

## 2022 M.H.S.A.A. Girls Division II Swimming and Diving Championships

Friday, November 18 and Saturday, November 19

Hosted by Calvin University

### LOCATION:

Venema Aquatic Center  
Calvin University, 3201 Burton St SE,  
Grand Rapids, MI 49546

### TIME SCHEDULE

#### Friday, November 18

9:00am	Facility opens to officials, competitors, and coaches <i>Packets may be picked up by coaches ONLY!</i>
9:30am	Ticket sales begin, and doors open to spectators
10am-12pm	Warm-up period for swimmers and divers
11:20am	Coaches meeting in hospitality
12pm-3:30 (approx.)	Swimming Prelims <i>(Divers may continue to warm-up, remembering to silence the boards at the start of each heat.)</i>
3:30-7pm (approx.)	Diving Prelims Begin <i>(Diving Preliminaries will commence immediately following the last heat of the 400 Free Relay.)</i>

#### Saturday, November 19

9:00am	Facility opens to competitors and coaches
9:30am	Ticket sales begin, and doors open to spectators
10am-12pm	Warm-up period for swimmers and divers
11:20am	Coaches meeting in hospitality
12pm-5pm (approx.)	Swimming and Diving Finals

### RULES:

- M.H.S.A.A. rules will apply according to the 2022-2023 NFHS Swimming, Diving, and Water Polo Rules Book. During the Prelims session, there will be a 10-minute break after the 200 Yard Medley Relay and before the first heat of the 200 Yard Freestyle.
- Also, there will be a 15-minute break between the last heat of the 50 Yard Freestyle and the first heat of the 100 Yard Butterfly.
- During the Finals session, there will be a 10-minute break after the 200 Yard Medley Relay and before the first heat of the 200 Yard Freestyle, as well as a 15 minute break between the end of Diving and the 1<sup>st</sup> heat of the 100 Yard Butterfly.

## ENTRIES & MEET INFORMATION

- All swim entries are due **Monday, November 14, by Noon**. ALL entries must be in Hy-tek format (meet file available at [www.MHSAA.com](http://www.MHSAA.com), software available on the Hy-tek website). **Please send Hy-tek entries to Adam Forbes at [forbesajswim@gmail.com](mailto:forbesajswim@gmail.com)**. Please include an emergency phone number and contact information. ALL entries should include first and last name, grade (in number format...9-10-11-12). Use the school abbreviations supplied on the MHSAA website.
- **Diving entries for divers who have qualified via Regionals MUST be included with the Hy-tek meet entry file. For any diver advancing to Finals that was NOT included in the team's entry file, that team may be charged a late fee if the omission is on the team.**
- **It is each coach's responsibility to send and confirm entries according to the following timeline & procedure:**

### TICKETS

- The MHSAA will provide each qualifier with two tickets, sold digitally via GoFan. Ticket links will be sent to the Athletic Director, who will distribute to entered swimmers and divers. There will be no on-site sale of tickets, and no cash sale. **Ticket links will be available on Wednesday, November 16.**

### ALTERNATES

- Due to facility capacity and protocol, relay-only swimmers will be limited to those participating in the event. Each team is permitted one (1) alternate swimmer per relay event, with a maximum of three (3) per team for the meet. Athletes entered in individual events will not count toward relay-only swimmers and may be listed on relays in accordance with NFHS rules.

### SWIMMING ENTRY/CONFIRMATION PROCEDURE

- a. All entries are due by **12:00 p.m. Monday, November 14**
- b. Coaches are advised to **use a non-school email** to prevent firewall issues, etc.
- c. Coaches must include
  1. Coaches contact info: Phone number and email address
  2. Appropriate MHSAA school name/abbreviation from MHSAA website (All codes are updated for use with Hy-Tek)
  3. Grades for all athletes (Numeric: 9-10-11-12)
  4. Appropriate/verifiable seed time
- d. By **12:00 p.m., Tuesday, November 15** state meet hosts will email back confirmation of receipt of entries and an entry report from what they receive.
- e. Coaches have until **9:00 p.m., Tuesday, November 15** to reply with any corrections to entry report – MAY BE SUBJECT TO \$50 LATE FEE at Meet Director's discretion.
- f. Psych sheet will be posted on the MHSAA website by **12:00 p.m., Wednesday, November 16. NO CHANGES TO ENTRIES WILL BE ALLOWED AFTER 12:00 P.M., WEDNESDAY.**
- g. Psych sheets will include relay names including alternates.

### DIVING ENTRY/CONFIRMATION PROCEDURE

- a. All divers will be automatically entered into the State Meet via Regional Results.
- b. **Divers qualifying for Finals MUST be entered in the team's Hy-tek meet entry file.**
- c. Diving sheets will not be included in the Meet Packet that coaches will receive at check-in Friday.
- d. An anticipated start time for diving prelims is 3:30 p.m. Therefore, **confirmation and signing of final dive lists must be made at the Diving Scoring Table, with the Diving Manager prior to 2:30 p.m. on Friday.**
- e. No diving sheets should be faxed to Meet Management prior to the meet. All Diving lists will be generated on-site via eDive.

### RELAY CARDS:

- Relay cards will be available at the announcer's table at the beginning of warm-up each day. They will be due back to the announcer's table as follows:
- 200 Medley Relay: Due immediately following the coaches meeting.
- 200 Freestyle Relay: Due at the conclusion of the break prior to the 100 Butterfly. 400 Freestyle Relay: Due at the conclusion of the 500 Freestyle.

### WARM-UP & COOL-DOWN:

- Swimmers may warm-up/cool-down on the east side (diving board side) of the bulkhead in the lanes provided.
- **NO DIVING IN THE WARM-UP COOL-DOWN AREA.**

### DECK PASSES:

- Deck passes will be issued to all qualifying athletes by the host and must be visible at all times.
- Only two (2) coaches' passes per team will be issued (per MHSAA). No manager pass will be issued for teams with less than 5 qualifiers. **Extra coaches or manager passes can be purchased, by the head coach only, for \$15 per pass at the registration table.** Receipts will be provided upon request. Note: Athlete Deck Passes may not be used for access into the Spectator Seating area.

### TEAM SEATING:

- Small bag/camping chairs will be allowed on deck within designated areas.
  - Behind the deck drains (between the wall and the drain) to maintain adequate safety and walking areas around deck.
  - Keep locker room doors, emergency exit areas, as well as areas for staging, awards and officials free of chairs.
  - Chairs will not be allowed behind the diving boards.
  - Bag chairs must be removed from all deck areas between each session for cleanup
- Large bag/camping chairs will NOT be allowed on deck.
  - No "lounge" type chairs.
  - Avoid large chairs with armrests, etc.

### ELIGIBILITY INFORMATION

- NOTE: Please scan/email all athlete eligibility information to: Adam Forbes at [forbesajswim@gmail.com](mailto:forbesajswim@gmail.com)

### ADMISSION:

- Friday Prelims: \$10.00
- Saturday Finals: \$10.00

### PROGRAMS:

- Friday Prelims: \$5.00
- Saturday Finals: \$5.00

### CONCESSIONS:

- A concession stand will be available in the lobby.

### PARKING:

- Buses will drop teams off at the circle drive in front of the Spoelhof Fieldhouse Complex or the Parking Lot 6 entrance on the west side of the building. Busses will park at the Prince Conference Center.
- For all school vans, please park in parking lot 6 and 7.

### T-SHIRT/APPAREL SALES:

- A vendor booth will be set up on-site for the sale of T-shirts and other apparel.

**MEET STAFF:**

Meet Director

Chris Sullivan

Email: cms65@calvin.edu

Cell: 616-589-7928

*(Please call the Meet Director for emergency reasons only.)*

### VENEMA AQUATIC IMPORTANT FACILITY NOTES

#### **ENTRANCES, SIGNAGE, AND CHECK IN**

- All spectators must enter and exit the facility through the west entrance of the Spoelhof Fieldhouse Complex.
- Signage for the M.H.S.A.A. State Meet will be clearly posted outside the entrance to the Spoelhof Fieldhouse Complex and the Venema Aquatic Center.
- Spectators will pick up their credentials at the **Ticket Booth**. Spectators must show their online tickets at the ticket booth to receive a credential.
- The **Ticket Booth** will be located at the information table near the west entrance of the Spoelhof Fieldhouse Complex.
- Signage will be posted outside and inside the spectator entrance directing Athletes, Coaches, and Event Staff to the **Check-in Table** located in the lobby of the Spoelhof Fieldhouse Complex near the Hoogenboom Gymnasium.
- Athletes, Coaches, and Event Staff will receive their credentials after checking in at the **Check-in Table**.
- Participating athletes will use the men's and women's locker rooms.
- Coaches and event staff will use the Family Locker Rooms.
- Spectators are not allowed on the pool deck.

#### **COVID POLICY**

- There are no COVID restrictions on Calvin University's campus.

#### **FACILITY RULES**

- **Public Locker Rooms (Men's & Women's)** are provided on the competition side of the building.
- **Private bathrooms** and changing areas are also available. Bring all property out to the pool deck for safekeeping. Calvin University is not responsible for lost or stolen property. **DECK CHANGING IS STRICTLY FORBIDDEN.**
- **Please** do not put locks on lockers as locker space is limited and individual lockers may not be available.
- **Deck Bleacher** seating will be provided on the pool deck for team use. Teams are responsible to clean up their area before leaving the facility.
- **First Aid/Training Needs;** Lifeguards are trained to handle water emergencies and first aid on deck.
- **Pool Deck Entry/Exit – Authorized entry only (deck pass required).** Athletes Entry/Exit will be through the locker rooms. **Coaches** may enter the pool deck via specified entrances and must accompany athletes on deck and at practice lanes.
- **Team Seating** is available on a first-come basis by session. Belongings must be removed, and athletes are requested to clean up after themselves following each session.
- **No Diving into practice lanes.** Diving will only be permitted in specified lanes for warm-up.
- **Diving** warm-ups will be available during specified times, please no diving during the start of a race. Only divers entered in the meet will be permitted on the boards.

- **Only** approved meet personnel are permitted in the pool deck office, questions or concerns should be directed to the meet manager.
- **Athletes are required to shower before entry into the pool to protect water/air quality. No** oils or rub-down solutions are permitted to protect water/air quality. No rub-down tables are permitted on deck without approval.
- **No** shaving will be permitted on site as per National Federation rules.
- **No** coolers or food are allowed on deck. Balloons are NOT allowed within the facility.
- **No** glass containers allowed in the locker rooms or on the pool deck.
- **Spectator Seating is limited and offered on an event session first-come, first-serve basis. Admission is required and does not guarantee re-entry. No saving of spectator seats.** Unsafe or unruly behavior in the spectator area may require expulsion.
- **No Folding/Camp Chairs** in the spectator area. Small folding chairs allowed on the deck in specified areas
- **Vandalism or breaking rules** may require expulsion from the facility for the remainder of the meet.
- **All signs, posters and banners must be attached to a cable provided on the north and west walls. No other signs may be placed anywhere in the facility or outside of the facility. Please remove all signs at the completion of the meet. Signs posted elsewhere will be removed. No lawn signs.**
- **Noisemakers** and flash photography are prohibited.
- **Lost and Found** items are collected at the announcer's table until the end of the meet.