

2023-2024



DISTRICT DIVING

Manager's Booklet

INTRODUCTION

Thank you for agreeing to host and manage a District Diving Meet. This booklet includes information designed to assist you in the preparations for and the administration of the District Meet.

MSHSAA CONTACT: Stephanie Turner, MSHSAA Coordinator of Sports and Activities, is the liaison for Swimming and Diving. Email: stephanie@mshsaa.org Stephanie's assistant is Charla Boggs. Email: charla@mshsaa.org MSHSAA office – phone: 573/875-4880.

THIS BOOKLET: This booklet should contain all of the information you need to begin preparing for the district meet and it will instruct you in overseeing the entry process of the schools assigned to your District.

YOU WILL RECEIVE LATER

Awards via UPS: About a week prior to the district meet date, MSHSAA will ship to you via UPS a packet which will contain the medals for the state qualifiers. Please call our office if you have not received this packet **by the Monday prior to the meets.**

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VERSION 1:

Prepared 8/4/23 in preparation for Boys' Season

SECTION 1: GENERAL INFORMATION & TIMELINE

District Timeline:

	BOYS	GIRLS
Diving Declaration Opens:	Monday, Oct. 23	Monday, Jan. 29
Last Date for Diving Qualification	Thursday, Oct. 26	Thursday, Feb. 1
Diving Declarations Due:	Friday, Oct. 27 by Noon	Friday, Feb. 2
Diving District Assignments released	Sunday, Oct. 29	Sunday, Feb. 4
Registration on CleanEntries.com	Oct. 29 to Oct. 31	Feb. 4 to Feb. 6
Diving Data distributed to host sites	Wednesday, Nov. 1	Wednesday, Feb. 7
District Diving Meet – Class 1	Friday, Nov. 3	Friday, Feb. 9
District Diving Meet – Class 2	Saturday, Nov. 4	Saturday, Feb. 10
Results sent to MSHSAA	Saturday, Nov. 4	Saturday, Feb. 10
Results uploaded to MSHSAA website	Saturday, Nov. 4	Saturday, Feb. 10

Schedule

TIME SCHEDULE CLASS 1 - FRIDAY

4:30 PM – Check-in and warm-ups
 5:30 PM – End of Dive Changes
6:30 PM – Competition Begins
 ~8:30 PM – Completion and Awards

TIME SCHEDULE CLASS 2 - SATURDAY

9:30 AM – Check-in and warm-ups
 10:30 AM – End of Dive Changes
11:30 AM – Competition Begins
 ~1:30 PM – Completion and Awards

Meet Committee

MEET COMMITTEE: The manager shall appoint a committee of three coaches from participating schools to assist in preparation for and management of the meet. This is tough to do due to the lateness of the district assignment release. Please do the best you can to involve the schools and ask for assistance and feedback.

COMMITTEE DUTIES: In general, committee members should assist the manager in the administration of the meet and any decisions to be made ahead of time. The committee should be called upon to assist in the planning, preparation, and management of the district, and to provide feedback regarding the diving judges they desire to be hired.

Workers

Scoring Table Personnel (minimum)

- eDive operator - Laptop with eDive loaded with the meet.
- Announcer – with PA system will have a script listing all dives in order (eDive report generated). Will only receive rounds 1-8 to start. Announcer will need to read every judge's score for each dive so the backup scorer can write them down on the backup score sheets.
- Manual backup scorer – will record each individual Judge's score after each dive on printed dive sheets. No additional score calculations required – backup only. If the system, software, laptop or electricity goes down, you will be able to recalculate scores from this backup data up to the point of interruption.

Referee and Diving Judges

- Diving Referee to determine judge placement and positioning. 7 Judges required (including Referee).
- If equipment is available, and you have the upgrade, the use of eJudge is encouraged. Otherwise, scoring done by flashcards.
- Referee should be provided with a copy of the Announcers script for reference to clarify the dive announced.

eDive Operator responsibilities – pre-meet

- Set dive order through eDive. Order is RANDOM. No 2 divers from the same school should be back-to-back.
- Make copies of the dive change form (in this booklet). Dive changes must be submitted on the change form. Changes must be submitted 1 hour prior to the start of competition (NFHS rule). Dive change form kept for a paper trail proof of change in dives/order.
- Do **not** print dive sheets until inside the 1-hour cutoff.
- Make the changes that have been requested on the change forms. Save data.
- Once dive sheets are final and complete, print dive sheets as an eDive report.
- Coaches, divers and Referee should review and sign **ONLY** the **FINAL** version. These sheets will then be used by the manual backup scorer.
- Print 2 copies of the Announcer's script from the Reports tab. One for the Announcer, one for the Referee.
- Print the Dive Order report (with dives) to post for the divers to refer to.
- **Only 3 reports required pre-meet – Announcer script, dive sheets, Dive order – with dive lists option**

eDive Operator responsibilities – during the meet

- Ensure that all scores are entered correctly
- Make cuts if/when they are required (after round 5 and 8).
- Short break after Round 5 ends.
- At the completion of round 8, change the dive order. Lowest scoring diver will go first, highest scoring diver will go last. This is accomplished through eDive. "All Options" on the Run Meet screen > Reorder Divers > answer: how many divers? > answer: after which round? Answer: 8
- Print a new announcer's script for announcer and referee.

eDive Operator responsibilities – post-meet

- **Only 2 Reports required for each day.**
 - 1) From Reports tab – **Results High School 11 Dive Format**.
 - 2) From Reports tab – **Detailed Results High School 11 Dive Format**.
 - PDF format, save, and upload to the website and email to Stephanie. See Section 5.
 - Need Class 1 emailed Friday night; need Class 2 emailed Saturday by noon. Thank you!
 - Final Dive sheets with scores – from Reports tab. Copy to coaches/divers

Event Settlement - MSHSAA

- MSHSAA will pay the referee and dive judges directly, based on contracts on the MSHSAA website. If you are paying other workers, YOU pay them directly. That will come out of your stipend. See Section 5 for instructions and screen shots.

Equipment

- No Colorado or Daktronics timing/scoring console required. We suggest you do **not** try to connect to a scoreboard.
- Laptop with eDive loaded with the meet.
- If possible, connect an additional large monitor to the laptop, positioned on deck away from the scoring table for access by coaches and divers during the competition.
- If WiFi is available, you can connect eDive to cleanentries.com for **live results**. Coaches, divers, spectators can find the results at Live Meets on cleanentries.com. **Note - if you use eJudge, the WiFi used to connect eJudge to eDive must be the same network as the WiFi used to connect eDive to cleanentries.com. You cannot use two different WiFi networks. The WiFi must have Internet connectivity.**

Communication with Schools Assigned to your District


KEEP PARTICIPATING SCHOOLS INFORMED: Once the schools assigned to your district are known, a sheet of instructions for participating schools should be prepared and sent to schools. The information sheet should include important information such as: directions to the school, instructions for Coaches, information or assistance you need from them, information on your facility, parking arrangements, location of where to enter, copy of time schedule, supervision responsibilities, care of property, local restaurants, etc.

Awards

AWARDS: Medals will be awarded to the top 8 finishers in each district meet, in each class. The medals will be shipped to you directly from MSHSAA via UPS. Please conduct an award ceremony following the competition to award and congratulate the top finishers.

Preparations – CleanEntries/eDive

We will send you your meet file on the Wednesday prior to your District. It will look like this:

 2021MSHSAABoysDistrictDivingMeetC2D1.edivemeet.bak

11/3/2021 8:52 AM BAK File

103 KB

- Instructions for uploading data to eDive:
 1. Save the file somewhere – desktop or documents
 2. Open eDive and select File > Import > eDive Data
 3. On the Import eDive Data File screen, select the file you just downloaded from the location where you saved it.
 4. Make sure the MERGE option is selected.
 5. **UNCHECK** the box that reads “Only process events with scored dive sheets”
 6. Click the button IMPORT DATA. Once the import process is complete you will have all of your online entries. Check the status window messages to see if any issues were detected. You can now set the diving order for your events and wait for any dive change requests during warm-ups.

Notes regarding participants

- If a district participant gets sick or injured, or DQ'd, or no shows, he would NOT qualify for state. Even if numbers are low, this is a qualifying event and they have to participate and score in the top 8 at districts to qualify for state.
- There are no additional requirements at district diving beyond Rule 9 of the NFHS rules. So, if a diver fails a dive, but still scores in the top 8, he/she CAN qualify for state. This is UNLIKE meeting the consideration standard to be eligible FOR districts, where a diver cannot fail any dives. However, if a diver fails 2 dives, he/she is DQ'd and done and cannot qualify for state.

Day of the Meet

- **Entry doors unlocked; bathrooms open and ready; ticket sellers/takers in place.**
- **Warm-Up:** 4:30 to 6:30pm Friday; 9:30 to 11:30am Saturday
- **Dive Changes Due:** By 5:30pm on Friday; By 10:30am on Saturday; track changes using form you can print from page 6.
- **Judges meeting.** The Diving Referee should hold a meeting with the judges panel regarding the expectations and the NFHS rules during warm-ups.

- **Coaches meeting.** A short meeting of the coaches should be conducted just prior to competition. Welcome the teams. Review expectations and time schedule. Give information about where the restrooms, etc. are located. Answer any questions. Awards ceremony to be held at conclusion.
- **Divers meeting.** The Diving Referee should hold a brief meeting with the divers just prior to the competition to remind them of the proper procedures, etc.
- **National Anthem.** Please have the National Anthem sung or played just prior to the start of competition.
- **Prelims are the first 5 rounds** – all divers dive. You will then cut to 20 divers (if you have more than that in prelims).
- **Semifinals are the next 3 rounds (to round 8).** You will then cut to 16 divers (if you have more than that in semi's). You will then REORDER the divers. See below for eDive operator during meet.
- **Finals** – 16 divers (or less) dive the last 3 rounds – in the order of score. Lowest to highest.
- **Re-Order Divers in eDive for Finals (last 3 dives):** To be consistent with the procedures at State, after the semi-finals (dive 8), you will need to place the remaining divers into a ranked dive order in eDive that has the diver with the lowest score diving first for finals (last 3 dives), and the diver with the highest score diving last. We can train you on doing this beforehand – just contact Rick Weaver or Stacy (and she'll get you to Rick!)
- **OFFICIAL MSHSAA EVENT:** Please keep in mind that the District Meet is an official MSHSAA event and should be conducted as such. Meet administrators, personnel, etc. should keep their actions and statements impartial.

RESULTS TO SEND ME AT CONCLUSION:

- **RESULTS:** Please send me the following results files (following your award ceremony). This will be an 'export' report from eDive.
 1. **Results Report;** place them in **RANK ORDER**; select **PDF** file for export; this just lists the top 8.
 2. **Detailed Results Report;** place them in **RANK ORDER**; select **PDF** file for export; this shows all dives and data for each diver.
 3. **Email the 2 reports to me:** stephanie@mshsaa.org
 4. **Upload Results on CleanEntries.com:** On the top ribbon banner of eDive, far right next to "help" you'll see "Online". Open that and click **upload results**. Follow the directions from there.
 5. **LET ME KNOW BY EMAIL IF YOU HAVE ANY SCRATCHES, NO SHOWS, DROP OUTS, or DQ'S!!!!**

MSHSAA SPECTATOR WELCOME

Welcome: On behalf of the Missouri State High School Activities Association, we are pleased to welcome you to the Class ____ District Number ____ Diving Competition. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. Good sportsmanship is vital to the educational integrity of interscholastic activities. Coaches, divers, officials and spectators can and are expected to assist in the promotion and achievement of good sportsmanship by taking personal responsibility for keeping this contest at a high level of fair, wholesome competition. This competition is being conducted according to the National Federation Diving Rules. These rules provide for fair competition among divers. Divers, coaches, and spectators must recognize that judgment calls are made in good faith and that they must abide by the decisions of the officials. The top eight divers from today's competition qualify for the State Diving Championships. MSHSAA thanks you for your attendance and wishes all teams involved the best of luck! **PLEASE SILENCE ALL CELLPHONES AT THIS TIME!**

Dive Change Request

Diver Name _____

School _____

Time _____ Completed _____

Enter only those dives that are changing
New Dive # and Position

Enter **V** if Voluntary

[illegible]

Date _____

Section 2: BOYS District Host Information

2023-2024

<p style="text-align: center;"><u>District 1: (Class 1 & Class 2)</u></p> <p>John Burroughs High School 755 S Price Rd St. Louis, MO 63124 District Manager: Leslie Kehr <i>lkehr@jburroughs.org</i> Athletic Director: Peter Tasker <i>ptasker@jburroughs.org</i> Diving Referee: Chuck Bremer C1D1 – Friday night, Nov. 3 C2D1 – Saturday morning, Nov. 4</p>	<p style="text-align: center;"><u>District 2: (Class 1 & Class 2)</u></p> <p>Kirkwood High School 801 W Essex, Kirkwood, MO 63122 District Manager: Matt Beasley <i>Matt.Beasley@kirkwoodschoools.org</i> Athletic Director: Corey Nesslage <i>Corey.Nesslage@kirkwoodschoools.org</i> Diving Referee: Tom Yaeger C1D2 – Friday night, Nov. 3 C2D2 – Saturday morning, Nov. 4</p>
<p style="text-align: center;"><u>District 3: (Class 1 & Class 2)</u></p> <p>Belton High School 801 W. North Ave., Belton, MO 64012 District Manager: Martijn Keltner <i>mkeltner@bsd124.org</i> Athletic Director: George Shrum <i>gshrum@bsd124.org</i> Diving Referee: Jim Whytlaw C1D3 – Friday night, Nov. 3 C2D3 – Saturday morning, Nov. 4</p>	<p style="text-align: center;"><u>District 4: (Class 1 & Class 2)</u></p> <p>Blue Springs South High School 1200 SE Adams Dairy Pkwy Blue Springs, MO 64014 District Manager: Errich Oberlander <i>eoberland@bssd.net</i> Athletic Director: Jon Grice <i>jgrice@bssd.net</i> Diving Referee: Julie Elliott C1D4 – Friday night, Nov. 3 C2D4 – Saturday morning, Nov. 4</p>

2024-2025

<p style="text-align: center;"><u>District 1: (Class 1 & Class 2)</u></p> <p>TBA</p> <p>Diving Referee: TBA C2D1 – Friday night, Nov. 8 C1D1 – Saturday morning, Nov. 9</p>	<p style="text-align: center;"><u>District 2: (Class 1 & Class 2)</u></p> <p>MICDS High School 101 N Warson Rd, St. Louis, MO 63124 District Manager: Chris McCrary <i>cmccrary@micds.org</i> Athletic Director: Josh Smith <i>jsmith@micds.org</i> Diving Referee: TBA C2D2 – Friday night, Nov. 8 C1D2 – Saturday morning, Nov. 9</p>
<p style="text-align: center;"><u>District 3: (Class 1 & Class 2)</u></p> <p>Park Hill South High School 8152 N. Congress Ave., Kansas City, MO 64153 District Manager: Tim Busenhart <i>busenhart@parkhill.k12.mo.us</i> Athletic Director: Kaleb Stoppel <i>stoppelk@parkhill.k12.mo.us</i> Diving Referee: TBA C2D3 – Friday night, Nov. 8 C1D3 – Saturday morning, Nov. 9</p>	<p style="text-align: center;"><u>District 4: (Class 1 & Class 2)</u></p> <p>Blue Springs South High School 1200 SE Adams Dairy Pkwy Blue Springs, MO 64014 District Manager: Errich Oberlander <i>eoberland@bssd.net</i> Athletic Director: Jon Grice <i>jgrice@bssd.net</i> Diving Referee: TBA C2D4 – Friday night, Nov. 8 C1D4 – Saturday morning, Nov. 9</p>
<p>Stephanie Turner, MSHSAA (stephanie@mshsaa.org) (573-875-4880) Rick Weaver, State Manager (statediving@gmail.com) (636-541-4168)</p>	

Section 2: GIRLS District Host Information

2023-2024

<p style="text-align: center;"><u>District 1: (Class 1 & Class 2)</u></p> <p>John Burroughs High School 755 S Price Rd St. Louis, MO 63124 District Manager: Leslie Kehr <i>lkehr@jburroughs.org</i> Athletic Director: Peter Tasker <i>ptasker@jburroughs.org</i> Diving Referee: Chuck Bremer C1D1 – Friday night, Feb. 9 C2D1 – Saturday morning, Feb. 10</p>	<p style="text-align: center;"><u>District 2: (Class 1 & Class 2)</u></p> <p>Kirkwood High School 801 W Essex, Kirkwood, MO 63122 District Manager: Matt Beasley <i>Matt.Beasley@kirkwoodschoools.org</i> Athletic Director: Corey Nesslage <i>Corey.Nesslage@kirkwoodschoools.org</i> Diving Referee: Tom Yaeger C1D2 – Friday night, Feb. 8 C2D2 – Saturday morning, Feb. 9</p>
<p style="text-align: center;"><u>District 3: (Class 1 & Class 2)</u></p> <p>Belton High School 801 W. North Ave., Belton, MO 64012 District Manager: Martijn Keltner <i>mkeltner@bsd124.org</i> Athletic Director: George Shrum <i>gshrum@bsd124.org</i> Diving Referee: Jim Whytlaw C1D3 – Friday night, Feb. 9 C2D3 – Saturday morning, Feb. 10</p>	<p style="text-align: center;"><u>District 4: (Class 1 & Class 2)</u></p> <p>Blue Springs South High School 1200 SE Adams Dairy Pkwy Blue Springs, MO 64014 District Manager: Errich Oberlander <i>eoberland@bssd.net</i> Athletic Director: Jon Grice <i>jgrice@bssd.net</i> Diving Referee: Julie Elliott C1D4 – Friday night, Feb. 9 C2D4 – Saturday morning, Feb. 10</p>

2024-2025

<p style="text-align: center;"><u>District 1: (Class 1 & Class 2)</u></p> <p>TBA</p> <p>Diving Referee: TBA C2D1 – Friday night, Feb. 14 C1D1 – Saturday morning, Feb. 15</p>	<p style="text-align: center;"><u>District 2: (Class 1 & Class 2)</u></p> <p>MICDS High School 101 N Warson Rd, St. Louis, MO 63124 District Manager: Chris McCrary <i>cmccrary@micds.org</i> Athletic Director: Josh Smith <i>jsmith@micds.org</i> Diving Referee: TBA C2D2 – Friday night, Feb. 14 C1D2 – Saturday morning, Feb. 15</p>
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<p>Stephanie Turner, MSHSAA (stephanie@mshsaa.org) (573-875-4880) Rick Weaver, State Manager (statediving@gmail.com) (636-541-4168)</p>	

SECTION 3:

FINANCIAL INFORMATION

OFFICIALS:

- a. **Diving Referee:** MSHSAA will hire (and pay directly) a diving referee for each district site. The Referee will Judge the competition as well, which will reduce the number of judges you will need to arrange by one.
- b. **Judges:** You will arrange for diving judges but MSHSAA will pay them. The judges panel must be SEVEN total judges. Therefore, you will need to arrange for SIX judges (along with the referee judging). You will hire these individuals, but MSHSAA will pay them directly. There will be some financial information (W-4 worksheet) that you will need to gather from each of the judges so that we can pay them. There will be a worksheet you will fill out to let me know who you hired for payment purposes. For each, we will need to know if the individual is a MSHSAA registered official or not.

Payment: Per District/Class

Dive Ref	\$98 (MSHSAA pays)
Judges (6)	\$78 (MSHSAA pays)

DISTRICT STIPEND: For hosting District Diving your school will receive a stipend. You may use the stipend as a “budget” for your Meet. You are not required to hire and pay your workers; if you recruit volunteers for some or all positions, your school may retain the stipend. Likewise, if you have greater expenses than the total stipend, you will cover the difference in cost. MSHSAA will send district hosts the applicable stipend following the district meet after your completion of the financial settlement on the website.

Stipend: Per District/Class

Manager Fee	\$100
Host Site Stipend: For gate workers, eDive operator(s), backup scoring table, athletic trainer, etc.	\$350 and 20% of gate.
Spectator Ticket Cost	\$5

DIGITAL TICKET SALES: District Tickets are \$5.00 for anyone age 6 and up. 5 and under free. We would recommend you sell tickets for districts digitally. This is optional for Districts, but very simple and streamlined. MSHSAA is set up with Hometown Ticketing for this purpose, and we can set everything up for you and assist you with the process. Please email digitaltickets@mshsaa.org to get started.

FINANCIAL SETTLEMENT: The District Meet financial report is on the MSHSAA website, in your District Manager's Options. See Section 5 for instructions and screen shots. Please complete this online report on the Monday following the Meet. The report is extremely simple and will only take about 5 minutes to complete. If you have any questions, please contact Stacy Schroeder at 573/875-4880.

SECTION 4:

ONLINE RESOURCES TO HELP

There are a number of resources located on the MSHSAA website in the Swimming and Diving activity area
ACTIVE LINK: (<https://www.mshsaa.org/Activities/Info/SwimmingDiving.aspx>), that you will need or could assist you in your oversight of the District Meet. Here is a summary:

MSHSAA Swimming and Diving Manual

The manual contains district information, along with information regarding the state series. Of particular interest to District Managers may be the District Entry procedures for the schools involved.

NFHS Rulebook

Rule 9 of the NFHS Swimming and Diving Rules Book covers diving. The competition is governed by these rules and they must be utilized and followed. Your officials must be thoroughly familiar with the rules.

CleanEntries.com

Registration for the District Diving meets will take place on CleanEntries.com. This is where coaches will submit the district divesheets for each of their declared divers. Instructions will be emailed to all schools with entries, and to all district managers. This is how the meets will be numbered and will look on the website (remember that classes rotate on odd and even years):

NFHS	2021 MSHSAA Boys District Diving Meet C1D1	0	Nov-05	St. Louis	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C1D2	0	Nov-05	St. Louis	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C1D3	0	Nov-05	Springfield	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C1D4	0	Nov-05	Gladstone	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C2D1	0	Nov-06	St. Louis	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C2D2	0	Nov-06	St. Louis	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C2D3	0	Nov-06	Springfield	MO	Nov 02, 11:59 PM CST
NFHS	2021 MSHSAA Boys District Diving Meet C2D4	0	Nov-06	Gladstone	MO	Nov 02, 11:59 PM CST

eDive Software

If you are using eDive Software to run your District Diving meet, we will send you your diving data (all registrations) electronically along with instructions on how to import it into eDive. Rick Weaver (see District Data page) will assist you with running the meet on eDive if you do not have a local coach or official to assist you that is familiar with the software.

SECTION 5:

MSHSAA WEBSITE & MANAGER'S ONLINE FEATURES

District Managers have special online administrative features on the MSHSAA website that will be used to run the District Meet. Here are some of the things you will be able to do ONCE I HAVE ALL THE MANAGERS DENOTED ON THE WEBSITE:

1. Hire and contract all of your Dive Judges.
2. Track district declarations of the teams in your district.
3. Export school and diver information for each team for use in a Meet program (your proceeds),
4. Confirm eligibility of all participating divers,
5. Complete you Event Settlement following the event.

1) District Oversight Via MSHSAA Website

STEP 1: SIGN IN

1. You must be listed within the website as the District Manager before you will be able to sign in and complete this process.
2. Go to www.mshsaa.org and select the “schools” tab at the top of the page.



Missouri State High School Activities Association



Schools

Officials

Sports & Activities

Media

About

Sports Medicine

3. Sign in using your full email address (it must match the one in the website system AND you must be listed as the district manager in the district assignments) and your password.

Your Account

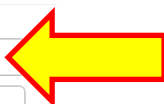
Login

john.doe@school.org

Log In

[I forgot my password](#)

[Register](#)



4. If you do not know/use your password, you may retrieve a password by using the “I forgot my password” link, and it will be sent to your EMAIL INBOX.

STEP 2: GO TO YOUR SCHOOL'S HOME PAGE

1. As a **District Manager**, your home page should look something like this. You should have an item labeled "District Manager Options" under Postseason Manager Options. Only the individual listed on our website as the DISTRICT MANAGER will see this option. If you are a MGR and don't see this link – we have a problem!

Ladue Horton Watkins High School

Ladue Horton Watkins High School ▾

My Coaching

Sports and Activities

Admin

Scheduling

Schedules

Calendar

Opponent Search

Open Dates

Find an Official

Administrative Tasks

Eligibility Rosters

Class and District Assignments

School To School Reports

MSHSAA Record Book Submission

Postseason Manager Options

District Manager Options ←

2. Select "District Manager Options" under "Postseason Manager Options". If you have managed other district Meets, you may need to select "diving." This is **SIMILAR TO** the screen you will see:

2022-2023 Boys Diving

Class 1 District 1

 Find School  Girls

Class 1

Class 2

2022-2023 ▾

District

1

2

3

4

 District Manager: -

MSHSAA Administrative Options

 Digital Ticket Counts

 District Managers Listing

 Entry Deadlines

 Roster Late Fee Assessment

 Export All Host Site Information

 Official Recommendation Reports

District Manager Options

 Contact Page ←

Quick contact info for all schools in the district

 Completion Summary ←

Shows all district schools & what's completed

 Coach Listing ←

Quick listing of approval status of all coaches in the district

 Your District Entry: Ladue Horton Watkins

[Quick access for you to complete YOUR entries]

Entry Items

 District Rosters entries from each school

 Pass Lists for each school after entry

 School Information Summary

[Self-explanatory]

Tournament

 Site Information #3 below

 Official Contracts #4 below

 Media Credentials

 Event Settlement #5 below

GO TO NEXT PAGE...

3. Site Information: You will enter this and it will show publicly for the District event. Use the edit button and enter whatever you'd like. Please list address of the Natatorium facility, and any instructions you need the schools and spectators to know.

[< Back](#)

2021-2022 Class 1 District 1 Girls Swimming and Diving

[Edit](#)

Name: Ladue Horton Watkins HS

Address: 1201 S Warson Rd
St. Louis, MO 63124

Other Info: Please park in the front and enter on the south side. Doors will open at X:00pm. (This is just an example!)

4. **CONTRACTING JUDGES:** If you are using judges that were used last year, you can go ahead and contract them – they will be on the website as a registered diving judge. However, if they are new and are NOT A REGISTERED SWIMMING AND DIVING OFFICIAL (example: a dive coach you are hiring to judge), you will then need to follow this process.

PLEASE NOTE: If you are using dive judges that are MSHSAA registered officials – they are ready to be contracted. If you are using a coach another person that isn't a registered official, and didn't judge last year, we need to get them **REGISTERED as a DIVE JUDGE** on the website. It is the same procedure that they would go through if they were to register as a swimming and diving meet official, but this category is **just for districts**, and it will have **no costs** associated with it. **Anyone that has registered in this category before (diving districts last year) will not need to do this again.**

STEPS TO HAVE A POTENTIAL DIVE JUDGE COMPLETE TO REGISTER AS A DIVING JUDGE SO YOU CAN THEN CONTRACT THEM ON THE WEBSITE:

The judge should...

1. Go to MSHSAA.org
2. Click on the "Officials" tab on the navy blue bar at the top
3. Click on "Click to Apply Now"
4. Please complete the 4 steps:
 - a. personal information
 - b. contact details
 - c. miscellaneous
 - d. activities (select swimming and diving) (I will remove the swimming in Step 7)
 - e. SUBMIT, and then log back in.
5. Submit disclaimer for background checks (the acknowledgement is a pop-up – allow the pop-up)

THEN THE MUST LET ME KNOW THEY ARE DONE...

6. **NOTIFY ME (stephanie@mshsaa.org) so I can 1) modify you from a Swim/Dive Official to a Diving Judge, 2) waive your fee and 3) waive the part 1 test. I will now notify the MANAGER that you may contract the judge.**

MANAGER CAN NOW CONTRACT THE JUDGE (see screens below); THEN THE OFFICIAL ACCEPTS CONTRACT:

7. Then YOUR Manager will CONTRACT YOU as a diving judge for the one or two districts you are judging.
8. You will get an email regarding a CONTRACT awaiting your action (maybe TWO)
9. In the acceptance process, you will be prompted to enter your banking info for direct deposit (**secure HTTPS**), and then please ACCEPT the contract.
10. When this is done, you are ready to judge, and following the district your MANAGER will be able to complete their District Event Settlement, which will allow us to pay the HOST and us to pay YOU!

#4 CONTINUED:

When your judges are all “registered” to be contracted, follow these steps to CONTRACT THEM.

Select “Official Contracts” at the bottom right of your options screen. Put a check in the “single-day event” box because each CLASS is a single day. When working on Class 2, put Friday’s date in; when working on Class 1, put Saturday (this year). SAVE.

Event Dates



[← Back to District Entry](#)

⚠ This Tournament has not yet been created.

2021-2022 District Diving Tournament

Class 1 District 1

Tournament Dates

02/11/2022  —  ☒ Single-Day Event

Address

<small>street address</small> 1201 S. Warson Rd.			
<small>street address line 2</small>			
<small>city</small> Ladue	<small>state</small> MO	<small>zip code</small> 63124	<small>x4</small>

 Save

>Then you will see:

Event Dates

✓ Tournament Saved

 [Official Contracts](#)  [District Summary](#)

>Select “officials contracts”

- > Then you will see this page. This page will allow you to contract your judges and track them throughout the process. You will 1) make the contract, 2) send the contracts, 3) wait for them to be accepted. You will see any rejected contracts, and then you will need to replace that judge. **On this screen, you will first select +Add Contract.**

Official Contracts

[← Back to Summary](#) [📅 Event Settlement](#) [+ Add Contract](#)

Contracts Needing Attention

Accepted Contracts

Contract Summary

Contracts Waiting to be Sent

i There are no contracts to display

Rejected Contracts

i There are no contracts to display

Pending Contracts

i There are no contracts to display

- > The next screen will allow you to contract your 6 Dive Judges. I will hire the Dive Referee and it may already be listed there. You won't need to do that. You may hire registered officials, or you may select coaches. When you list an official's ID, the name will automatically populate. If you don't know the number, you can begin to type the NAME and it will populate the number. Then you will need to click DIVE JUDGE and make it BLUE.

Official Contracts

Official ID	Name	Position
100944	Ann Merten <small>[A registered Swimming & Diving Official]</small>	Dive Referee Dive Judge Swimming & Diving Official
133230	Richard H Gentry <small>[Coach with special registration as Dive Judge]</small>	Dive Referee Dive Judge Swimming & Diving Official
#####	Official Name	Dive Referee Dive Judge Swimming & Diving Official
#####	Official Name	Dive Referee Dive Judge Swimming & Diving Official

- > Your list of Diving Judge contracts will begin to build until you have them all in there.

Contracts Needing Attention


Accepted Contracts

Contract Summary

2021-2022 ▼

Contracts Waiting to be Sent


<input type="checkbox"/>	Name	Position	Date	Games	Amount	Location	
<input type="checkbox"/>	Merten, Ann #100944 (St. Louis)	Dive Judge	02/11	TBD	\$70.00	Ladue Horton Watkins High School 1201 S. Warson Rd. Ladue, MO	— Remove
<input type="checkbox"/>	Gentry, Richard H #133230 (Saint Louis)	Dive Judge	02/11	TBD	\$70.00	Ladue Horton Watkins High School 1201 S. Warson Rd. Ladue, MO	— Remove

 Send Selected Contracts



When you are ready, send your contracts, and watch for the acceptances. Please track them and encourage completion! Contracts must be accepted before districts.

Rejected Contracts

 There are no contracts to display

GO TO NEXT PAGE...

- Event Settlements: After districts you will complete the event settlement, using the last link on the bottom right of your manager features. This is an example of what the settlement will look like when completed.

Event Settlements

[← Back to District Entries Summary](#) [Print](#)

Status	✓ Submitted	✓ Approved	✓ Finalized/Invoiced
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2021-2022 Boys Diving: Class 1 District 1

Hosted by Ladue Horton Watkins in St. Louis, MO

[View Invoice](#) [Event Settlement Summary](#)

Completed Event Financial Report

Total Ticket Revenue:	\$140.00
District Manager Stipend: (Robert Ross Peglar)	(\$100.00)
Host School Stipend:	(\$350.00)
Total Officiating Expense:	(\$510.00)
Profit/Loss Prior to Host Profit Share:	(\$820.00)
Host School Profit Share:	\$0.00
MSHSAA Net Profit/Loss:	(\$820.00)

>TICKET COUNTS:

- If you are selling digital tickets through Hometown Ticketing (Section 3, page 9), you will NOT list your tickets in the event settlement. We will put the final number in.
- If you are selling paper tickets and accepting cash, etc. you will list your ticket count for each district separately (FRI / SAT). On this example, 28 paper tickets were sold at the boys district for class 1.

Event Settlement Summary	Ticket Counts	Official Contracts
--------------------------	---------------	--------------------

Date	Total
11/5/2021:	28
Digital Ticket Count:	0
Total:	28
Ticket Price:	\$5.00
Total Sales:	\$140.00