



## STATE SWIMMING AND DIVING ENTRY AT A GLANCE...

This document contains the entry instructions, timeline and forms for the 2008 Girls State Swimming and Diving Championships, scheduled for February 15-16, 2008. Please print this entire document, review the information, and follow the instructions carefully. Thank you and good luck.

| <b>Time Due:</b>  | <b>Date Due:</b>                                | <b>What is Required:</b>  | <b>How to Submit:</b>   |
|---|---|---|---|
| REMAINDER OF GIRLS SEASON:  |   | You will input any state qualifying performances online on your PERFORMANCE LIST  | Online via DirectAthletics.com;<br>See specific instructions below.<br><a href="http://www.directathletics.com">www.directathletics.com</a> |
| <u>Opens</u> 4pm<br><u>Closes</u> 10am  | Saturday, Feb. 9, 2008<br>Monday, Feb. 11, 2008 | Meet Online Entry Declarations Period<br>(Declaring from your performance list)   | Online via DirectAthletics.com;<br>See specific instructions below.<br><a href="http://www.directathletics.com">www.directathletics.com</a> |
| Due 10am  | Mon, Feb. 11, 2008                              | Other Paperwork Due VIA FAX:<br>1. Performance Certification Sheet Due<br>2. Team Information Sheet/Pass List Due<br>3. Divers: Qualifying Dive Sheet &<br>Six/Eleven-Dive Sheets Due | Via <b>Fax to MSHSAA:</b><br>573/875-2379 (Primary)<br>or 573/875-0349 (Back-up)  |
| <b>PSYCH SHEET REVIEW PERIOD:</b> From <i>around</i> noon on Monday, February 11 until 10am on Tuesday, February 12 you will have a chance to error-check your entries on the MSHSAA website: <a href="http://www.mshsaa.org">www.mshsaa.org</a><br>See below for <u>further</u> information regarding this review and the changes that can and cannot be made. |   |   |   |
| Due 10am  | Tues, Feb. 12, 2008                             | Any corrections of confirmable input errors based on Psych Sheets are due   | Send requests via email to:<br><a href="mailto:mostateswim@yahoo.com">mostateswim@yahoo.com</a>   |



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**SECTION 1:**

**GIRLS SEASON  
PERFORMANCE  
LIST**



## MSHSAA GIRLS SWIMMING AND DIVING SEASON PERFORMANCE LIST

As of January 11, 2008...

1. **READY TO GO**: The performance tracking system is now operational and you should begin submitting any state qualifying performances into the online system.
2. **CATCH-UP**: Following the directions on the next page, please AT THIS TIME, set-up and update your performance list on [www.DirectAthletics.com](http://www.DirectAthletics.com) to include any and all state qualifying performances that have taken place this season. If a swimmer has bettered a qualifying performance from one meet to the next, you need not place the first performance in the system, although it is optional.
3. **STAY CURRENT**: For the remainder of the season, you will submit any state qualifying performances using this system. We would ask that you submit any qualifying performances AS SOON AS YOU CAN following each meet, with the goal of submitting all performances WITHIN 48 HOURS following the conclusion of the meet.
4. **DECLARE STATE ENTRIES AT THE END OF THE SEASON**: You **MUST** **DECLARE** your state entries at the conclusion of the season **FROM** your up-to-date performance list. This is a different procedure than used for the Boys State Meet. Instructions are found in this document in Section 4. You will **NOT** be able to enter the state meet without: 1) a finalized performance list, and 2) declaring your entries. **YOUR ATHLETES WILL NOT BE ENTERED INTO THE STATE MEET WITHOUT FOLLOWING THIS DECLARATION PROCESS – THE EXISTENCE OF A PERFORMANCE LIST DOES NOT EQUATE TO MEET ENTRY.**
5. **ENTRY DECLARATIONS PERIOD**: The Entry Declarations period will open on Saturday, February 9, 2008 at 4:00pm and close on Monday, February 11 at 10:00am. You must have all performances that you wish to **ENTER** on your Performance List prior to declaring your entries.  
STEP 1: Finalize your Performance List online  
STEP 2: Declare your State Entries online

The following instructions are designed to guide new coaches through the steps necessary to use the online Performance List. Please read them carefully and contact DirectAthletics at [support@directathletics.com](mailto:support@directathletics.com) if you have any questions or suggestions.

## STEP 1—Accessing Your DirectAthletics Account

Each coach must have a DirectAthletics username and password for his/her school. (These will be **DIFFERENT** than your username and password for the MSHSAA website.) If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.

|   |  |
|---|--|
| <b>If you do NOT know your username and password....</b>  | If you already have a DirectAthletics account for your Swimming team, and know your username and password....  |
| <ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) Click on the link "New User? Click HERE".</li> <li>3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.</li> <li>4) Make sure you create a HIGH SCHOOL team</li> </ol> | <ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) In the login box, enter your username and password and click Login.</li> </ol> <p>(Remember that your password is case-sensitive)</p> |

## STEP 2—Setting up Your Online Roster

|   |  |
|---|--|
| <b>If you do NOT already have your roster in Hy-Tek TEAM MANAGER...</b>   | If you already have your roster in Hy-Tek's TEAM MANAGER...  |
| <ol style="list-style-type: none"> <li>1) Click the green "Add Athletes" button at the top of the roster screen.</li> <li>2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later.)</li> <li>3) Fill out the form with your athletes' names and school year.</li> <li>4) Click Submit to finalize the additions.</li> </ol> | <ol style="list-style-type: none"> <li>1) Click the green "Upload from TEAM MANAGER" button at the top of the roster screen.</li> <li>2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file.</li> <li>3) Upload the .hy3 file.</li> <li>4) Confirm the athletes to be added to your roster.</li> <li>5) Click Submit to finalize the additions.</li> </ol> |

NOTE: You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

## Adding a Performance to the List

1. Login to your account at [www.directathletics.com](http://www.directathletics.com)
2. Go to TEAM. Click "Add Performances" on the left.
3. Select the type of event of the performances you are adding.
4. Fill out the form with performance information and click "Submit". Make sure to submit a meet date and meet name for each performance. If all of the times you are adding are from the same meet and date, you can use the "Apply to All" feature at the top of the form. You may add additional top times at any time.

## Managing Your Team's Performances (Viewing or Editing Your Performances)

1. Go to TEAM. Click "Manage Performances" on the left.
2. Manage Performances shows all the top times currently on the Performance List for your team only.
3. Manually entered performances can be deleted or edited at any time by clicking the "Delete" or "Edit" buttons to the right of the performances.

## Viewing the Performance List

1. Log in to your account at [www.directathletics.com](http://www.directathletics.com)
2. Go to TEAM. Click "Performance Lists" on the left.
3. You can click "View" next to each event to see that event only, or you can click "Men's List" or "Women's List" to see Top 25 in ALL events.

**SECTION 2:**

**STATE MEET**

**SITE**

**INFORMATION**



# MSHSAA STATE SWIMMING AND DIVING MEET INFORMATION

1. **NO ENTRIES**: If your school does not have any entries, please notify the MSHSAA office on the Monday prior to the state meet by 3:00 p.m. (573/875-4880).
2. **ST. PETERS REC-PLEX / PARKING**: The natatorium wing of the Rec-Plex contains a 50 meter x 25 yard competition pool with a movable bulkhead and hydraulic floor, and two one-meter diving boards, among other features that are not used for the state meet. Spectator seating for 1250+ is available, as is ample parking. Parking for team buses is available behind and to the west of the Rec-Plex and the new ice arena.
3. **DIRECTIONS TO THE REC-PLEX**: The Rec-Plex is 10 minutes from the Highway 270-Interstate 70 intersection. The facility is easily accessed from I-70 via the Mid Rivers Mall Exit (#222) or the Truman Road/Cave Springs Exit (# 225).
4. **COACHES PACKETS AND PASSES**: Coaches packets, containing team passes, may be picked up at the Rec Plex pass gate after 10:30 a.m. on Friday (no passes will be mailed). COME EARLY as this can be a lengthy process. Passes for administrators will be left in separate envelopes at Will Call and will need to be picked up by the administrators themselves. Coaches should advise their administrators of this procedure. Only administrators who have been listed by their coach on the team's passlist shall have a pass available at the pass gate.
5. **COACHES MEETING**: A coaches meeting will be held at 12:30 p.m. on Friday in the Rec-Plex Aerobics Room, which is on the spectator level near the entrance to the natatorium. **PLEASE BE ON TIME TO THIS MEETING.**
6. **COMPETITION COURSE**: The course for the swimming competition shall be at the end of the pool opposite the diving boards, running parallel to the spectator seating, utilizing the bulkhead for the turn, and with the starting blocks at the deck end.
7. **TIMING / SCORING SYSTEM AND HORN**: Colorado Timing System 5 for swimming and diving, along with Model TP-78G touchpads with in-deck wiring, will be used for the state meet. An electronic horn, along with a primary strobe, will start all races.
8. **LOCKER ROOMS**: One locker room will be available to teams for the state meet and it will be marked as such. Please inform all swimmers to bring their own towels and locks for lockers. Teams are responsible for their own valuables. The Board of Directors requires you to supervise your athletes in the locker rooms. Emphasize to your athletes the need for respect of the facilities. Use of cell phones is not allowed in the locker rooms.
9. **TEAM ACCESS TO LOCKER ROOMS** – Coaches, in order to allow members of the Rec-Plex access to and from the pool prior to the deck opening at 12 noon on Friday, we are asking that members of the swim team go immediately to the gymnasium located north of the locker rooms (past the exercise equipment center) and line up. No one will be allowed to wait in the halls. Please inform your swimmers of this procedure prior to Friday.

10. **DECK OPEN**: The deck will be open and available to teams beginning at 12:00 noon on Friday. The deck is closed to athletes, coaches, team personnel and spectators until this time.
11. **SIGNS, BALLOONS, BEHAVIOR**: Please review all team signs and posters prior to the meet and withhold any that are inappropriate for the high school swimming program. Balloons are prohibited inside or outside the building at the state meet. Jumping or throwing people (swimmers, coaches, officials, spectators, etc.) into the pool is prohibited.
12. **MEET SEATING**: Coaches must help communicate to the team's fans that there is no reserved seating at the state meet. The practice of roping off sections or placing excessive articles on bleachers to reserve a significant number of seats is not appropriate. To avoid unnecessary problems, please help communicate this information to your athletes and fans.
13. **START OF THE RACE**: To ensure a fair start for all participants it is necessary that there is quiet at the beginning of each race. This courtesy should be extended by all those in attendance -- fans, coaches, and athletes. Your cooperation is most important and appreciated.
14. **DIVING PRACTICE AND WARM-UPS**: Due to the pool space that is available at the Rec-Plex, diving practice will be allowed during preliminary competition. Diving practice will begin at 1:30 p.m. on Friday and continue until swimming prelims conclude. Diving warm-ups will begin at 7:00 a.m. on Saturday and continue until 10 minutes prior to competition. A school coach is required to be present while the school's divers are practicing and warming up.
15. **DIVING FINALS**: Diving preliminaries, semifinals and finals will all be held during Session II on Saturday morning. No diving competition will take place during the Swimming finals on Saturday afternoon.
16. **SWIMMING WARM-UPS**: Warm-ups will begin at 1:15 p.m. on Friday and follow the schedule below:

Swimming Warm-ups in Competition End - 1:15 p.m.

1:15 – 1:35 p.m. - Group 1 Laps

1:35 – 1:55 p.m. - Group 2 Laps

1:55 - 2:15 p.m. - Group 3 Laps

2:15 - 2:25 p.m. - Group 3 Take-offs

2:25 - 2:35 p.m. - Group 2 Take-offs

2:35 - 2:45 p.m. - Group 1 Take-offs

Sprint Take-offs (lanes 1, 2, 3)

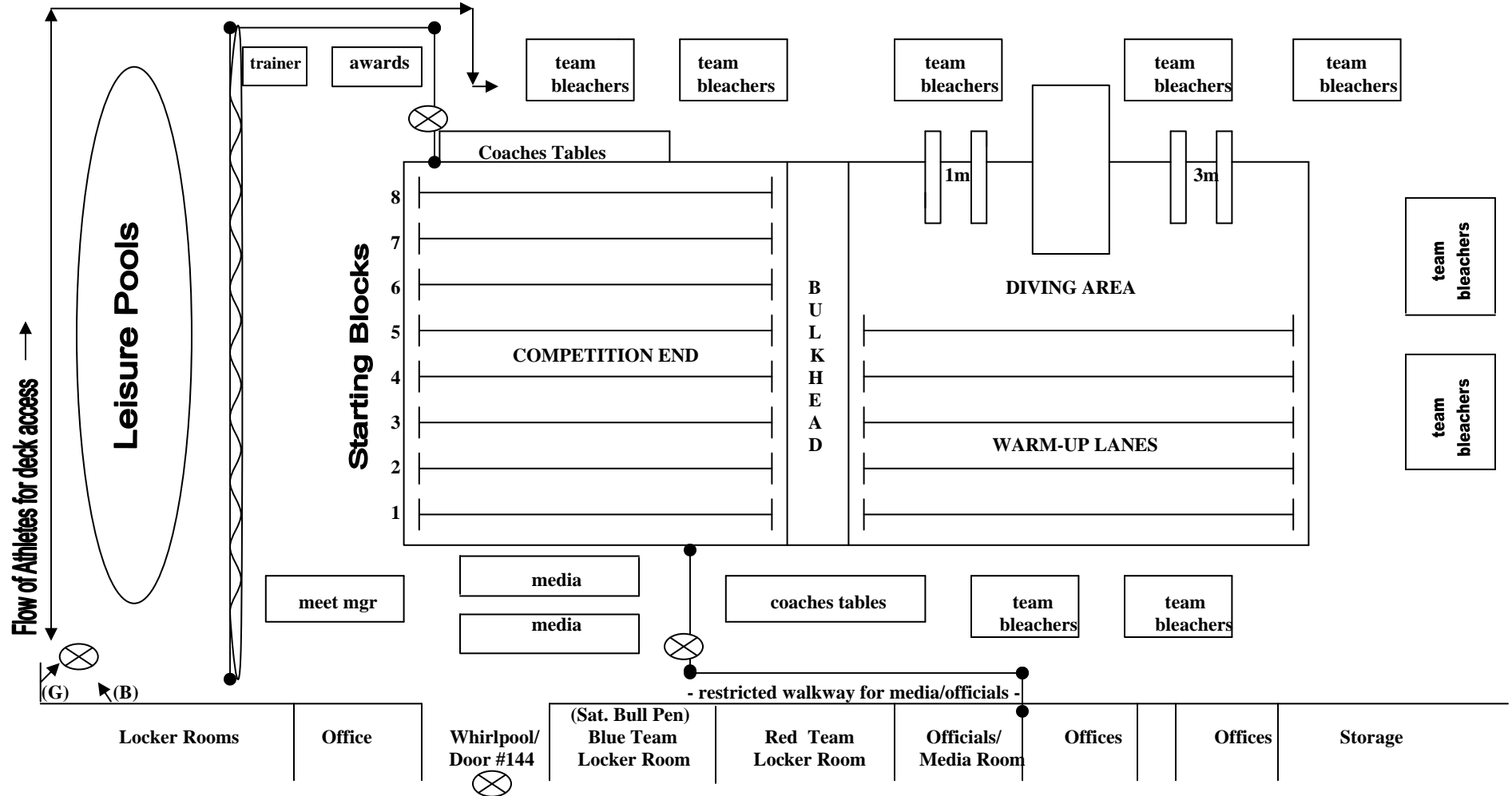
Relay Take-offs (lanes 4, 5, 6, 7, 8 competition end) Two additional lanes in the diving end of the pool will be made available for relay take-offs from 2:15 – 2:45, if needed, due to the number of relay entries.

Swimming Warm-ups in Warm-up Pool - 1:15 - 2:45 - Laps Only

17. **VIDEOTAPING POLICY**: Because of the hazard which exists by electrical cords being run across the floor, and the fact that a possible circuit overload could occur affecting the timing system, All video cameras shall be run on an independent power source (battery pack) throughout the state meet -- NO electrical outlets will be available for schools or individuals. When taping, please be considerate of surrounding fans or teams who wish to view the races.
  
18. **RESTRICTIONS**: Please read through and be familiar with the following restrictions:
  - a. For reasons of safety, sportsmanship and clean-up the following items are among those not allowed into the facility: coolers, glass containers, confetti, noisemakers, chairs, balloons (pass gate officials will have a list of restricted items).
  - b. Areas of the Rec-Plex, other than those being used for the state meet, are off-limits to participants and spectators of the state meet.
  - c. No coach shall approach the scorers' table or timers' area without permission of the referee. No swimmers will be allowed at the scorers' table or timers' table. All questions concerning the scoring, timing, or judging shall be directed to the referee. Please advise your athletes not to approach the timers' table.
  - d. No coaches or spectators shall be permitted behind the starting area of the pool throughout the meet.

# STATE SWIMMING & DIVING DECK MAP

St. Peters Rec-Plex: 5200 Mexico Road, St. Peters, MO 63376



⊗ = Security Post

revised 6/2006

**SECTION 3:**

**STATE MEET  
FORMS**

# MSHSAA STATE SWIMMING AND DIVING ENTRY FAX COVER / CONTENT SHEET

FAX TO: 573/875-2379 (or Back-up 573/875-0349)

| <u>REQUIRED FORM:</u>              | <u>INCLUDED?</u>         | <u>PAGES</u>             |
|------------------------------------|--------------------------|--------------------------|
| FAX COVER / CONTENT SHEET          | <input type="checkbox"/> | # of pages: <u>1</u>     |
| TEAM INFORMATION FORM              | <input type="checkbox"/> | # of pages: <u>1</u>     |
| PERFORMANCE CERTIFICATION SHEET(S) | <input type="checkbox"/> | # of pages: <u>    </u>  |
| QUALIFYING DIVE SCORESHEET(S)      | <input type="checkbox"/> | # of divers: <u>    </u> |
| SIX-DIVE MEET FORM(S)              | <input type="checkbox"/> | # of forms: <u>    </u>  |
| ELEVEN-DIVE MEET FORM(S)           | <input type="checkbox"/> | # of forms: <u>    </u>  |
| FAX END PAGE                       | <input type="checkbox"/> | # of pages: <u>1</u>     |

TOTAL # OF PAGES IN FAX PACKET:

## ONLINE STATE ENTRY

Have you completed entering your state qualifiers using the online entry procedure on [www.directathletics.com](http://www.directathletics.com) ?

YES

NO

HIGH SCHOOL: \_\_\_\_\_

SCHOOL CODE (FROM MANUAL APPENDIX): \_\_\_\_\_

NAME OF SCHOOL COACH: \_\_\_\_\_

HOME PHONE NUMBER OF SCHOOL COACH: \_\_\_\_\_

DAYTIME PHONE NUMBER OF SCHOOL COACH: \_\_\_\_\_

PERSON FAXING PACKET: \_\_\_\_\_

DATE OF FAX: \_\_\_\_\_ TIME OF FAX: \_\_\_\_\_

**MSHSAA  
STATE SWIMMING AND DIVING**

**STATE ENTRY FAX  
END PAGE**

**HIGH SCHOOL:** \_\_\_\_\_

**TOTAL NUMBER OF PAGES IN FAX PACKET:** \_\_\_\_\_

**THANK YOU FOR YOUR ASSISTANCE.**

# MSHSAA STATE SWIMMING & DIVING TEAM INFORMATION FORM & PASSLIST

## PLEASE NOTE:

- **COMPETITORS:** The number of entry passes for officially entered **competitors** will be based on the school's entries/alternates and do not need to be listed on this form.
- **OTHER TEAM PERSONNEL:** Up to **FOUR PASSES** are available for team personnel at the State Swimming & Diving Championships. You will indicate these needs below.
- **TICKET PURCHASE:** All individuals associated with a team must have a pass for entry or will need to purchase a ticket.
- **COACHES PACKETS:** All passes (except for administrators) will be located in the Coaches Packet that you will receive on site.
- **ADMINISTRATORS:** Passes for administrators will be held SEPARATELY AT WILL CALL and each administrator will sign for his/her pass when he/she arrives.

**SCHOOL NAME:** \_\_\_\_\_

## PASSES:

|        |   |
|--------|---|
| Pass 1 | <b>HEAD COACH (with contact info for needs between now &amp; state)</b> |
|        | Name: _____ Email: _____  |
|        | Home Phone: _____ Cell Phone: _____                                     |

|        | Name               | Title               | Position    |         |        |        |
|--------|--------------------|---------------------|-------------|---------|--------|--------|
|        |                    |                     | Asst. Coach | Manager | Driver | Admin. |
| SAMPLE | <i>George Bush</i> | <i>(Dive Coach)</i> | <b>X</b>    |         |        |        |
| Pass 2 |                    |                     |             |         |        |        |
| Pass 3 |                    |                     |             |         |        |        |
| Pass 4 |                    |                     |             |         |        |        |

I certify that the students entered into the state meet are eligible according to the standards of the MSHSAA Constitution and By-Laws to represent this school in the MSHSAA Swimming and Diving Championships. In addition, the coaches, managers, administrators, and drivers listed are **bonafide school representatives**.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal or Superintendent)

| FOR MSHSAA USE ONLY |          |           |           |           |  |
|---------------------|----------|-----------|-----------|-----------|--|
| TP _____            | AP _____ | PHT _____ | CHT _____ | MHT _____ |  |

# SIX-DIVE MEET FORM

**If your diver(s) met the state qualifying standard through a performance at a 6-dive meet, this form must accompany the qualifying scoresheet in the entry packet faxed to the MSHSAA office.**

**STATE QUALIFYING STANDARDS FOR ONE METER DIVING COMPETITION**

A. The total degree of difficulty for six (6) dives must be twelve (12.0) or higher.

B. The qualifying points necessary for the boys meet are 210 and the girls meet are 210.

C. As per the NFHS diving rules, in a six dive meet a diver must perform a voluntary dive (assigned dd through 1.8) and five optional dives. In order to qualify for state competition only, 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives must represent all five groups. The voluntary dive shall be selected from the voluntary group of the week according to NFHS Rule 9-4-6.

D. To qualify during a championship meet requiring eleven (11) dives, the competitor can pick six (6) of the eleven (11) dives by circling the dives to be used on the diving scoresheet. In order to qualify for state competition only, 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives selected for state qualification must represent all five groups. The MSHSAA and NFHS requirements for qualifying in a six (6) dive meet, including a dive from the voluntary group of the week, must be met. The competitor must complete all eleven (11) dives.

**PLEASE COMPLETE:**

|                          |                          |
|--------------------------|--------------------------|
| Diver's Name:            | Grade:                   |
| School:                  | Total Score for 6 dives: |
| Date of Qualifying Meet: | Host School:             |

List the six dives from the state qualifying diving scoresheet:

|   | Dive Number | Position | Degree of Difficulty | Points |
|---|-------------|----------|----------------------|--------|
| Dive 1<br><small>(Dive of the Week)</small> |             |          |                      |        |
| Dive 2                                      |             |          |                      |        |
| Dive 3                                      |             |          |                      |        |
| Dive 4                                      |             |          |                      |        |
| Dive 5                                      |             |          |                      |        |
| Dive 6                                      |             |          |                      |        |
| <b>TOTALS</b>                               | n/a         | n/a      |                      |        |

**THIS FORM MUST ACCOMPANY THE QUALIFYING DIVE SCORESHEET.  
FAX ALL APPLICABLE FORMS TO MSHSAA WITH YOUR STATE ENTRY PACKET MATERIALS.  
SEE THE SWIMMING MANUAL FOR DUE DATES.**

# ELEVEN-DIVE MEET FORM

If your diver(s) met the state qualifying standard through a performance at an 11-dive meet rather than a 6-dive meet, this form must accompany the qualifying scoresheet in the entry packet faxed to the MSHSAA office.

## STATE QUALIFYING STANDARDS FOR ONE METER DIVING COMPETITION

- A. The total degree of difficulty for six (6) dives must be twelve (12.0) or higher.
- B. The qualifying points necessary for the boys meet are 210 and the girls meet are 210.
- C. As per the NFHS diving rules, in a six dive meet a diver must perform a voluntary dive (assigned dd through 1.8) and five optional dives. In order to qualify for state competition only, 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives must represent all five groups. The voluntary dive shall be selected from the voluntary group of the week according to NFHS Rule 9-4-6.
- D. To qualify during a championship meet requiring eleven (11) dives, the competitor can pick six (6) of the eleven (11) dives by circling the dives to be used on the diving scoresheet. In order to qualify for state competition only, 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives selected for state qualification must represent all five groups. The MSHSAA and NFHS requirements for qualifying in a six (6) dive meet, including a dive from the voluntary group of the week, must be met. The competitor must complete all eleven (11) dives.

### PLEASE COMPLETE:







List the six dives that the school is using to calculate the state qualifying score:

|                              | Dive Number | Position | Degree of Difficulty | Points |
|------------------------------|-------------|----------|----------------------|--------|
| Dive 1<br>(Dive of the Week) |             |          |                      |        |
| Dive 2                       |             |          |                      |        |
| Dive 3                       |             |          |                      |        |
| Dive 4                       |             |          |                      |        |
| Dive 5                       |             |          |                      |        |
| Dive 6                       |             |          |                      |        |
| TOTALS                       | n/a         | n/a      |                      |        |

**THIS FORM MUST ACCOMPANY THE QUALIFYING DIVE SCORESHEET.  
FAX ALL APPLICABLE FORMS TO MSHSAA WITH YOUR STATE ENTRY PACKET MATERIALS.  
SEE THE SWIMMING MANUAL FOR DUE DATES.**

**SECTION 4:**

**STATE MEET**

**ENTRY**

**INSTRUCTIONS**

# STATE SWIMMING/DIVING ENTRY INSTRUCTIONS - GENERAL

**PLEASE NOTE:** It is imperative that coaches read and follow the instructions below. Only entries submitted as required will be accepted. If you have questions regarding the entry procedure, please contact Stacy Schroeder at MSHSAA (phone: 573/875-4880).

**ENTRY INSTRUCTIONS:**

1. Complete the **ONLINE ENTRY DECLARATION** procedures for your swimming and diving qualifiers as explained on the INSTRUCTION SHEET below (next page). This year you will **NOT** be completing an ENTRY form on paper.
2. Legibly and accurately complete the **Team Information Form & Passlist**.
3. Complete COLUMN 5 on the **MSHSAA Performance Certification Sheet(s)** (PCS) to note the qualifying times/scores you want used for state entry. Only those times/scores to be used for state entry should be marked with an "X" in COLUMN 5. The number of state entries (a relay is one entry) must equal the number of X's in COLUMN 5 of this form, and all of the times/scores must correspond. (Refer to the PCS instructions from your rulebook packet and located on the MSHSAA website.)
4. Diving Qualifiers: Further information must be faxed in for **each** qualifying diver. See below.
5. Prepare the FAX COVER / CONTENT SHEET and END PAGE, which are enclosed in this document, for use in your Official Entry Fax Packet, outlined below.
6. FAX the information listed below to: **MSHSAA STATE SWIM / DIVE ENTRIES**  
**FAX: 573/875-2379** (BACK-UP FAX: 573/875-0349)

Information to be faxed: (4 pages minimum without any divers)  
 FAX COVER / CONTENT SHEET\*  
 TEAM INFORMATION FORM\*  
 MSHSAA PERFORMANCE CERTIFICATION SHEET(S)  
 QUALIFYING DIVE SCORESHEET(S)  
 ELEVEN or SIX-DIVE MEET FORM(S)\*  
 FAX END PAGE\*  
 (\* = Enclosed in this document)

7. ONLINE ENTRY DECLARATION AND FAX PACKET DEADLINES:  
**GIRLS MEET:** Online entry declaration must be completed **and** the FAXED info must be received at MSHSAA: **NO later than 10:00 a.m. on Monday of Week 33 (February 11, 2008).**
8. If your school has no state qualifiers, please notify the MSHSAA office on the Monday prior to the State Meet before 3:00 p.m. to confirm.

### STEP 1—Accessing Your DirectAthletics Account

Each coach must have a DirectAthletics username and password for his/her school. (These will be **DIFFERENT** than your username and password for the MSHSAA website.) If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.

|   |  |
|---|--|
| <p><b>If you do NOT know your username and password....</b></p> <ol style="list-style-type: none"> <li>5) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>6) Click on the link "New User? Click HERE".</li> <li>7) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.</li> <li>8) Make sure you create a HIGH SCHOOL team</li> </ol> | <p><b>If you already have a DirectAthletics account for your Swimming team, and know your username and password....</b></p> <ol style="list-style-type: none"> <li>3) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>4) In the login box, enter your username and password and click Login.</li> </ol> <p>(Remember that your password is case-sensitive)</p> |
|---|--|

### STEP 2—Setting up Your Online Roster

|  |   |
|--|---|
| <p><b>If you do NOT already have your roster in Hy-Tek TEAM MANAGER...</b></p> <ol style="list-style-type: none"> <li>5) Click the green "Add Athletes" button at the top of the roster screen.</li> <li>6) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later.)</li> <li>7) Fill out the form with your athletes' names and school year.</li> <li>8) Click Submit to finalize the additions.</li> </ol> | <p><b>If you already have your roster in Hy-Tek's TEAM MANAGER...</b></p> <ol style="list-style-type: none"> <li>6) Click the green "Upload from TEAM MANAGER" button at the top of the roster screen.</li> <li>7) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file.</li> <li>8) Upload the .hy3 file.</li> <li>9) Confirm the athletes to be added to your roster.</li> <li>10) Click Submit to finalize the additions.</li> </ol> |
|--|---|

NOTE: You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

### STEP 3—ENTRIES DECLARATION [ONLY DURING DECLARATION PERIOD]

Once your athletes are added to your online DirectAthletics roster, you must submit your meet entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the "Enter" link next to the meet "2008 Missouri Girls State Swimming and Diving Championships"
- 2) Select "Enter" or "Register" to begin declaring your entries from your Performance List. Follow the onscreen instructions. You will see a running tally of your entries on the right side of your screen.
- 3) All qualified athletes will appear in the Athlete dropdown on the entry screen. Qualified relays will appear in the Relay dropdown. Select an athlete or relay from the dropdown. For each athlete, you will be presented with only eligible events along with the qualifying time. Check the box next to the events you want to enter and click 'Update'. When you are finished with your entries, click the "Finish" link.

**NOTE:** The system will only display the top performances as submitted to the MSHSAA Girls Swimming Performance List hosted on DirectAthletics. If you think the time being presented on the entry page is not the top eligible performance - or if an eligible performance is not listed - you **MUST** leave the entry process and add the performance to the Performance List BEFORE declaring that entry.

- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation. **PRINT A CONFIRMATION SHEET FOR YOUR RECORDS AND TO CONFIRM YOUR ENTRIES IF A QUESTION ARISES.**
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or Schedule. You may make changes to your entries as often as you wish up to the entry deadline, **WHICH IS 10:00 A.M. MONDAY, FEBRUARY 11, 2008.**

Need Help? Please send an email with your question or problem to: [SUPPORT@DIRECTATHLETICS.COM](mailto:SUPPORT@DIRECTATHLETICS.COM)

# MSHSAA STATE ONE-METER DIVING

## ENTRIES: PAGE 1 OF 2

SWIMMING COACHES: PLEASE SHARE WITH YOUR DIVING COACH

SWIMMING COACH SHOULD REVIEW AND OVERSEE DIVING ENTRIES: It is important that the diving coach work with the swimming coach in preparing for the entry process, and that both coaches understand the qualifying standards, the entry forms necessary and the state diving procedures.

**DIVING ENTRIES: There are FIVE things that are required in order to properly enter qualifying divers in the State Meet:**

1. **CONFIRMATION OF QUALIFICATION:** Coaches must clearly understand the qualifying standards for diving and confirm that all qualifying standards have been met prior to entry and submission of the required materials.
2. **ONLINE ENTRY:** Divers must be entered along with the swimmers through the online entry procedure. State Entries (Swimming AND Diving) are submitted all at once ONLINE as per the entry instructions.
3. **PERFORMANCE CERTIFICATION:** The qualifying dive must have been certified on the Performance Certification Sheet, and marked with an "X".
4. **SCORESHEET SUBMITTED:** The completed, signed Dive Scoresheet from the meet in which they met all qualifying standards must be included with the Fax Packet.
5. **SIX- OR ELEVEN-DIVE MEET FORM SUBMITTED:** For each qualifying diver, either an 11-Dive Meet Form OR a 6-Dive Meet Form must be completed and submitted, along with a copy of the qualifying scoresheet, with the school's Fax Packet. The form you utilize for each diver is dependent upon the type of meet (6-Dive or 11-Dive) in which the diver met all state qualifying standards. These forms summarize the qualifying dive information from their scoresheet.

**MSHSAA STATE ONE-METER DIVING**  
**ENTRIES: PAGE 2 OF 2**  
**SWIMMING COACHES: PLEASE SHARE WITH YOUR DIVING COACH**

## State Competition Dive Scoresheets

1. All divers must complete one diving scoresheet (located on the MSHSAA website in the swimming/diving area) and submit it, preferably at the State Meet Coaches Meeting or during State Swimming Prelims, but no later than one hour prior to the Saturday diving competition. (Receiving the scoresheets on Friday will allow meet officials to input the applicable information into the diving program on Friday at a steady pace, rather than on Saturday morning at a hurried pace. Thank you for your assistance.)
2. Please print all information clearly.
3. Please provide all necessary information at the top of each sheet, including site and date.
4. Each sheet must be signed by the diver and school coach, as per National Federation Rules.
5. In accordance with Rule 9-4-1, the competition shall consist of five voluntary dives and six optional dives.
  - a) The five voluntary dives shall come from each of the five groups, with their assigned dd and have a sum total of 9.0 or less.
  - b) The six optional dives shall include at least one chosen from each of the five groups. No more than one optional dive from the same group is permitted through semifinals.
  - c) All five groups must be represented in the first eight rounds.
6. The dives to be performed during each round of championship competition shall be as follows. These dives may be performed in any order within each round of competition (See also: Swimming Manual, Section 5, "State Cuts").

Preliminaries

Any 2 vol. & 3 opt.

Semifinals

2 vol. & 1 opt.

Finals

1 vol. & 2 opt.

7. If 40 or more divers qualify for state, the first 3 dives will be performed to reduce field to 32 divers, for the last two dives of the preliminaries.
8. After the preliminaries (first five dives), the field will be reduced to 20 divers. Three dives will be performed in semifinals; then the field will be reduced to 16 divers for finals. Three dives will be performed in finals. Divers finishing in the top 8 will each receive a state medal.

## OPTIONAL PSYCH SHEET REVIEW PERIOD

- WHAT:** Psych Sheet review period. Based on a request by the Swimming Advisory Committee, coaches will have an opportunity to review their final entries in psych sheet format following the Online Entry closing period.
- WHEN:** From *around* noon on Monday, February 11 (once psych sheets are finalized from all the entries) until 10am on Tuesday, February 12. Emails detailing confirmable input errors (see below) must be received **BEFORE 10:00 A.M. ON TUESDAY, FEBRUARY 12, 2008.**
- WHERE:** **Check Psych Sheets** on the MSHSAA website: [www.mshsaa.org](http://www.mshsaa.org), under the Swimming and Diving activity area on the Blue Menu Bar.
- Please EMAIL detailed requests for changes (see below for specifics to: [MoStateSwim@yahoo.com](mailto:MoStateSwim@yahoo.com)**
- WHY:** Obviously your entries should be checked and re-checked as they are entered into the online system. But spelling errors, grade errors and confirmable input errors can be corrected if found during the review period and submitted via email as described above by the due date/time. **NO ENTRIES CAN BE ADDED DURING THIS PERIOD.** See specifics below.

## CORRECTIONS THAT CAN & CANNOT BE MADE...

**Only** corrections to entries that were actually entered online **before** the initial due date/time can be made. Athletes/relays that are NOT entered (intentionally or inadvertently) prior to the Monday, 10:00 a.m. due date/time may NOT be added to the entry/meet during the review period.

### **Corrections that can be submitted (as directed above):**

An entry was input incorrectly, such as in the examples below:

- The qualifying time was typed inaccurately and the correct time is certified on the PCS and can be confirmed.
- The athlete was entered, but placed in the wrong event inadvertently, with the accurate qualifying time, and the accurate event and qualifying time can be confirmed on the PCS.
- Misspellings of athlete names can be corrected.
- Year in school can be corrected.
- Scratches and substitutions as per the guidelines described in the swimming manual can take place.

### **Corrections that CANNOT be made during or after the review period:**

- Adding an athlete into the meet after the initial deadline has passed (except as per relay substitution guidelines).
- Adding an athlete that is already entered in the meet into another event after the initial deadline has passed.
- Adding a relay event after the initial deadline has passed.