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## **2023-2024 State Swim and Dive Championships Entry Procedure Updates**

High School Swim and Dive Coaches need to follow these guidelines to ensure that their athletes who qualify are entered into the state swim and dive championships.

### **State Time Verification**

1. State Time Verification **DOES NOT** equate to entering the state championship meet.
2. However, a verified time is one way for an athlete to be entered into the state championships. A swimmer who meets the time standard in an interscholastic meet and has that time verified, may use that time for entry into the state meet, **provided the athlete competes in that event(s) at the District Meet.**
3. **For a time from a current regular season competition to be verified,** the coach of the school team must do the following within **ONE week (7 calendar days)** of the competition date:
4. Post the state time(s) or score(s) for consideration to the [WISCA.ORG](http://WISCA.ORG) website
  - a. All times must be achieved through either:
    - i. Electronic timing (a timed touchpad finish) OR
    - ii. A minimum two-watch hand timed, or two-button hand timed finish.
  - b. Relay leadoff times may be used if the times are achieved using either:
    - i. An electronic touchpad split or
    - ii. Two separate designated split timers, located at the lane, and the swim was declared to the referee prior to the start of the race.
5. Submit an electronic copy of the complete meet results to the WIAA state meet director, Jeff Lowell at [lowellj@bsd405.org](mailto:lowellj@bsd405.org). Preferred format is a pdf of a meet manager meet results file.
  - a. All meet results, regardless of format must include the following:
    - i. All teams competing in the meet
    - ii. All participants – including all JV results
    - iii. In the event further verification is necessary, the name and contact email of the meet referee must be included with the message to which the results are attached.
  - b. NOTE: Individual timecards, results without all teams and/or times, or other incomplete results will not be accepted for verification. This includes individual

dive sheets submitted rather than complete dive meet results.

6. An athlete's time or dive score, when not following this procedure, WILL NOT be used for qualification into the state meet. Times or scores that are not verified will be removed from the WISCA.org database.
7. ***If a coach does not complete the verification process as outlined in the State Competition Standard Operating Procedures, it will be considered a Level 2 violation as outlined in WIAA rule 25.5 and the coach's school will be assessed a fine of \$100 a time, not to exceed \$1500 for a season. The fine must be paid to the WIAA prior to the beginning of the school's preliminary session of the district championships for the school to be eligible for participation. The WIAA will use any funds collected through these funds to further professional development opportunities for swim and dive coaches at the WIAA's annual coaches' school.***
8. Athletes may equal or better the posted qualifying standards in any sanctioned high school dual, double-dual, triangular, or invitational competitions, including jamborees during the current WIAA season. These include:
  - a. Sanctioned Washington State high school meets with two or more WIAA schools competing.
  - b. Out-of-state dual and invitational meets that follow WIAA guidelines.
  - c. NOTE: Standards achieved at an Intra-squad, alumni, time trial, and/or other one-team competition are not to be considered and/or verified as a state qualifying standard.

Coaches – Please remember that this process is just to confirm that an athlete met a qualifying standard. For an athlete's official entry into the state meet, coaches must complete the procedures on the following pages.

**Before addressing entry procedures, coaches need to understand the steps taken to fill the field in each event for the state swim and dive championships. The steps taken to fill each field are as follows:**

1. At the completion of each district meet/qualifying event, results data is pulled from each district database.
2. Two advancers files are created from each district database: Allocation Advancers and Wildcard Advancers.
  - Allocation Advancers match the WIAA allocations for each WIAA District. Current allocations can be found at this link: <https://www.wiaa.com/allocations/>
  - Wildcard Advancers are the top 12 finishers by place in each event in each district finals.

3. Athletes who earn an allocation are the first athletes entered into a field as it rewards the performances at district events and mirrors all other WIAA sports.
4. Swim/Dive has additional means to fill each classification's field for each event:
  - WISCA Verified Times: The next group of athletes who are added to each field are those who earned a WISCA Verified Time from the current season.
  - If there is still space in a field, the state meet director will invite 'Wildcard' athletes from the Wildcard Advancers list to complete the field.

**However, for the entry process to be complete, each coach must DECLARE their entries. For the past few years, this has been done through a submission to Direct Athletics. Direct Athletics is no longer supporting swimming competitions, so there is a change in our procedure.**

**By following the steps included on the following pages, a coach will declare their entries, and ensuring that their athletes are included in those events where they have qualified.**

**To complete state meet entries, coaches MUST complete the following between Saturday, February 3, 2024, and Saturday, February 10, 2024 (BY MIDNIGHT):**

1. A Team Manager export of your meet entries.
  - a. Note: Meet Event file and Team Manager Time Standards file are available to download from the [WIAA Swim and Dive Page](#). If you are creating the state meet in Team Manager without these files, use the following event numbers.
    - i. **1A/2A Events = 201-214** (adaptive event #'s are 213 - 50 free, 214 - 50 Back)
    - ii. **3A Events = 301-314** (adaptive event #'s are 313 - 50 free, 314 - 50 Back)
    - iii. **4A Events = 401-414** ((adaptive event #'s are 413 - 50 free, 414 - 50 Back)
  - b. **NOTE: WHEN CREATING THE STATE MEET IN YOUR TEAM MANAGER DATABASE, CHOOSE THE MEET ELIGIBILITY TAB DURING SETUP. IN THAT TAB, CHOOSE THE USE TIMES SINCE OPTION FOR QUALIFYING TIMES AND SELECT NOVEMBER 13, 2023.**
  - c. When creating your entry file in Team Manager, **DO NOT ENTER WILD CARD HOPEFULS**. Only enter those athletes who have either earned a place in the meet through allocation or through a verified time achieved during the fall 2023 season.
  - d. When exporting from Team Manager, ENTER ALL DIVERS WHO WILL COMPETE – if a diver is not part of the export file, YOU HAVE NOT DECLARED THE ATHLETE FOR THE MEET.
  - e. To create the export file, click “File,” then “Export.”
    - i. Click the first option, which should be “Meet Entries”
    - ii. Select your location for your entry file and verify you are in the correct meet.
    - iii. Make sure the box next to “Export Relays” is selected
    - iv. Press “OK”
    - v. Next a screen the reads “Entries Exported to (file location)”
    - vi. Press “OK”
    - vii. Now press “Close” on the Export Screen
  - f. **PLEASE NAME YOUR FILE USING THIS CONVENTION:** “School Abbreviation.Entries.Classification.Year” (Curt.Entries.4A.23)
2. A Team Manager printout of your entries, including divers and relay names. When creating the file – please send entries by NAME and include PROOF OF TIME in pdf format. Choose Meet Reports, then Meet Entries. Once in that screen to build the report, choose:
  - a. The correct meet
  - b. Sort by (at the bottom of the screen) Name
  - c. Event Filters: Individual and Relays
  - d. Other Options (Top Right): Include Proof of Time
  - e. When saving your entries, use the SAME NAME YOU USED FOR YOUR EVENT FILE (Curt.Entries.4A.23).
3. To submit these files – please email your saved files to Jeff Lowell at [lowellj@bsd405.org](mailto:lowellj@bsd405.org). **PLEASE USE THE WORDS STATE ENTRIES IN THE SUBJECT LINE OF THE EMAIL.**

4. For those without the full Team Manager program, please follow the instructions at the end of this document that provide instructions to utilize Team Manager Lite.

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

1. **Entry Limits:** An athlete may only enter the same events competed at their district championship. 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 sessions of the same meet.*
2. **Team Entry Limits:** Each team may enter a maximum of **four swimmers per individual event**, athletes who have qualified through allocation or with a verified state qualifying time
3. **Relay Entries may include up to 8 athletes for each of the three relays.**
  - a. ***The 8 athletes on a relay must be the 8 names entered into the District Championships.*** WIAA rules forbid changes to the 8 potential members of a relay between Districts and State.
  - 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.

**Master Entries in TM must be complete and accurate**

1. 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).
2. Divers will be fully entered after they are entered in Clean Entries. To access instructions, use this link ([Clean Entries](#)) or contact Todd Wollenweber.

## **How to set up your team on Hy-Tek Team Manager Lite (Free Version)**

This whole process, from start of downloading the program to emailing your entries, should take from 30-60 minutes depending on your team size and computer download speed. Please complete this process and submit the electronic form according to the instructions at the end of this document before the specified due date.

If you have any questions, please call Jeff Lowell at 425-428-3335.

1. Go to <http://www.hy-tek.com/downloads.html>  
*Download the free, Lite, 6.0 version of TM and install it to your windows computer.  
You may want to download the User Manual; it could be helpful in the future!*
2. Once Downloaded, open the program, and run the installer. Once finished with the installer, open the shortcut on your desktop(or in your "Start" menu under "All Programs").
3. Select your desired language and uncheck the box which asks if you would like to see this window on start-up, if necessary.
4. Click "OK" to the welcome window
5. Go to the top bar and select "File" and then "Open/New"
6. Enter your teams name into the text box for File Name and press "Open"
7. On the left hand side of System Preferences window
  - a. Under "Gender Designation" click the button next to Boys/Girls (B/G)
  - b. On all other left side items, leave alone.
8. On the right hand side of the System Preferences window
  - a. Under Team/Swimmer Defaults
    - i. Set "Default Team Registration" to: Other, OTH
    - ii. Set "Default Team Type" to: High School, HS
    - iii. Set "Default Country" to: USA, United States
    - iv. Leave "Default LSC" blank
    - v. Set "Default State" to: WA, Washington
  - b. Under Meet Age-Up Date
    - i. Click the "Not Applicable" button
  - c. Leave the System Age-Up Date alone
9. Click OK to exit the window
10. At the top click "Teams"
  - a. At the top, Press "Add"

- i. The "Team Maintenance" window will open
    - ii. Enter in the "Team Code" as the first three letters of the School or the initials of a school with more than more name (i.e.: Rogers=ROG, Thomas Jefferson=TJ)
    - iii. Enter in the "Team Name" the school. (i.e.: Rogers)
    - iv. Do not enter anything in the "'Short' Name"
    - v. Skip the Mailing information unless you wish to fill it out
    - vi. Please enter in appropriate phone numbers for easy contact.
    - vii. Click OK finish and then click Cancel to close the window.
  - b. At the top, Press "Coaches"
    - i. At the top of the new window, press "Add"
      1. Enter in, at least, the Head Coach's information. Make sure to click the box that says "Export with Entries"
      2. Press OK to close the window
  - c. Press the up arrow icon in the bar to return to the main menu.
11. At the top, click on "Athletes"
  - a. At the top of the window, click "Add"
  - b. At the top, enter in at least the:
    - i. Last Name, First Name, Age, and Gender.
  - c. On the right pane, enter in at least the:
    - i. Team 1 (your team from the drop down list when you click on it)
    - ii. School Yr. (choose from the drop down list when you click on it)
    - iii. Press OK to continue to enter in the next athlete and follow the same instructions as before
      1. Note: After the first Athlete is entered, you will no longer have to choose the team, but make sure to still choose the School Year.
12. When you are done entering in athletes, press Cancel to close the window.
13. Please double check the athlete list against your roster for accuracy.
14. You may choose to add additional information into the athlete's bio for your information; this could be handy for fast referencing, and it will not be sent with the entries for meets.
15. Press the folder with the up arrow in it to return to the main screen (this should be the last icon before "Show Inactive Swimmers." Or you can press the little X under the big red X on the right side.
  - a. At this time, go to file and select import and then "Meet Events"(should be the second from the top in the import menu).
  - b. Then choose the file that was downloaded from the [WIAA Swim and Dive Page](#). The name should be something like this: "Meet Events- 4A State 2023" (FYI, the lite copy will only hold 4 meets, please keep this in mind. You will have to delete meets after a couple years).

- c. Double click on the file we sent you.
  - i. A pop-up window will open, click OK
  - ii. This will open up a new screen with a new file inside of it.
  - iii. Double click on the new file, this is the actual event file.
- d. Verify the correct meet was uploaded and click "OK."
- e. The next window will say "Events Imported: NN," press OK to continue.
- f. Now the meet and events are loaded into your system.
  - i. Back at the Main screen choose the "Meets" menu at the top
  - ii. Find the meet you are looking to add entries for.
    - 1. **WHEN CREATING THE STATE MEET IN YOUR TEAM MANAGER DATABASE, CHOOSE THE MEET ELIGIBILITY TAB DURING SETUP. IN THAT TAB, CHOOSE THE USE TIMES SINCE OPTION FOR QUALIFYING TIMES AND SELECT NOVEMBER 13, 2023.**
    - 2. Highlight the aforementioned meet and click the "Entries" drop down menu then "Entry by Event"
    - 3. Press "OK" to a message of it shows up
  - iii. At the top you will see the events for the meet, at the bottom you will see all of your athletes
  - iv. At the top, Where is says "Swim for Team" Select your team from the drop down menu.
  - v. Now select the event you want to enter athletes into.
  - vi. For individual events:
    - 1. Highlight the event at the top
    - 2. Check the "Entered" box next to the athlete(s) you want to enter to that event
    - 3. Enter their time into the "Custom" box.
  - vii. For Relay events:
    - 1. On the right bottom section, towards the top click the "New Relay" button
    - 2. Enter the relay time in the "Custom" box on the right side next to relay A or whichever relay you are working on.
    - 3. Highlight the relay you are working on and then start entering athletes by checking the "Entered" box next to their names, or double clicking the athlete's name.
    - 4. To take a swimmer out of the relay, double click on their name in the 1-8 pane in the middle bottom of the screen.
  - viii. Once you are finished entering athletes into the events, now is time to print out your line up
    - 1. Click the printer icon in the top bar
    - 2. A window should open, make sure the correct meet is in the "meet" box
    - 3. Select your team from the drop down box next to "Team."
    - 4. On the right side, under "Event Filters" click the button next to "Individual and Relays."

5. Now click "Create Report" at the bottom to see your line up.
  6. Print this off and double check it for errors.
  7. Press the "X" in the top right corner to close that window and then "Cancel" on the Create Report screen to get you back to the entry page.
- ix. If no errors are found, or once all is corrected (by redoing step 6 and/or 7), exit the entry screen by pressing the UP arrow icon in the icon bar to return to the main menu.
- x. Now at the main menu, click "File," then "Export."
1. Click the first option, which should be "Meet Entries"
  2. Select your location for your entry file and verify you are in the correct meet.
  3. Make sure the box next to "Export Relays" is selected
  4. Press "OK"
  5. Next a screen the reads "Entries Exported to (file location)"
  6. Press "OK"
  7. Now press "Close" on the Export Screen
  8. **PLEASE NAME YOUR FILE USING THIS CONVENTION:** "School Abbreviation.Entries.Classification.Year" (Curt.Entries.4A.23)
- xi. Now minimize or close Team Manger but selecting the "X" or the "\_" at the top right.
1. If you do choose to Exit, all of your entries have already been saved automatically.
- xii. Now create a Team Manager printout of your entries, including divers and relay names. When creating the file – please send entries by NAME and include PROOF OF TIME in pdf format. Choose Meet Reports, then Meet Entries. Once in that screen to build the report, choose:
1. The correct meet
  2. Sort by (at the bottom of the screen) Name
  3. Event Filters: Individual and Relays
  4. Other Options (Top Right): Include Proof of Time
  5. When saving your entries, use the SAME NAME YOU USED FOR YOUR EVENT FILE (Curt.Entries.4A.23).
- xiii. Locate the files you just exported and email your saved file to Jeff Lowell at [lowellj@bsd405.org](mailto:lowellj@bsd405.org). **PLEASE USE THE WORDS STATE ENTRIES IN THE SUBJECT LINE OF THE EMAIL.**

16. You are now finished; you will receive a confirmation email from the Data Processor if your entries are received.