmers you may enter a 5<sup>th</sup> as an alternate should one of the 4 entries become unable to compete. The alternate must have a qualifying time for the event. Please be careful when clicking on “alternate” or “exhibition” for your swimmers. Do not enter a swimmer for more than 2 individual events, this includes **BIDS**. This means do not bid a swimmer in more than 2 events if they qualified in no other events, if they qualified in one event then you may only bid them in one event.

**USA Swimming Times:** If you have swimmers who want to use the times from Districts or States for USA Swimming purposes, you must enter their USA number in your entry file. The District entry file is the same file that will be forwarded to PIAA Championships. Please make sure the number is correct. If you have any questions, please contact Mike or Lynn before sending your file. Please do not use Meet Manager generated numbers or put numbers in for non-USA Swimming registered swimmers.

PLEASE REVIEW YOUR ENTRIES BEFORE SUBMITTING THEM. THERE WILL BE NO ADDITIONS OR CHANGES AFTER THE DEADLINE PASSES.

**ENTRY FOR RELAYS:** 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.

**SEEDING MEETING:** Saturday, February 24, 2018, 11:00am. Emmaus HS, Room 221 At the seeding meeting, 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. Changes **in performances will not be allowed after the deadline of 12:00p.m. (noon) on Feb. 21, 2018.** Please bring the following:

1. Print out of your entries from Team Manager.
2. Dual meet results should an entry time be challenged

**PRE-MEET WARM-UP FOR SWIMMING:** On Saturday, February 24, 2018 there will be a pre-swimming warm-up held at Parkland from 2:00 pm – 5:00 pm for any swimmers entered in the swimming championships. This session requires 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!

**ASSIGNMENT OF OFFICIALS:** Officials will be assigned by District XI Committeeperson in charge of Swimming and Diving in conjunction with Female Officials Representative.

**SPORTSMANSHIP STATEMENT:** PIAA requires all registered sports' officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let all contests reflect mutual respect. Coaches will certify prior to the contest that teams are legally equipped according to the rules of that contest.

**TICKET ALLOTMENT AND PAYMENT:** The total number of tickets that you will be purchasing, for each session, must be submitted to Don Harakal by Wednesday, February 21, 2018 at 12:00 pm. A swimmer may purchase two reserved tickets for each session that they participate in. Don will contact each coach by Friday, February 23, 2018 regarding the total cost of your tickets for each session. Please bring a check or cash for your tickets to the seeding meeting. If you want to purchase extra tickets you will have to do so when the remaining tickets go on sale to the general public on Saturday, February 24, 2018. General admission tickets will be on sale at Emmaus High School on Saturday, February 24, 2018 at 12:00 p.m. After 1:00pm that day all remaining tickets will be on sale at the gate on the date of the contest.

**TICKET PRICES:**

Adults \$6.00      Students/Senior Citizens \$3.00 (Sr. Cit. = 62+)  
ALL SEATS AT PARKLAND HIGH SCHOOL WILL BE RESERVED.

**QUALIFYING TIMES:**

<b>BOYS AA</b>	<b>BOYS AAA</b>	<b>EVENT</b>	<b>GIRLS AAA</b>	<b>GIRLS AA</b>
2:07.33	1:58.66	200 YD. FREESTYLE	2:10.10	2:20.36
2:15.33	2:06.66	Consideration	2:18.10	2:28.36
2:40.25	2:13.52	200 YD. IND. MEDLEY	2:28.37	2:42.37
2:48.25	2:21.52	Consideration	2:36.37	2:50.37
25.08*	24.11*	50 YD. FREESTYLE	27.05*	27.93
27.08	26.11	Consideration	29.05	29.93
1:10.23*	59.51	100 YD. BUTTERFLY	1:09.35	1:17.23
1:12.23	1:03.51	Consideration	1:13.35	1:19.23
56.83*	53.51*	100 YD. FREESTYLE	59.02	1:02.45
1:00.83	57.51	Consideration	1:03.02	1:06.45
6:13.92	5:29.05	500 YD. FREESTYLE	5:55.67	6:23.63
6:33.92	5:49.05	Consideration	6:15.67	6:43.63
1:13.67	1:04.08	100 YD. BACKSTROKE	1:08.17	1:13.84
1:17.67	1:08.08	Consideration	1:12.17	1:17.84
1:17.71	1:08.34	100 YD. BREASTSTROKE	1:16.76	1:23.71
1:21.71	1:12.34	Consideration	1:20.76	1:27.71

\*new qualifying time for 2017-18

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

**DATES, LOCATIONS, AND TIMES OF DISTRICT XI DIVING CHAMPIONSHIPS:**

Saturday, February 24, 2018 – at Emmaus High School

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

Boys' Warm-ups: 12:30 pm – Meet 2:00 pm

**ENTRY DEADLINE FOR DIVING:** Diving sheets must be received no later than 12:00pm on **February 20, 2018** per the instructions below.

**PRE-MEET WARM-UPS FOR DIVING:** There will be a pre diving warm-up held on Wednesday, February 21, 2018 from 6:00 pm – 8:00 pm at Emmaus for any divers entered in the diving championships. This session requires 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!

**WHO IS ELIGIBLE TO COMPETE:** Four (4) individuals per event – based on predetermined qualifying times.

**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.

**DATES AND LOCATION FOR PIAA CHAMPIONSHIP:** March 14-17, 2018 at Bucknell University.

AA March 16-17

AAA March 14-15

## 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 [lynnwilliams.districts@gmail.com](mailto:lynnwilliams.districts@gmail.com). Go to File, Export, Meet Entries – save it to a disk or a file on your computer and then email it as an attachment. You must use the 2018 event file found on the District XI website, go to Sport/Tournaments, Current Year, then pick the appropriate event file.

### **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](http://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 [lynnwilliams.districts@gmail.com](mailto:lynnwilliams.districts@gmail.com). and Mike Seip at [mikeseip.districts@gmail.com](mailto:mikeseip.districts@gmail.com). **Include a cell phone number in this email please.**

**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 individual entries, total number of relays and total number of bid entries.
- Relays, please list dual meet and where the seed time was achieved, aggregate times may not be used for seeding times

**The person who sends the email with entry file will be receiving all correspondence for the school pertaining to the official entries, please check often prior to the meet. Coach's name and cell phone must be included.**

**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 [lynnwilliams.districts@gmail.com](mailto:lynnwilliams.districts@gmail.com)

## 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, February 12, 2018 at 8:00 a.m.** All entries submitted using the Internet must be completed by **Tuesday, February 20, 2018 at 12:00 p.m.**

### **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](mailto:support@tambar.com) no later than **12:00 p.m. on Tuesday, February 20, 2018.**