



**2023 MHSAA Girls Division 2 Swimming and Diving Championships**

Friday, Nov. 17 and Saturday, Nov. 18

Hosted by Holland Aquatic Center

**LOCATION:**

Holland Aquatic Center

550 Maple Ave

Holland, MI 49423

PHONE: (616) 393-7595

**TIME SCHEDULE**

**Friday, Nov 17**

9:00am

Facility opens to officials, competitors and coaches  
*Packets may be picked up by coaches ONLY!*

9:30am

Doors open to spectators

10am-12pm

Warm-up period for swimmers and divers

11:20am

Coaches meeting in hospitality

12pm-3:30pm (approx) Swimming Prelims

*(Divers may continue to warm-up, remembering to silence the boards at the start of each heat.)*

3:30-7pm (approx)

Diving Prelims Begin

*(Diving Preliminaries will commence immediately following the last heat of the 400 Free Relay.)*

**Saturday, Nov 18**

9:00am

Facility opens to officials, competitors and coaches and coaches

9:30am

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:**

MHSAA Rules will apply according to the 2023-2024 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 13, 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 Norm VerMeulen at [norm@mlaswim.org](mailto:norm@mlaswim.org). 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 13.**
- 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 14**, 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 14** 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 15. 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 3:30 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 West side of the bulkhead or in the 5-lane pool behind the blocks.

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

## **DECK PASSES:**

Deck passes will be issued to all qualifying athletes by the host (HAC) 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 mail or scan/email all athlete eligibility information to:

Norm VerMeulen, Competitive Events Coordinator, Holland Aquatic Center,  
550 Maple Ave, Holland, MI 49423,

[norm@mlaswim.org](mailto:norm@mlaswim.org)

**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: \$10.00

Saturday Finals: \$10.00

**PROGRAMS:**

Friday Prelims: \$5.00

Saturday Finals: \$5.00

**CONCESSIONS:**

A concession stand will be available in the spectator seating area throughout the meet.

**HOSPITALITY:**

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

**PARKING:**

**Buses:** Buses are NOT allowed in the HAC parking lot. Please unload all buses at the main entrance, then park within the bus parking area on 24<sup>th</sup> Street (North side of the building and North side street parking). In the event of a facility evacuation in inclement weather, athletes will be directed to exit out to the North and on to the buses parked outside. For all school vans, please park on the surrounding side streets.

**Spectator Vehicles:** There will be a fee of \$10 per vehicle to park in the HAC parking lot, until the lot is full. Free parking is available on the surrounding streets. Holland Hospital lots should NOT be used for swim meet parking for any reason.

**Officials and Media:** MHSAA Meet Officials and MHSAA Media will be provided with free/reserved parking within the HAC parking lot – please show your MHSAA credentials to the parking lot attendant.

**T-SHIRT/APPAREL SALES:**

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

**THURSDAY NIGHT WARMUP:**

**Swimming:** HAC will open 8 competition lanes to teams for swimming warm up on Thursday, November 16, from 6:30-8:30 p.m. **Starts off the blocks will not be allowed unless supervised by a coach and approved by the Meet Manager.** All coaches and athletes will be charged \$13 to go on deck. If lanes fill, HAC staff may require athletes to wait for space to become available before entering the pool.

**Diving:** HAC will open two, 1-meter, diving boards for diving warm on Thursday, November 16, from 6:30-8:30 p.m. All coaches and athletes will be charged \$13 to go on deck.

Meet packets may be picked up by coaches during Thursday evening warm up.

**MEET STAFF:**

Meet Manager

Norm VerMeulen

Email: [norm@mlaswim.org](mailto:norm@mlaswim.org)

Cell: 616-510-0053

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

## HOLLAND AQUATIC CENTER IMPORTANT FACILITY NOTES

**Holland Aquatic Center (HAC) is a PUBLIC FACILITY.**

HAC 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. HAC 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 include the training room off the 50-meter hallway, the HAC lobby area with tables and chairs, and the spectator seating area/concourse.

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.

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. Remove all signs at the completion of the meet.

Noisemakers and flash photography are prohibited.

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