



**2024 MHSAA Girls Division 3 Swimming and Diving Championships**

Friday, November 22<sup>nd</sup> and Saturday, November 23<sup>rd</sup>

Hosted By Eastern Michigan University

**LOCATION:**

Eastern Michigan Recreational/Intramural Building  
100 Olds/Robb  
Ypsilanti MI, 48197  
PHONE: (734) 437-5639

**TIME SCHEDULE**

**Friday, Nov 22**

9:00am Facility opens for everyone. Spectators are welcome to wait in lobby  
9:30am Deck Opens  
10:00am Doors open to stands for spectators  
10:00am-11:15am Warm-up for Swimmers & Divers  
11:15am Dive warm up ends  
11:20am One Way Sprints open  
11:30am Coaches meeting Room 127 (located in main lobby under stairwell)  
11:45am Timers Meeting  
12pm-3:30pm (approx) Swimming Prelims  
3:40-5pm (approx) Diving Warm ups (*there will be a 90 min break for diving warm up concluding the final heat of the 400 free relay*)  
5:15pm-9:00pm Diving Pre-lims

**Saturday, Nov 23**

9:00am Facility opens for everyone. Spectators are welcome to wait in lobby  
9:30am Deck Opens  
10:00am Doors open to stands for spectators  
10:00am-11:15am Warm-up for Swimmers & Divers  
11:20am One Way Sprints open  
11:30am Coaches meeting in hospitality (located in main lobby under stairwell)  
11:45am Timers Meeting  
12pm-5pm (approx.) Swimming and Diving Finals  
\*\*Following the end of the 50 Free, a 25 min warm up for diving will begin while the 200 free relay awards are given.  
\*\*After 25 Min divers will meet in Marshalling room for their walk out, then take one final five before the final dive starts.

## **RULES:**

MHSAA Rules will apply according to the 2024-2025 NFHS Swimming & Diving Rule 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 as well as a 10-minute break between the last heat of the 200 Freestyle relay and 100 Backstroke.
- 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. Following the 200 Freestyle relay there will also be a 10-minute break before the 100 Backstroke. There will be a paralympic heats of both the 50 Freestyle and 100 Freestyle during the Saturday Finals session.

## **ENTRIES & MEET INFORMATION**

All swim entries are due **Monday, November 18, by Noon (12pm)**. 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 Bill Case at [aobillcase@gmail.com](mailto:aobillcase@gmail.com). 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:**

## **SWIMMING ENTRY/CONFIRMATION PROCEDURE**

- a. All entries are due by **Noon (12pm) Monday, November 18.**
- 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 **Noon (12pm), Tuesday, November 19**, 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 pm, Tuesday, November 19** 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 **Noon (12pm), Wednesday, November 20. NO CHANGES TO ENTRIES WILL BE ALLOWED AFTER 12:00 PM, 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 3:40 pm. Therefore, **confirmation and signing of final dive lists must be made at the Diving Scoring Table, with the Diving Manager prior to 2:30 pm. 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 North side of the bulkhead

**NO DIVING IN THE WARM-UP COOL-DOWN AREA.**

### DECK PASSES:

Deck passes will be issued to all qualifying athletes by the host (EMU) and must be visible at all times. Passes will include a scan code that must be scanned for facility entry.

Two (2) coaches' passes per team will be issued (per MHSAA), plus one (1) additional diving coach pass for those teams with a qualified diver. 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 \$20 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 "lounger" type chairs.
  - Avoid large chairs with armrests, etc.

### ELIGIBILITY INFORMATION

NOTE: Please scan/email all athlete eligibility information to:

Jeff Norris, [jnorris3@emich.edu](mailto:jnorris3@emich.edu)

**MEET STAFF:**

Facility Manager

Jeff Norris

Email: [jnorris3@emich.edu](mailto:jnorris3@emich.edu)

Phone: 734-487-5639

Meet Manager

Bill Case

Email: [aobillcase@gmail.com](mailto:aobillcase@gmail.com)

***Please call the Facility Manager for emergency reasons only.***

**ADMISSION:**

The MHSAA will provide tickets digitally via GoFan. There will be no on-site sale of tickets, and no cash sale. **Purchase of admission does NOT guarantee re-entry.**

Friday Prelims: \$11.00

Saturday Finals: \$11.00

**PROGRAMS:**

Friday Prelims: \$5.00

Saturday Finals: \$5.00

**CONCESSIONS:**

Concessions will be available at Shake Smart in the Rec/IM Lobby

Food Trucks Will also be available both Saturday and Sunday from 10:00am-4:00pm

**HOSPITALITY:**

A on deck hospitality room will be provided for coaches and officials only - no athletes in this area, please.

An additional hospitality room will be provided in room 126 in the Rec/IM. Teams wishing to bring their own food for their team may store their food in Room 126.

**PARKING:**

**Buses:** Buses are NOT allowed in the parking lot. Please unload all buses at the main entrance, then park at the George Gervin Game Above Center located at:

799 N. Hewitt Rd

Ypsilanti MI, 48197

**Spectator Vehicles:** There will be a fee of \$15 per vehicle to park in the Below parking lots, until the lot is full.

- **Pinegrove**
- **Oakwood**
- **Bowen Staff**
- **Bowen Guest**
- **Science Complex**
- **A complete parking map is included at the end of this packet**

**Officials and Media:** MHSAA Meet Officials and MHSAA Media will be provided with parking validations for each day of the meet. Please check in at the announcers table when you arrive.

## Parking Instructions:

### Park Lots \$15:

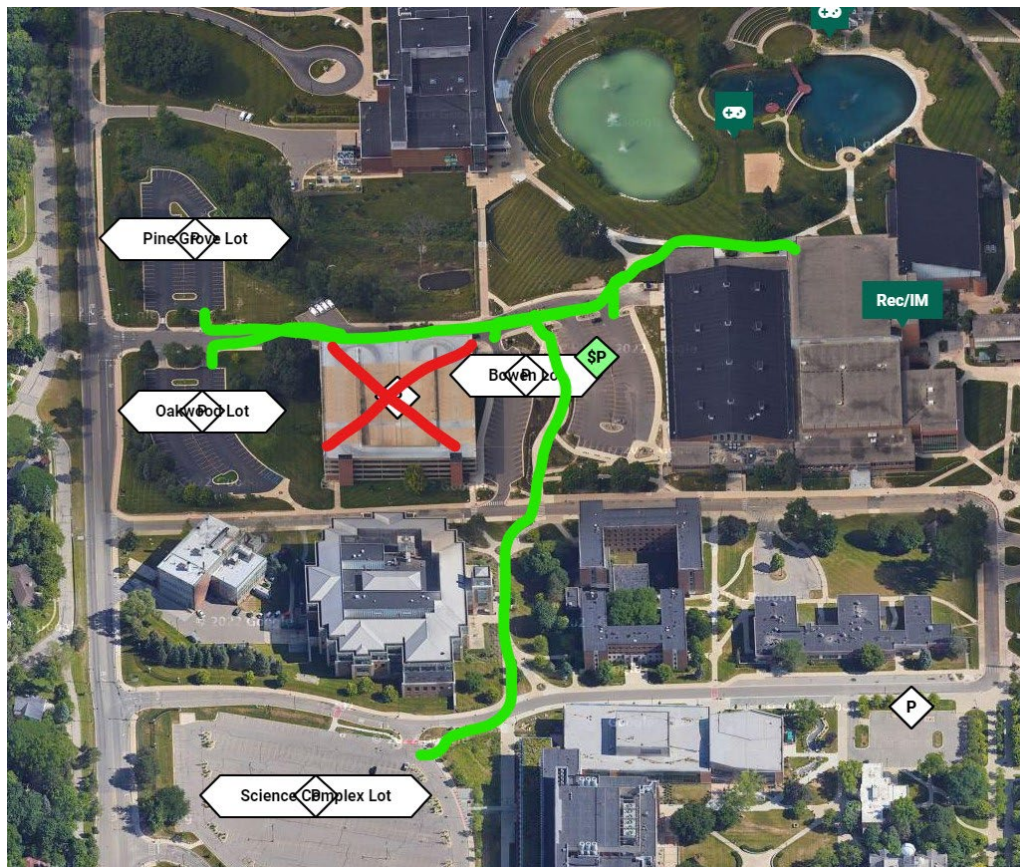
- Pinegrove
- Oakwood
- Bowen Lot
- Science complex lot

### Pay to Park Lot

- Bowen Pay Lot- pictured on map as \$P
- Cost is \$2.00/hr to Park.

### Entrance to the Meet.

The route highlighted in Green on the Map directs you directly to the Rec/IM North Entrance, located off of University Park. This is the most direct route to the Jones Natatorium.



## Hotel Accommodations

### DoubleTree By Hilton

3600 Plymouth Rd  
Ann Arbor, MI 48105

A block of rooms will be available for \$234, with either 1 king bed or 1 king bed with a queen sleeper sofa.

## **SPORTSMANSHIP**

When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, his/her school shall withhold that student for the remainder of that day of competition and for at least the next day of competition for that team.

When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next day of competition for that coach's team. Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular-season contest.

Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee to indicate why additional action should not be taken. The Executive Committee may also require the appearance of personnel from other schools and game officials. If the coach is ejected from the contest and an assistant coach, or an assigned school representative is not available to continue as the coach the event is terminated and forfeited to the opponent.

When a contest is interrupted or it ends prematurely because of breakdown of proper sportsmanship and whether or not the on-site officials forfeit the contest to one team, one or both schools may be subjected to any or all, but not limited to, the following: censure, probation with competition, probation without competition, forfeiture, loss of privilege of revenue sharing, expulsion. In addition, it may be required of one or both schools that their coaches and administrators appear before the Executive Committee to indicate why additional action should not be taken.

## EASTERN MICHIGAN UNIVERSITY REC/IM IMPORTANT FACILITY NOTES

**Eastern Michigan University Rec/IM Building is a PUBLIC FACILITY.**

EMU reserves the right to refuse entry to anyone in violation of the posted code of conduct and facility rules.

Public Locker Rooms (Men's & Women's) are provided. Private restrooms and changing areas are also available. Bring all property out to the pool deck for safe keeping. EMU is not responsible for lost or stolen property. Do not put locks on lockers as locker space is limited and individual lockers may not be available.

**DECK CHANGING IS STRICTLY FORBIDDEN.**

Deck bleacher seating will be provided on the pool deck for team use. Teams are responsible for cleaning 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 required 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 warmups 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 permitted on deck without approval.

No shaving will be permitted on site as per National Federation rules.

**No food allowed on deck. Beverages are allowed on the pool deck, but food must be consumed only in designated areas.** Designated areas the Rec/IM lobby and Atrium.

Balloons are NOT allowed within the facility.

No glass containers allowed in the locker rooms or on the pool deck.

Spectator seating is offered on an event session first-come, first-serve basis. No saving seats. Unsafe or unruly behavior in the spectator area will result in expulsion from the meet. No folding/camp chairs in the spectator area.

Noisemakers and flash photography are prohibited.

Lost and found items are collected at the announcers table until the end of the meet