

1A/2A
2022 SeaKing/ West Central District 3
Boys Swimming and Diving Championship Meet
Friday, February 11th 2022 and Saturday, February 12th 2022

| <u>Meet Contacts</u> | <u>Email</u> | <u>Phone</u> |
|----------------------------------|--|----------------|
| Emily Zimmerman, Meet Director | Emily.zimmerman@highlineschools.org | (206) 694-9296 |
| Todd Wollenweber, Diving Referee | twollenweber@auburn.wednet.edu | (253) 376-0001 |
| Meet Referee, Nick Siripipat | | |

| <u>Session Locations</u> | <u>Sites</u> | <u>Phone</u> |
|------------------------------|---|---------------|
| Swimming (Fri Swim Prelims): | Hazen High School Pool, 1101 Hoquiam Ave NE, Renton 98057 | (425)204-4230 |
| Swimming (Sat Swim Finals): | Hazen High School Pool, 1101 Hoquiam Ave NE, Renton 98057 | (425)204-4230 |
| Diving (Thurs only): | Auburn High School Pool, 516 4 th ST NE, Auburn, 98002 | (253)939-8825 |

Games Committee: The duties of the Games Committee are as follows:

- A. Assist the Tournament Manager as needed and be available during the event.
- B. Act as an arbitration board for any disputes and respond to special concerns that might arise. Final decisions shall be made by consensus of the Games Committee.
- C. Respond to alleged infractions or rule violations from participating coaches and/or administrators - not contestants.

District Games Committee:

- Emily Zimmerman, Meet Director
- Meet Referee
- Roger Miron, Head Coach Lindbergh High School
- Kathy Casey, Head Coach Steilacoom High School
- Deck Referee
 - Note: If either coach on the committee is involved in the protest, a coach who has no conflict of interest will take their place.

DATE & TIME:

| | | |
|--|--|---|
| Thursday February 10 th | | |
| Diving Auburn High School Pool | Warm-up Competition Begins | 2:00 PM 3:00 PM |
| Friday February 11 th | | |
| Session #1 Prelims Hazen High School | Facility Opens Coaches Meeting Warm-Up Competition Begins | 11:00 AM 11:30 AM 12:00 PM 1:00 PM |
| Saturday February 12 th | | |
| Session #3 Finals Hazen High School | Facility Opens Warm-Up Competition Begins | 12:30 PM 1:00 PM 2:00 PM |

IMPORTANT DATES TO REMEMBER:

Sunday, February 6th, 2022: Entry Deadline: Entries are due no later than 5pm. Submit entries by e-mail to Emily Zimmerman, Meet Manager, emily.zimmerman@highlineschools.org

Monday, February 7th, 2022: Psych Sheets will be sent to Head Coaches by 10 AM. Coaches are asked to confirm entries (including diving) by Noon Tuesday February 8th. **The only changes will be clerical errors or scratches.**

Tuesday February 8th, 2022: Noon deadline for entry confirmation.

ENTRIES & REGISTRATION: You must submit 3 things by Sunday, February 6th- 5PM

1. A Team Manager Export of your meet entries

- a. Use Event File sent (event #'s 201-212)
 - b. Wild Card Hopefuls should be entered using the "bonus" checkbox option. This will designate that entry with a 'B' so we can see it is a wildcard.
 - c. Enter all divers who will compete. This is incredibly important because if a diver is not part of the export file, they will not be entered into the meet.
2. A Team Manager Entry Report (items to click so we get what we need: by name, include proof of time, 6 relay names, Ind & Relays)
 - a. If you don't have TM, contact Emily Zimmerman prior to the entry deadline to discuss entries.

Please send all information through EMAIL to Emily Zimmerman at emily.zimmerman@highlineschools.org If you have issues during this process, do not wait – email Emily Zimmerman immediately. Do not wait until the weekend the entries are due.

Entry Info: Please remember the following items when entering athletes:

1. **Entry Limits:** An athlete may enter a maximum of 2 individual events and 3 relays. However, an athlete may only compete in a maximum of four events: two individual events and two relays or one individual event and three relays. *PRELIMS and FINALS are separate sessions of the same meet.*
2. **Team Entry Limits:** Each team may enter a maximum of **four swimmers per individual event**, with qualifying District times.
3. **Relay entry times:** Each team may submit a **single-entry time for each relay with up to 6** potential swimmers for that relay.
4. **Dive Entries:** ALL Dive entries are electronic at www.cleanentries.com (Coaches and athletes see pages 4-6 of this document)

Master Entries in TM must be complete and accurate

1. List swimmers' first & last names and grades. Enter full name, grade level, and best **verifiable interscholastic performance time from the 2021-2022 Winter season. This is the reason for the PROOF OF TIME on the TM report. Without the PROOF OF TIME, entries will not be accepted.**
2. List ALL relay alternates in TM – as THESE ARE STATE RELAY ENTRIES AS WELL.
3. **AGAIN, PLEASE ADD POTENTIAL WILD CARD TIMES INTO TM.** Athletes do not receive consideration if you do not enter them into TM. Athletes are added on a space available basis. Coaches will receive a psych sheet and you are responsible for checking if athletes wild carded into the meet. The following information describes how wild card hopefuls are entered in the meet.
 - IF there are empty lanes available (to fill a heat with qualified athletes) in an event after the qualified swimmers have been seeded, swimmers nominated as 'Wild Card Entries' will be entered, based on time, until all empty lanes in an event are filled. **No new heats will be created.**
 - Entry times must be the best verifiable time from the current season. AGAIN - INCLUDE PROOF OF TIME
 - A 'Wild Card Entry' counts toward the individual event limit of 2 per swimmer even if a swimmer is not ultimately entered in the event.
 - THERE WILL BE NO WILD CARD ENTRIES ADDED AT THE MEET. IF THERE ARE SCRATCHES LANES WILL BE LEFT OPEN.
4. Coaches' contact phone numbers and email addresses are needed for questions regarding entries (please list the number at which you are most likely to be reached).
5. **Relay Entries may include up to 6 athletes for each of the three relays.** a) Each relay lineup (prelims or finals) may *only include athletes originally designated as potential participants in TM.*
 - b) If a swimmer is entered in all three relays, it is the coach's responsibility to see that the swimmer does not compete on all three relays if that would put the swimmer over the limit of competing in 4 events.
 - c) **The same six athletes remain on a relay if it should advance to the State Meet.** WIAA rules forbid changes to the 6 potential members of a relay between Districts and State. Any combination of these 6 athletes may swim in prelims and/or finals at the District Meet and State, subject to the usual athlete event limits.

MEET INFO FOR COACHES:

- 1) Each coach is responsible for his or her team. Do not them wander around the campus.
- 2) SECURE YOUR VALUABLES. The pool staff is not responsible for lost items.
- 3) **PLEASE CLEAN UP YOUR OWN SEATING AREA AFTER EACH SESSION and leave the building promptly so we can prepare for the next session.**
- 4) **Warm Up Schedule**

Prelims Warm Up
No Lane Assignments for Prelims

Finals Warm Up
No Lane Assignments for Finals.

5) **Declared False Start:** Any athlete intending to declare a false start must do so at the coaches meeting at the beginning of the meet. Additional DFS will be taken 5 minutes after the 50 free, reflecting the state rules. Any false start declared after the deadline is a scratch. Any lanes left open will be reseeded with alternates. If all alternates are used, then any remaining lanes will be left open.

• **Breaks and Meet Format:**

- 5-minute break after the Medley Relay (pool will be closed during this break)
- 15-minute break after the 50 Free. (pool will be open during this break)
- 5- Minute break before and after the 200 Free relay (Pool NOT Open)
- 5-minute break after the 100 Breaststroke. (pool will be open during this break)

• **SCORING:** The scoring for the meet is as follows:

| Place | Individual | Relay | Place | Individual |
|-------|------------|-------|-------|------------|
| 1st | 16 | 32 | 7th | 7 |
| 2nd | 13 | 26 | 8th | 5 |
| 3rd | 12 | 24 | 9th | 4 |
| 4th | 11 | 22 | 10th | 3 |
| 5th | 10 | 20 | 11th | 2 |
| 6th | 9 | 18 | 12th | 1 |

• **SEEDING:** Championship seeding for prelims and finals

• **SEATING and ENTRY: No Spectators are allowed at this event.** Teams will be assigned a team area for the meet. Please keep your swimmers in their assigned areas as much as possible. Under no circumstances can they be allowed to wander the school. Your team area will be based on number of participants, number of coaches, and will most likely change from prelims to finals. You will be sent this info prior to your arrival for prelims.

• **Coaches:** The following describes the volunteer responsibilities for the meet. Here are some items that have been organized already:

- Lindbergh will be hosting the meet.
- Meet Host Responsibilities:
 - Provide timing system operator and computer operator for each session.
 - Provide an announcer.
 - Provide runners for collecting timer sheets and posting results.
 - Provide a Head Timer

Officials If we have enough USA Swimming officials this will be a PNS sanctioned event. If you have certified officials that are willing To work the meet send me their name and email address and I will pass it onto our referee.

Timers: See the last page for timer assignments. Timers must have timed in at least 2 meets this season and have provided their school with proof of vaccination for Covid 19. Timers must be adults and bring proof of vaccination to enter the building.

Timer Assignments

• **Session 1 Prelims Assignments: 1:00pm meet start, report for timers meeting at 12:30PM**

| FRIDAY | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | Lane 6 | Back Up |
|--------|--------|------------|-----------|--------------|----------|-----------|---------|
| School | Fife | Steilacoom | Lindbergh | Port Angeles | EV/TY/HI | Sammamish | Fife |
| Name | | | | | | | |
| School | Fife | Steilacoom | Lindbergh | Port Angeles | EV/TY/HI | Sammamish | Fife |
| Name | | | | | | | |

• **Session 3 Finals Assignments: 2:00pm meet start, report for timers meeting at 1:30pm**

| SATURDAY | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | Lane 6 | Back Up |
|----------|-----------|--------|-----------|-----------|----------|--------------|------------|
| School | Bremerton | Fife | Sammamish | Lindbergh | Enumclaw | North Kitsap | Steilacoom |
| Name | | | | | | | |
| School | Bremerton | Fife | Sammamish | Lindbergh | Enumclaw | North Kitsap | Steilacoom |
| Name | | | | | | | |

Gate List

| | |
|----------------------|--|
| Head Coach: | |
| Assistant(s): | |
| | |
| | |
| Managers: | |
| | |

State Meet Qualification: Qualification for the WIAA State Meet is possible by any of three methods: Please read the WIAA Bound for State guidelines on the [WIAA web site](#).

1. Top 6 places will allocate from the SeaKing/West Central District swim meet to the State Meet.
2. An individual or relay team may also qualify by achieving the State time standard for that event. That event must be entered and competed at Districts.
3. If space is available in the State Meet it is possible to be a wild card entry based on the time achieved in finals at the District Meet. The process for wild card entries will be forwarded to you as well as included in your District Meet Packet.
4. In the event of a tie for the last allocation spot a swim off between the participants will be held. Lanes will be assigned by draw, and the meet referee will coordinate the time of the swim off after consulting with the coaches from the programs involved. A swim off would not be necessary if one of the participants concedes their allocation spot to the other program. The concession must be made by both swimmer and coach in front of the Meet Referee and Meet Director.

Dive Coaches, listed the below are the directions for creating a COACHES account for CleanEntries. A separate sheet gives directions for ATHELETS to create their ATHELETE account. If you run into any issues, please feel free to email me twollenweber@auburn.wednet.edu or you can call or text me at 253-376-0001.

- 1.) Go to www.cleanentries.com
- 2.) In the upper right hand corner, click "create account"
- 3.) On this screen input all the information it asks for. Everything should be "green" when you have everything correct, then click "create account"
- 4.) Note: your password will stay red until you retype it to confirm it. If you retyped it the same, they both turn green.
- 5.) Remember you are registering as a COACH.

Your account is made. To add team(s) to you, follow these steps. (You can add all the teams you coach for.)

- 6.) Click on "dashboard" at the top
- 7.) Click "add a team to my account"
- 8.) In the search bar type the name of the school, and select "Washington" for the state.
- 9.) Your team SHOULD come up, if so, select it and it will make you the coach for that school. You can add multiple schools to you, if you coach more than one school.

10.) If your team does not come up, you can add a new team by clicking "Add a new team". Remember, the governing body is NFHS. (The only information required to add a team is: team name, team abbreviation, governing body (NFHS), city and state. You do need a team email or website)

General Information

You can see a list of all meets that are available on the site by clicking the Meets link at the top of the page.

The Results tab shows results for completed meets.

The Dashboard tab is where you go to see yours or your divers' registrations for any upcoming meets. You can also view your teams and team members there as well. Any payments you've made on the site will be visible by clicking the My Payments link where you can see every payment you've made and view a receipt for each.

If you ever need to change your account information like email address, AAU membership #, etc just click the Edit Profile link in the upper right corner of the page.

Divers, listed the below are the directions for creating a DIVER account for CleanEntries. If you run into any issues, please feel free to email me twollenweber@auburn.wednet.edu or you can call or text me at 253-376-0001.

- 1.) Go to www.cleanentries.com
- 2.) In the upper right hand corner, click "create account"
- 3.) On this screen input all the information it asks for. Everything should be "green" when you have everything correct, then click "create account"
- 4.) Note: your password will stay red until you retype it to confirm it. If you retyped it the same, they both turn green.
- 5.) Remember you are registering as a DIVER.
- 6.) If you have an AAU # you can put that in, but you do NOT need it.
- 7.) You are NOT selecting a team right now, you can do that when you register for a meet. Below is some information you might find helpful.

General Information

You can see a list of all meets that are available on the site by clicking the Meets link at the top of the page.

The Results tab shows results for completed meets.

The Dashboard tab is where you go to see yours or your divers' registrations for any upcoming meets. You can also view your teams and team members there as well. Any payments you've made on the site will be visible by clicking the My Payments link where you can see every payment you've made and view a receipt for each.

If you ever need to change your account information like email address, AAU membership #, etc just click the Edit Profile link in the upper right corner of the page.

To register for your first meet just follow the steps below.

Select the Meets link at the top of the page. This will show you a list of all open meets in the system.

Select the meet you want to register for by clicking on the meet name. This will take you to the meet details page listing important information about that meet.

If the meet is open for registrations, you will see a large green button entitled 'Click here to Register'. Click it to start the registration process. That is all there is to it.

Divers:

During the registration process, you will be prompted to select your team, select the event and enter your list of dives. Once you save your list of dives you will be registered for that event and you will be added to the team you selected. You do not have to add your team to your profile before you register. Your part of the registration process is complete.