

**HIGH SCHOOL SWIMMING AND DIVING
COACHES' HANDBOOK
2011-2012**

**Interscholastic Athletics
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INTRODUCTION

The purpose of the *Swimming and Diving Handbook* is to provide background information and guidelines regarding the Montgomery County Public Schools (MCPS) swim program. The high numbers of participants combined with the use of non-MCPS facilities create situations that are unique to the sport of swimming and diving. Last year over fourteen hundred swimmers took part in the swimming and diving program.

Dealing with the logistics of this program during the winter, when the weather is a factor, requires a great deal of understanding, dedication, sacrifice, and preparation on the part of many people: swimmers, officials, coaches, and parents.

This handbook has been prepared for the 2011–2012 swimming and diving season as a collection of varied materials created to assist swimmers, officials, parents, and coaches. If you have any suggestions for items that could be included in future editions of this handbook, please submit the information to Todd Garner, MCPS Swimming and Diving sport director, coach at Springbrook High School and teacher at Ridgeview Middle School.

Coaches are strongly encouraged to reproduce copies of rule clarifications stated in this book and provide them to parent officials.

The National Federation of State High School (NFHS) Swimming and Diving Rules Book governs the swimming program. Amendments to NFHS rules as stated will be considered official for Montgomery County Public School competitions. The *2011–2012 MCPS High School Athletic Handbook* contains the current swimming and diving schedule and regulations governing all interscholastic athletics, including swimming and diving.

HISTORY OF MCPS VARSITY SWIMMING AND DIVING

The varsity-swimming and diving program in Montgomery County Public Schools (MCPS) is a unique and successful program. The following history of the program's development will help coaches understand and appreciate the existing program, its evolution, and the unusual circumstances that surround the sport.

High school swimming began quietly in the early 1960's when schools such as Walter Johnson and Walt Whitman formed teams. Independent schedules with any interested schools, even those out of the area, were the basis of competition. At the end of the dual meet season, teams entered the Washington Metropolitan Swimming and Diving Championships (Metros) meet along with other public and private schools throughout the area. The teams were male only, and blended AAU swimmers and summer swimmers to form surprisingly strong teams. Pool space was rented from local indoor pools for practices and meets. MCPS provided no financial support at this time.

After having formed school teams in order to enter the Metros, swimmers regrouped the following year to begin dual meet competition. In the late 1960's, with the opening of pools such as Rockville Municipal, Montgomery Village, and later the availability of pool time at Montgomery College and St. Maurice, additional schools formed teams.

In 1972, the number of MCPS Boys' Varsity Swimming and Diving teams increased to seven. Also in 1972 the Metros meet, for the first time, invited all participating schools to enter not only a boys' team but a girls' team as well. The meet provided a shorter schedule of events for girls involving mostly 50-yard swims.

The number of teams doubled to fourteen in 1973. While girls continued to swim short races in dual meets; their events in the Metros were increased to match National Federation High School events. In 1974, seventeen MCPS schools had both boys' and girls' teams. This was also the first year that MCPS held two Division Championship meets which culminated the dual meet season and preceded the Metros Championship.

By this point, the MCPS budget included stipends for swim coaches and a substantial percentage of pool rental costs, which ensured equitable practice and competition conditions.

Changes and improvements in recent years have enhanced the success of the swimming and diving program, even though some problems unique to the sport continue to exist.

From the beginning, the MCPS High School Swimming and Diving program has been plagued by limited pool availability. It has been necessary for teams to rent pool time at numerous facilities throughout the county.

Currently, all 25 MCPS high schools have boys' and girls' swimming and diving teams. Many teams practice before school starts while others practice late in the evening.

A few schools are fortunate to practice after school. Due to the lack of available pool time for a third practice, all schools are restricted to two one-hour water practices per week.

The MCPS high school swimming and diving program is supported by knowledgeable and willing parents who officiate all meets. This may not be an ideal situation, but it keeps the cost of the program down while utilizing a great resource. Without strong parental support to help the coaches officiate meets, to provide transportation, and to assist in numerous other ways, this program would not exist.

MCPS now provides considerable support to the high school program both at the local school and county level. MCPS pays for all coaches' stipends and all pool rentals for practices and meets including the County Championships. The budget includes funding to purchase meet supplies, rule books, awards, and computer programs. The local Montgomery County Swim League continues to lend support with supplies for the championship meets, and some local Montgomery County Swim League clubs provide meet supplies to their area high schools for dual meets.

The varsity swim program, as it exists today, follows the *National Federation of State High Schools Swimming and Diving rules book*. Due to time limits, space and pool availability, MCPS does have some exceptions to the Federation Rules. Those rule changes are in this handbook. Our meet program and league structures are similar to most in the country. Many of our swimmers participate in year-round swimming programs and compete at the U.S.S. level as well as at the high school level. MCPS provides an opportunity for high school swimmers to qualify for "High School All-American", a level that a significant number of MCPS swimmers consistently achieve.

For the immediate future, only limited improvements are possible. Until more county facilities are built, adequate pool space to expand practice and meet time will not be available. One or two more indoor pools strategically placed in Montgomery County would stabilize the program and remove most of the inconvenience to swimmers, parents, and staff.

Until that time, however, it is important that parents new to the program, staff, and swimmers and divers realize how much this program has developed due to the determination of all those involved. Practices will continue to be scheduled at one of the closest available pools at the best available time for both team members and coaches. Schedules and divisions will be determined with the best interest of the entire swimming and diving program as the main concern. It remains imperative that parents continue to volunteer to officiate the meets.

The program will be evaluated each season in an effort to make every improvement that facilities and funds allow. The continued cooperation and understanding of everyone involved will ensure that the MCPS varsity swim program will maintain its high level of success.

NOTE:

No history would be complete without acknowledging the contributions of Mr. William "Bill" Bullough. He is the patriarch of the MCPS Swimming and Diving Program. In the 1970's he took the program from its infancy and carefully nurtured it into the exemplary program it is today. Each year he adjusted the Montgomery County Recreation Department's swim program schedules to ensure that MCPS high schools had pool space at the times needed to accommodate coach and team schedules. His professional leadership and personal commitment are forever imprinted upon the MCPS Swimming and Diving Program. Upon his retirement, Ms. Pam Ambrose, recreation supervisor, Germantown Indoor Swim Center, assisted the MCPS swimming and diving program. Since 2007 Ms. Christa Krukiel, recreation supervisor, Montgomery Aquatics Center, has served as liaison between MCPS and Montgomery County Recreation Department.

THE NATIONAL FEDERATION HIGH SCHOOL SWIMMING AND DIVING RULES BOOK

AMENDMENTS FOR MONTGOMERY COUNTY PUBLIC SCHOOLS

1. High School Events - Dual Meets

The order of events will be as follows:

BOYS	EVENT	GIRLS
1	200 Medley Relay	2
3	200 Free	4
5	200 I.M.	6
7	50 Free	8
9	Diving (4 dives)	10
11	100 Fly	12
13	100 Free	14
15	500 Free	16
17	100 Back	18
19	100 Breast	20
21	400 Free Relay	22

All meets must be completed within 2 hours. Swimming events should take approximately 1 hour and 30 minutes. Diving events should take approximately 20 minutes which allows a 10 minute warm up for both teams. Pools will be notified not to allow meets to run over the two hour limit. Coaches will terminate the meet at the two-hour time limit. Times of meets published annually in the *MCPS High School Athletic Handbook* are when the schools begin use of the facility for the purpose of warm-ups. Meets should start 10 minutes later. MCPS coaches have the ultimate responsibility for running the meet.

2. Materials and Equipment

The following is a list of materials needed to properly conduct a dual meet. This list reflects the recommended minimum. Teams should begin early to secure this equipment prior to the first meet. The items that are specified "Pool" should be supplied by the pool facility. Coaches should not expect to receive any of the other materials from the pools.

Responsibility of	Equipment
Home Team	Whistle (1)
Home Team	Clipboards (6)
Home Team	Pencils (12)
Home Team	Computer/Meet Manager Program / Printer, paper as needed
Home Team	Calculator / Diving Scoring Computer Program
Home Team	Sample of the individual diver score sheet
Home / Visiting	Electronic Starter
Home / Visiting	Entry Cards (timer's cards)
Home / Visiting	Diving Score Sheets
Each Team	Watches (each team 9 – 18 total not counting coaches' watches)
Each Team	Diving Flash Cards (5)

Responsibility of	Equipment
Pool	Lap Counters (6)
Pool	Backstroke Flags
Pool	Lane Ropes
Pool	Blocks
Pool	P.A. System
Pool	Tables and Chairs

3. Dual Meet Procedures

The following procedures apply to the operation of dual meets. In structure, it is similar to the Montgomery County Swim League, a format familiar to most coaches and parents.

a. Meet Preparation

All swimmers, officials, and coaches must arrive at the pool one-half hour before the meet is to begin. Coaches should monitor the arrival of their swimmers and review their events. Swimmers should enter the locker rooms no earlier than 10 minutes before the meet begins. Coaches must keep the teams organized and quiet. The appointed parent representative should meet with the appropriate person from the opposing team and review the assignment of officials. At this time, the coach should designate all diving officials, identify team location in the pool, and check equipment.

The away team must provide the host team coach their *Team Manager* roster prior to the start of the meet. When the two teams take over the pool at their assigned times, the swimmers should be organized and ready for warm-up, the scorers must set up their table, all officials should take their assigned places, and the meet should be able to begin promptly ten minutes thereafter. The meet may not run over 2 hours (10-minute warm up included). All events that have not been run will be canceled by both coaches at the 2-hour time limit.

b. Time Cards

There must be three timers with digital watches. Prior to each event the coaches will fill out time cards, which are supplied by the Director of Systemwide Athletics. Each team will simultaneously give these cards to the Timers. Once a card is turned in that entry is official. The swimmers will report directly to the lane assigned by the coach and listed on the card. The home team will always swim in the odd numbered lanes and the visiting team in the even numbered lanes. After the event is run, the times will be noted on each card by the Head Lane Timer with the official time circled. The cards will be collected by the Head Timer. The head timer will arrange the cards in order of placement and give them to the Scorers. A disqualification must be reported to the referee who will enter it on the same card and readjust the placement for everyone in the event if necessary.

c. Uniforms

Swimmers and divers are not permitted to wear caps, suits, or warm-ups that identify teams or clubs other than the swimmers'/divers' school. Advertisements of alcohol or tobacco products are not permitted. Caps imprinted with the school colors, logo, or name are optional. Team members should wear matching suits and caps. Coaches should review NFHS guidelines and guidelines found in the current *MPSSAA Winter Tournament Bulletin* regarding uniform restrictions.

4. Swimming and Diving Officials

The following complement of officials is the minimum necessary to run a dual meet. Whenever possible, officials should be supplied by the teams as indicated.

HOME TEAM	VISITING TEAM
Head Timer (alternate time)	Assistant Head Timer
1-Stroke & Turn	1-Stroke & Turn
9-Timers with digital watches	9-Timers with digital watches
1-Scorer (computer operator)	1-Scorer (reader)
1-Referee (swim)	1-Scorer (verifier)
1-Referee (dive)	1-Starter
2-Diving Judges	3-Diving Judges
1-Announcer (dive)	1-Announcer (swim)
1-Computer System	1-Starting System

5. Diving

a. Diving Philosophy

Since the late sixties, diving has played an integral part in MCPS high school varsity swimming and diving program. Divers are as important a part of varsity swimming as punters, field goal kickers, pole-vaulters and goalies are in their respective sports. Diving allows students with a different but compatible set of aquatic skills to compete on a varsity level.

It is the responsibility of all MCPS swimming and diving coaches to encourage participation in diving and provide instruction. It is the responsibility of each coach to keep abreast of literature, watch videos, and attend clinics and regional diving practices to gain/improve the skills necessary to coach diving.

b. Diving Officials

It is strongly recommended that there are five diving judges along with one announcer, one recorder, and one tabulator. A Diving Referee must be appointed and can be one of the judges. An extra person to check the tabulations and recording of diving results is also helpful. The diving officials may or may not be the same people who are swimming officials. However, all diving officials must be designated prior to the beginning of the meet so they can quickly take over as soon as the 50 Free is completed. *There is no break in the meet prior to the diving events.*

c. Diving Events

Diving events will be limited to a maximum of two boys and two girls from each team. If a school cannot enter 2 boys and 2 girls, the open slot may be filled by any diver from either team as an exhibition diver. Scores for this exhibition diver will still be flashed, but will not be noted by the scoring desk. Such a dive will be announced as "exhibition" and will not figure into the scoring. Divers will be disqualified for insincere attempts on any dive.

All competitors warm up during the scheduled 10-minute warm-up before the meet begins. After that, each diver is allowed one dive from the boards before the event with the exception of the meets at Montgomery College – Takoma Park, where diving is the first event. Multiple bounces on the diving board will not be allowed in practices or meets. The penalty in a meet will be disqualification of that diver. Any referee may impose the penalty. Coaches must verify that they have seen a diver perform all dives that are listed on the diver's entry.

Divers must fill out a copy of their diving sheet before the 50 Free is completed. Both diver and coach must sign the sheet. The diving referee should use the time available while the pool is being readied for the diving competition to check each sheet for accuracy.

The diving competition should comfortably average 40 seconds maximum per dive. The diving referee and announcer are the key to maintaining this pace. Ideally, a competition will average close to 30 seconds per dive.

Divers participating in regional diving practice must bring a completed "Medical Card for Athlete" (MCPS Form 560-30) to be given to the regional diving coach. Coaches are required to send a diving roster to the regional diving director before the first practice. MCPS coaches are required to attend and supervise regional diving practices on their assigned dates. This is an opportunity for coaches to gain experience coaching diving as well as assist the diving coaches.

6. Diving Competition

Dual Meets

The diving competition will consist of four (4) dives and must include one dive from three of the five groups (forward-back-inward-reverse-twist). The first dive regardless of difficulty may not be given a degree of difficulty greater than 1.8. The remaining dives may be from any group and can be done in any desired order. Competitors will be disqualified for insincere attempts.

a. Divisionals

Divers must bring their own diving score sheets to the diving event. Each diver's sheet must be accurately completed. These forms will be checked and approved before divers can warm-up. Each team shall submit the name of one diving judge and table worker who will be at the meet and available to work, if asked.

The diving competition will consist of six (6) dives and must include one dive from each of the five groups (forward-back-inward-reverse-twist). The first dive, regardless of difficulty, may not be given a degree of difficulty greater than 1.8. The remaining five dives are optional and can be done in any desired order ensuring that all five (5) categories are covered after the completion of the 6 dives. No divers shall repeat a dive. All dives of the same number whether in tuck, pike, straight, or free position, are considered the same dive. Competitors will be disqualified for "insincere attempts" at any dive. Coaches are responsible for seeing that their divers can safely do all six dives. Divers will be allowed a two dive warm-up or a designated fifteen minute total warm-up period. There is no penalty for doubling up on one category before the final dive. Divers and officials check in at 7 a.m., warm-up begins no later than 7:30 a.m.

b. Regional Championships

Information regarding regional and state diving events can be found in the current *MPSSAA Winter Tournament Bulletin*.

7. Swim Rules Book

Unless otherwise indicated in the MCPS Handbook, teams and meet referees should follow the current National Federation of High School Swimming and Diving Rules Book.

- a. All team members should wear matching suits and caps. Uniforms must be in compliance with NFHS restrictions regarding materials and design.

- b. Maximum number of events in which a swimmer is eligible to participate:

Dual Meets	Divisionals Championships
Two events and one relay	Two events and two relays
One event and two relays	One event and three relays

- c. In an effort to involve as many students as possible, exhibition swimming will be permitted. The lane and the swimmer should be clearly designated to the referee and opposing coach prior to the event and marked on the time card as "Exhibition." Since an exhibition swim is not recognized as an event, swimmers will be allowed to exceed the entry limit. The announcer should announce the swimmer and the lane of the exhibition swimmer. Exhibition swimmers are not to be included on the score sheet. However, exhibition times and scrimmage times count toward seeding in divisional meets and the metro meet only.
- d. A parent volunteer is recommended to compile the results of the meets and keep records up to date. However, it is ultimately the coaches' responsibility to update and to be knowledgeable of the Team Manager and Meet Manager programs. A copy of the results, the backup of the Meet Manager database for each specific meet, and the final scores should be sent to Todd Garner at Todd_A_Garner@mcpssmd.org the day after the meet.

8. Eligibility Requirements for Championship Meets

The minimum number of meets in which an athlete must compete to qualify for postseason championship meets is six out of seven or five out of six meets respectively, unless in the judgment of the coach and the athletic director the swimmer/diver was legitimately absent due to illness, testing or other unavoidable reasons.

9. Dual Meets

- a. At least one day in advance, coaches should discuss meet procedures and assignments.
- b. Three timers with digital watches are required for each lane. Official times should be listed to 100th of a second.
- c. The middle time should be circled indicating it as the official time.

NOTE: Coaches should secure a minimum of three scorers to work the computer. Scoring volunteers should work as a team to assist in entering data into the Meet Manager program and scoring the meet.

- (1) The computer operator and reader should input all meet data.
- (2) The verifiers should double check entered data and resolve problems as they arise allowing the meet to proceed more effectively.
- (3) The pressure at the desk is reduced somewhat with two independent operations.

10. Clarification of Relay Scoring

The scoring for relays is:

PLACE	POINTS
First Place	8 points
Second Place	4 points
Third Place	2 points
Fourth Place	0 points

Only two of three possible relay teams from a school may score in a dual meet.

11. Dual Meet Lane Assignments for Eight (8) Lane Pools

It is not necessary to alter the lane numbers already present on the starting blocks or wall. The home team coach should number his/her cards 5-3-7 and the visiting team coach should number her/his cards 4-6-2. The outside lanes, #1 for Home and #8 for Visitor, are for exhibition swimming if desired. The Starter/Referee and Head Timer should be made aware of this procedure before warm-ups begin. Timers need only be assigned to lanes 2-7 inclusive. Coaches must provide their own timers on the exhibition lanes.

#1	HOME EXHIBITION	#5	HOME
#2	VISITOR	#6	VISITOR
#3	HOME	#7	HOME
#4	VISITOR	#8	VISITOR EXHIBITION

12. Double Duals

- All double dual meets will be in a ten-lane pool.
- At least one day in advance, the three coaches should discuss meet procedures and assignments.
- Each team will be allowed three entries per event with the exception of diving which will have two entries.
- The meet will be scored as three separate dual meets: A versus B, A versus C, and B versus C.
- Points are computed as a regular dual meet.
- Lanes will be assigned as indicated in the schedule. The first team listed will be A, the second team B, and the third team C.

Lane assignments for events with three swimmers per team:

Team A	Heat 1	Lanes 2, 5 & 8
Team B	Heat 1	Lanes 3, 6 & 9
Team C	Heat 1	Lanes 4, 7 & 10

- For double dual meets no home team will be designated
- The assignment of officials is as follows:

Team A	Team B	Team C
9 Timers	9 Timers	9 Timers
9 Watches	9 Watches	9 Watches
Referee	Starter	Head Timer
Stroke & Turn (2)	Stroke & Turn (2)	Stroke & Turn (2)
Diving Judges (2)	Diving Judges (2)	Diving Judge (1)
Asst. Head Timer	Announcer	Diving Referee
Table Workers (2)	Table Workers (2)	Table Workers (2)
Whistle	Clipboards	Result Sheets
Pencils	Starting System	Diving Scorer at Computing Table

COACHING INFORMATION

The coach is usually the sole school representative and as such is responsible for the entire activity of a practice or a meet. Coaches must monitor the conduct of their student athletes and spectators before, during, and after the activity. Coaches are also responsible for seeing that the meets and practices run smoothly, start and end on time. Coaches can rely on parent support to help accomplish many tasks, but the coach is in charge.

Coaches are responsible for the safety of the swimmers and divers. The following actions present certain dangers that coaches should clearly relate to the team. Coaches should present proper techniques of diving before allowing team members to participate in practice or competition.

- Diving from Starting Blocks
- Diving from Pool Edges
- Diving from Diving Boards

PHILOSOPHY

It is the expectation that all swimming and diving team members attend and actively participate in all practices and meets unless the coach and the local school athletic director grant prior approval.

1. Swimming Forms and Information

The following forms must be completed and returned to the coach before the first practice. Coaches are responsible for collecting and reviewing these forms.

- a. Medical Form, MCPS Form SRS-6, Rev. 3/97
- b. Transportation Form
- c. Student – Parent Athletics Participation Form
- d. Medical Card for Athlete, MCPS Form 560-30
- e. Dive Permission Form
- f. ECA fee form (can be paid on-line)

The coach must complete separate boys' and girls' athletic roster forms. Rosters must be submitted to the athletic director on or before the designated roster day.

2. Chain of Information

If a coach needs assistance with an issue not addressed in the MCPS Swimming and Diving Handbook or the current MCPS Athletic Handbook, the coach should:

First:

See his/her athletic director.

Second:

See his/her principal, if appropriate.

Third:

Contact MCPS swimming and diving sport director, Todd Garner, Ridgeview Middle School, 240-406-1300.

Fourth:

Contact Christa Krukiel; swim coaches' chairperson on technical information/facilities, 240-777-8070 or by e-mail: Christa.Krukiel@montgomerycountymd.gov.

Fifth:

Have the athletic director contact the director of systemwide athletics or athletics specialist for administrative questions or concerns, 301-279-3144.

3. High School All-American Forms

Forms will be available at preseason coaches' meeting, also available at <http://www.niscaonline.org/AwardPrograms/AllAmericanSwimming/tabid/63/Default.aspx> .

4. Materials/Items Necessary to Run a Swim Meet

The following items should be available at swim meets:

- a. Computer and printer for running Meet Manager
- b. Official's Checklist
- c. MCPS Dual Meet Diving Scoresheet
- d. MCPS Diving and Officiating for Parent Officials
- e. Amendments to the National Federation High School Swimming and Diving Rules Book for MCPS including procedures for dual meets, required materials and equipment, etc.
- f. MCPS Dual Swim Meet Entry Form
- g. Guidelines for pool use

5. Publicity

In order to provide our athletes appropriate publicity and recognition, please review the following:

- a. The coach of the home team must call the Sports Desk at the Washington Post and The Gazette, and local publications to report the results of the meet (the score and one or two highlights, for example, an athlete who has won three events, the number of school records broken, etc.).
- b. Contact www.reachforthewall.com to provide information about the team. Update school page and results weekly.

NEWSPAPER	PHONE	FAX	EMAIL
WASHINGTON POST	202-334-7350	202-334-7685	hss@washpost.com
GAZETTE	301-670-2050	301-670-7183	Sports@Gazette.net
POTOMAC ALMANAC	703-917-6409	703-917-0991	almanac@connectionnewspapers.com

- c. Utilize the school media. Display posters about upcoming meets, announce results, submit articles to school newspapers, provide pictures for displays, etc.
- d. Establish school swim records. Start with last year's County Championship. Post them at school and refer to them when your swimmers break them or come close. Keep all data in a file at school so subsequent coaches can continue keeping the records.
- e. The form on the next page has been helpful for some coaches to record information for newspapers.

MONTGOMERY COUNTY PUBLIC SCHOOLS SWIMMING AND DIVING MEDIA REPORT

Date of Meet: _____ Pool: _____
 Home Team: _____ Visiting Team: _____
 Final Boys' Score: _____ Final Boys' Score: _____
 Final Girls' Score: _____ Final Girls' Score: _____
 Home Coach: _____

EVENT WINNERS

	Boys' Name	Time / Score	School	Girls' Name	Time / Score	School
200 Medley Relay						
200 Freestyle						
200 Individual Medley						
50 Freestyle						
Diving						
100 Fly						
100 Freestyle						
500 Freestyle						
200 Free Relay						
100 Backstroke						
100 Breaststroke						
400 Free Relay						

Home Team Responsibility: Fax or send this form to the newspaper office before the print deadline, or call in the information to the Sports Desk.

MEET ADMINISTRATION INFORMATION

1. Announcer

The announcer is a very important official. Through close coordination with the referee and pool manager, and the use of a public address system, the announcer controls the overall tempo of the meet. This requires that the announcer be constantly alert and adaptable to meet conditions to ensure that the attention and interest of officials, competitors and spectators are maintained at all times. Unnecessary announcements interrupt and decrease the overall tempo of the meet. Fewer, timely announcements, are far more effective and contribute greatly to meet success.

a. General Guidelines for Announcers

- (1) Arrive early to test sound system and ensure proper operation.
- (2) Check with the referee and pool manager for meet time table, etc., and for any special instructions regarding announcements.
- (3) Complete all information on the announcement sheet before the meet.
- (4) Announce the start and end of the warm-up session. Call officials to their stations at the start of the warm-up period.
- (5) Make opening comments. Welcome everyone to the site and announce the names of the schools participating. Announce the lanes assigned to each team and that there will be 22 events, alternating boys then girls.
- (6) Remind everyone to remain quiet for the starts.
- (7) Announce the score after scores have been added for event 8 (50 free), event 10 (Diving), and event 14 (100 free). Announce score after breaststroke only if neither team has 84 points. (If 84, say nothing).
- (8) Coordinate all announcements so they do not interfere with the starting of a heat or interrupt the meet.
- (9) Before the start of each event, announce the event.
- (10) Near the end of the meet remind officials to return watches and clipboards to the scorers' table. Thank everyone and announce the next meet for each team.

b. Additional Information for Announcers

- (1) Speak clearly, talk slowly, and be careful that words do not run together.
- (2) Announce all events and only make other announcements as requested by the referee, clerk of course, or the management.
- (3) Do not add to the high noise level by unnecessary announcements or needless descriptions.
- (4) The announcer should do everything possible to keep the meet moving and make it interesting to the spectators.

c. Diving

The announcer is responsible for efficiently running the diving events. The announcer shall encourage the officials to move the event on time by reading quickly and not waiting for others to set the pace.

A typical announcement might be:

"John's 4th dive is a back, one somersault in layout, one point seven - Jane on deck."
(Jane on deck' is the key to rapid flow of meet. Jane should be approaching the diving stand, listening to the announcements.) As the diver submerges the announcer reads judges' score "5, 5, 4 1/2, 4, 5. Jane's fourth dive."

d. **Reminder at the End of the Meet**

Announce a reminder to coaches and referees to sign the score sheet at the scorers table. Coaches are often involved in discussions at the conclusion of the meet and would appreciate a call to the table.

2. Scorer

a. Suggestions for keeping score in MCPS dual swimming meets follow.

- (1) Teams are expected to use the Meet Manager Program and Team Manager Program provided by the school.
- (2) The Team Manager roster files should be exchanged and imported into Meet Manager prior to the start of the meet.
- (3) The scorer/recorder will work will as a three or four person team to enter meet data into Meet Manager.
The positions are as follows:
 - a) The Reader will indicate the name, school and time and/or score for each event to the computer operator.
 - b) The Computer Operator is responsible for running the Meet Manager program. The operator will work with the reader, locating the athlete's name and entering times and/or scores.
 - c) The Verifier will check printed results against the times written on entry cards or scores on dive sheets.
- (4) In the event of computer error, where the computer is not operational, scorers should use the MCPS dual meet form located at the back of the *Swimming and Diving Handbook*.
- (5) Coaches should retain all time cards and dive score sheets for the duration of the season.
- (6) No team can score more than two relays. If a school should have relays finishing 1 - 2 - 3, that school would be awarded points for 1 and 2 only, even if the other team entered no relays. A single team, earning 13 points can sweep individual events.
- (7) At the conclusion of the meet, scores should be announced and both coaches and referee should be called to the scorers' table to sign the score sheet. Coaches and referees are often involved in discussions with swimmers, parents, or pool personnel at this point and would appreciate being called to the table.

b. Scores

Place/Finish	1	2	3	4	5	6
Individual	6	4	3	2	1	0
Relay	8	4	2			

c. Checklist for Diving Referees

Immediately after the 50 Free events and while the pool is readied for the diving event:

- (1) Call for a meeting with all divers behind the boards before the warm-up dive.
 - (a) Explain the judging process.
 - (b) Clarify information on the diving sheets.
 - (c) Instruct the divers to listen carefully to each announced dive and make any corrections to the announcement as needed. Diving sheets will be corrected as necessary.
 - (d) Announce the diving order of the divers (arbitrarily chosen).

- (2) Call for a meeting with the other officials at the table during the meet warm-up.
 - (a) Insist on a total of five judges; give out flash cards (using fingers is OK if all flash card sets are not available).
 - (b) Explain the full scoring range for officials to use.
 - (3) Stress consistency – insulation from crowd response, etc.
 - (4) With deficient dives, the diving referee will instruct judges (after they flash cards) when and how much to deduct. Judges will score the dive as it is performed, making no deductions unless instructed to do so. The referee will make judgments regarding failed dives, etc., and instruct the desk when adjustments must be made.
- d. Before Starting
- The announcer should explain the scoring procedure to the crowd.
- (1) Five scores are recorded.
 - (2) The high and low scores are discarded.
 - (3) The other three scores are averaged.
 - (4) The score is multiplied by the Degree of Difficulty (points assigned each dive because it is difficult to perform well).
 - (5) Judges are judging the execution of the dive, not the difficulty.
 - (6) Hold applause until after all scores are read.

Remember interscholastic athletics is an extension of the classroom. Encourage good sportsmanship among spectators and competitors.

DIRECTIONS TO POOLS & CONTACT INFORMATION

Fairland Aquatic Center

13820 Old Gunpowder Road
Laurel, MD 20707

Oliver Joynes
Phone: 301-362-6060

Directions: From Rt. 495 East, take the Calvert exit Rt. 212 East towards Beltsville. Left at first light (Old Gunpowder Road). Pool is approximately two miles on left.

Gaithersburg Aquatic Center

2 Teachers Way
Gaithersburg, MD 20877

Adam Goldstein or Jennifer Mogus
Phone: 301-258-6445 x 202

For Emergencies Only:
Adam Goldstein cell: 240-793-7221

Directions: From Rockville follow Rt. 355 North to Summit Avenue. Make right turn on Summit Avenue. Continue to East Diamond Avenue (Rt. 124). Make right on Rt. 124. Continue to Girard Avenue. Make a left on Girard Avenue. Make left onto Teachers Way. Follow signs to Aquatic Center.

Germantown Indoor Swim Center

18000 Central Park Circle
Boys, MD 20841

Jeremy Mogus
Phone: 240-777-6830

Directions: From Rockville take 270 North to 118 towards Germantown. Continue on 118, turn right on Germantown Park Drive, enter roundabout take 2nd exit onto Central Park Circle. Follow signs to Swim Center.

Martin Luther King Swim Center

1201 Jackson Road
Silver Spring, MD 20904

Carey Apple
Phone: 240-777-8060

Directions: From Rt. 495 East, exit New Hampshire Avenue North. Continue on New Hampshire Avenue under Rt. 29 (Colesville Road). A half mile past Rt. 29, make right turn at White Oak Middle School onto Jackson Road. Continue on Jackson Road to pool on right.

Montgomery Aquatic Center

5900 Executive Blvd.
Bethesda, MD 20852

Christa Krukiel
Phone: 240-777-8070

Directions: From Bethesda follow Rt. 355 North (Rockville Pike). Make left turn on Marinelli (opposite Metro Center). Continue on Marinelli until it dead ends at Executive Blvd. to pool.

Montgomery College – Germantown

20200 Observation Drive
Germantown, MD 20876

Jon Pointer
Phone: 240-567-7892

Directions: From Rt. 495 West to Rt. 270 North, Exit Rt. 118 Damascus. Follow signs Rt. 118 East to Rt. 27 for 1/2 mile to campus entrance. Make right onto Observation Drive. Continue 1/2 mile to first left (Physical Education Building). Additional parking on right. Pool is in Physical Education Building.

Montgomery College - Takoma Park

7600 Takoma Avenue at Fenton St.
Takoma Park, MD 20912

Kraig Kinsey
Phone: 240-567-1566

Directions: From Georgia Avenue (Rt. 97) Wheaton area follow Georgia Avenue south to Sligo Avenue. Make left onto Sligo Avenue. Continue one block to Fenton Street. Make right turn onto Fenton Street. Continue to Falcon Hall.

Olney Swim Center

16601 Georgia Avenue
Olney, MD 20832

Herb Poe
Phone: 240-777-4995

Directions: From Wheaton area, follow Georgia Ave. North. Pool is located in Olney Manor Park complex. Make a right into complex. Follow road to pool.

Rockville Municipal Swim Center

355 Martins Lane
Rockville, MD 20850

Mark Eldridge
Phone: 240-314-8750

Directions: From Rockville, follow Rt. 355 North to Hungerford. Left onto Hungerford, follow to Mannakee. Turn left onto Mannakee, turn right into pool entrance.

GUIDELINES FOR POOL USE

1. General Guidelines for Pool Use

- a. Coaches are responsible for knowing and enforcing all pool rules with team members in the pool areas as well as in the locker rooms.
- b. Swimmers are not permitted in the water unless the coach is on deck.
- c. The pool cannot be responsible for property left in lockers. Lockers are available but swimmers should bring a lock to secure their belongings. Locks may not be left over night (swimmers should be advised not to leave articles unlocked in lockers).
- d. Accidents must be reported immediately to the pool operator.
- e. Coaches are reminded to inform swimmers, parents, spectators, and officials that no food or drinks are allowed on deck. Pool and locker room areas should be kept clean.
- f. The staff will maintain a legally accepted chemical balance, but on occasion, the chlorine and/or pH will irritate eyes. Swimmers should be advised to bring a pair of goggles.
- g. Unless otherwise indicated, swimmers should arrive 10 minutes before practice time through the main doors and remain quietly in the lobby until the start of practice.
- h. Unless otherwise indicated, swimmers will be permitted to go to the locker room or pool areas no earlier than 10 minutes prior to their scheduled practice time.

2. Guidelines for High Schools Using Montgomery College Pools

- a. General pool rules are posted and available at each of the campus pools. Due to physical plant differences, rules may vary among campuses.
- b. There are no public address systems at pools. Coaches should use a starting device with a speaker system.
- c. There are no starting blocks at the Montgomery College-Germantown pool.

3. Guidelines for High Schools Using the Montgomery College - Takoma Park Pool

- a. Diving will be conducted as the first event following a warm-up for divers.
- b. Swimmers will warm-up immediately following the divers.
- c. There is a 10-minute break between the 50 Free and 100 Fly.

4. Guidelines for High Schools Using the Gaithersburg Aquatic Center

- a. Teams will only be admitted 15 minutes prior to the start of their meet or practice.
- b. Teams arriving for the second meet should remain in the lobby or locker room areas until the earlier meet has been completed.
- c. Since there is limited space for athletes, officials, and spectators, teams should use the sides of the pool as their team areas. It is recommended that the bleachers be reserved for the spectators.
- d. Lane ropes will be in the pool ready to use when teams arrive. Starting blocks will be up throughout the season.
- e. The pool operator will put up backstroke flags at the coach's request.
- f. There is no public address system. Coaches should use a starting device with a speaker system.
- g. Spectators should dress for an indoor pool climate.

5. Guidelines for High Schools Using the Martin Luther King Swim Center, Montgomery Aquatic Center, Olney Swim Center, and the Germantown Indoor Swim Center

- a. Only the main pool and locker rooms are available for use. The diving platform, filter rooms, hydrotherapy pool, teaching pool, weight room, offices, lobbies, and other areas are off limits.
- b. Swimmers are required to take a soap shower before entering the pool.

- c. Kickboards are available for use and must be returned at the end of practice by the coach.
- d. Teams must provide their own starting systems, watches, and equipment including laptop computers for meets. Lap counters will be available.
- e. Parent officials will be allowed into the pool area 1/2-hour before the first meet.
- f. Coaches and swimmers will be allowed into the locker rooms and pool area 15 minutes before the start for both meets.
- g. For Morning Practice – Swimmers will be permitted to enter the pool area no earlier than 15 minutes before practice time.
- h. Martin Luther King Swim Center (MLK) – Teams should enter and exit through the front door only.
- i. Montgomery Aquatic Center (MAC) – Teams should enter and exit through the front door only.

2011–2012 SWIM POOL DIRECTORY

Swim and Dive Program Directors

- William G. Beattie, Director, Systemwide Athletics
Montgomery County Public Schools
301-279-3144
- Gabriele von Nordheim, Athletics Specialist
Montgomery County Public Schools
301-279-3144
- Todd Garner – Swimming & Diving Sport Director
Home: 301-330-9297, Ridgeview Middle School: 240-406-1300 FAX: 301-840-4679

Pool Facilities Directors

- Adam Goldstein – Aquatic Facility Director, Gaithersburg Aquatic Center
Office: 301-258-6445 x 202
- Christa Krukiel – Recreation Supervisor, Montgomery Aquatic Center
Pool: 240-777-8070
Email: Christa.Krukiel@montgomerycountymd.gov
- Mark Eldridge – Aquatics Superintendent, Rockville Municipal Swim Center
Office: 240-314-8750

POOL	POOL MANAGERS	PHONE	VOICE MAIL
Fairland Aquatics Center	Oliver Joynes	301-362-6060	
Gaithersburg Aquatic Center	Adam Goldstein Jennifer Mogus	301-258-6445 (after 3 p.m.)	301-258-6345
Germantown Indoor Swim Center	Jeremy Mogus	240-777-6830	240-777-6835
Martin Luther King Swim Center	Carey Apple	240-777-8060	240-777-8061
MC-Germantown Pool	Jon Pointer	240-567-7892	
MC-Takoma Pool	Kraig Kinsey	240-567-1566	
Montgomery Aquatic Center	Christa Krukiel	240-777-8070	240-777-8071
Olney Swim Center	Herb Poe	240-777-4995	
Rockville Municipal Swim Center	Mark Eldridge	240-314-8750	

SWIMMING AND DIVING STANDARDS

1. Coaches Responsibilities

- a. Knowing and following all MCPS policies, procedures, rules, and regulations as described throughout this *MCPS High School Athletic Handbook*
- b. Knowing and following the sport STANDARDS section of the specific sport or activity for which he/she is responsible
- c. Knowing and following the "Bylaws" and "Rules and Interpretation" sections of the *MPSSAA Handbook*
- d. Following procedures in the appropriate (fall, winter, or spring) *MPSSAA Tournament Bulletin*
- e. Following rules described in the national rule book applicable to that sport.

2. Contact Information

Questions should be directed to the local school athletic director first and then to the county sport director, Todd Garner, at Ridgeview Middle School (W) 240-406-1300. Meet scores and results are to be faxed or emailed to him immediately after each contest (FAX) 301-840-4679.

3. Divisions

Teams will compete in four divisions.

Division I	Division II	Division III	Division IV
Bethesda-Chevy Chase	Blake	Damascus	Clarksburg
Blair	Richard Montgomery	Gaithersburg	Einstein
Churchill	Northwest	Kennedy	Northwood
Walter Johnson	Poolesville	Magruder	Paint Branch
Walt Whitman	Quince Orchard	Rockville	Seneca Valley
Wootton	Sherwood	Springbrook	Watkins Mill
			Wheaton

Each year the dual meet results and divisional results will determine the next year's divisions. The format for determining divisional winners will be used for this purpose. The male and female points will be combined. The teams in Division II, III and IV with the most points will move up a division. The team in Division I, II, and III with the least amount of points will move down a division. This process will be evaluated at the 2013 post season coaches' meeting.

If teams in a division meet more than once during the season, the first competition will count toward division standings.

If there is a tie in points for moving up, the team with the highest combined score in the divisional meet, moves up. If there is a tie in points for moving down, the team with the lowest combined score in the divisional meet moves down.

The team with the most combined points in the regular season divisional dual meets and the post season divisional meet is the divisional winner. If there is a tie, in points for divisional winner, head to head competition is the tie breaker.

Divisional dual meet victory receives 1 point

Divisional dual meet tie receives 1/2 point

Divisional meet finishes (6 team division): 1st = 7 points; 2nd = 5 points; 3rd = 4 points; 4th = 3 points, 5th = 2 points; 6th = 1 points.

Division meet finishes (7 team division): 1st = 8 points, 2nd = 6 points; 3rd = 5 points; 4th = 4 points, 5th = 3 points; 6th = 2 points, 7th = 1 point.

The girls' team and the boys' team with the most points will be declared champion.

If divisional champions cannot be determined due to cancellation of regular season meets, division champions will be determined using MCPS Divisional meet placement.

4. Restricted Dates for Practices and Contests

See Restricted Dates in the Calendar/Dates section of this handbook regarding restrictions on practices, two-a-day practices, games, and meetings.

5. Practices/Scrimmages

- a. Practice begins November 15, 2011. The first contest may not be scheduled before December 5, 2011.
- b. Saturday, December 3, 2011, is a required scrimmage meet. Coaches are allowed to schedule a scrimmage prior to the first meet with the approval of the athletic director. It must occur prior to the start of the regular season, paid for by the schools involved, and comply with all other MCPS and MPSSAA requirements.
- c. Practices, meetings, tryouts, and contests are prohibited on Sundays, Thanksgiving, Christmas and winter break holidays, Martin Luther King's Birthday and Presidents' Day. The last swim practices will be held on Wednesday, February 15, 2012. Regional diving practices will be held during exam week. Information regarding pool practice time for state championship competitors will be distributed at the coaches' preseason meeting.
- d. To be eligible for competition, club swimmers who have additional regular outside practice obligations must actively participate in a minimum of one of the two weekly scheduled high school practices by swimming/diving or assisting the coach with novice swimmers/divers. Whenever a swimmer/diver misses a high school practice session due to obligations or conflicts, prior approval must be obtained from the high school coach and athletic director.

6. Contests

- a. The minimum number of meets in which an athlete must compete to qualify for championship and post season competition is six out of seven or five out of six meets respectively, unless in the judgment of the coach and the athletic director the swimmer/diver was legitimately absent due to illness, testing or other unavoidable reasons.
- b. Schools will be scheduled a maximum of six meets plus one scrimmage meet. Schools that have a bye on their schedules may fill the bye; however, MCPS will not pay the pool rental charge for that meet. Byes must be filled by December 3, 2011, and reported to Dr. William Beattie, director of system-wide athletics. The optional meet that replaces the bye must be entered on the schedule prior to December 3, 2011, and must meet all other MCPS and MPSSAA requirements. The Divisional Championships, the Regional Championship, the Metropolitan High School Swim Championships, and the MD State Championship Meet are in addition to the six. No more than two meets may be scheduled in a week.

- c. Cancellation of swimming practices and meets due to inclement weather will follow the MCPS guidelines for all athletic teams. When the Community Use of Public Facilities (CUPF) closes school buildings on Saturday, all meets are postponed. Efforts are made to reschedule postponed meets if space is available. The information is also posted on MCPS "Sports Folder".
- d. The following schools volunteered to administer the following meets:

DIVISIONALS

Division I	B-CC
Division II	Poolesville
Division III	Rockville
Division IV	Paint Branch

- e. Schools are allowed one optional meet with the approval of the athletic director. The schools involved will pay pool rental time. Meets may not be scheduled on consecutive days.
- f. All meets must start on time and be completed within 2 hours. An approximate schedule is 1 hour and 30 minutes for swimming events and 20 minutes for the diving event, with the remaining 10 minutes being shared for warm-ups. Meets will be terminated at the 2-hour limit. Recognition of graduating seniors may not delay meets and must be agreed to by both coaches.
- g. The dates and times of all division meets, Divisional Championships, Metros, and practice sessions are scheduled during the summer. No changes are permitted without the approval of the director of system-wide athletics.
- h. Teams will compete in a divisional meet.
- i. The home team will use the odd lanes, and the visiting team will use the even lanes. The home team is listed first in the handbook.
- j. Both schools will be responsible for providing an appropriate number of designated officials for meets. The arrangements for officials should be done through the coaches and parent representatives. These arrangements should be made two days prior to the meet. MCPS coaches are ultimately responsible for the running of the meet.
- k. All meets are governed by National Federation rules, except where amended by MCPS.

7. Playing Rules

- a. Coaches are responsible for being knowledgeable of the contents of the *MCPS Swimming & Diving Handbook*. Coaches are to share the book with the parent officials.
- b. It is the expectation that all swim team members attend and actively participate in all practices and meets unless prior approval is granted by the coach and the school athletic director.
- c. All bills for pool rental for practices and meets printed in the approved schedule will be paid centrally. Schools should forward a list of any missed practices/meets or discrepancies to Dr. William Beattie, director of system-wide athletics.
- d. Students may participate as individuals or with a team in the same sport outside of school during the school season. However, to be eligible for championship and post season meets, club swimmers who have additional regular outside practice obligations must actively participate in a minimum of one of the two weekly scheduled high school practices by swimming/diving or assisting the coach with novice swimmers/divers. Whenever a swimmer/diver misses a high school practice session due to obligations or

- conflicts, prior approval must be obtained from the high school coach and athletic director.
- e. Swimmers and divers are not permitted to wear caps, suits, or warm-ups that identify teams or clubs other than the swimmer's/diver's school. Advertisement of alcohol or tobacco products is not permitted. All team members should wear matching suits and caps.
 - f. A competitor must remove jewelry (except religious/medical medal which must be taped to the body), objectionable attire, or objectionable non-permanent body markings before competing. Objectionable permanent body markings shall be covered. Failure to adhere to this rule will result in disqualification from that event.
 - g. Coaches must send a list of their divers to regional diving coaches by the first diving practice. Divers participating in regional diving practice must give a completed "Medical Card for Athlete", (MCPS Form 560-30) to the regional diving coach.
 - h. Multiple bounces on the diving board will not be allowed in practices or meets. The penalty in a meet will be disqualification of that diver. Any referee may impose the penalty.
 - i. The recommended minimum team size for swimming is 25 total students.

SWIMMING AND DIVING SCHEDULE 2011 – 2012

Saturday 12/3/2011

Blair and Sherwood at Martin Luther King Swim Center 9:15 am
Damascus and Clarksburg at Martin Luther King Swim Center 11:30 am
Magruder and Whitman at Olney Swim Center 9:15 am
Northwest, Gaithersburg and Watkins Mill at Germantown Indoor Swim Center 11:30 am
Northwood and Walter Johnson at Rockville Municipal 4:15 pm
Paint Branch and Blake at Montgomery Aquatic Center 9:15 am
Poolesville and Churchill at Gaithersburg Aquatic Center 11:30 am
Quince Orchard and Seneca Valley at Olney Swim Center 11:30 am
Richard Montgomery and B-CC at Germantown Indoor Swim Center 9:15 am
Springbrook and Einstein at Montgomery College - Takoma 12:00 pm
Wheaton and Kennedy at Montgomery Aquatic Center 11:30 am
Wootton and Rockville at Montgomery College - Takoma 2:30 pm

Saturday 12/10/2011

B-CC and Whitman at Martin Luther King Swim Center 9:15 am
Blair and Wootton at Montgomery Aquatic Center 11:30 am
Blake and Northwest at Rockville Municipal 4:15 pm
Churchill and Walter Johnson at Gaithersburg Aquatic Center 11:30 am
Clarksburg, Northwood and Paint Branch at Germantown Indoor Swim Center 11:30 am
Damascus and Gaithersburg at Olney Swim Center 9:15 am
Einstein and Wheaton at Montgomery College - Takoma 12:00 pm
Kennedy and Rockville at Germantown Indoor Swim Center 9:15 am
Quince Orchard and Richard Montgomery at Montgomery Aquatic Center 9:15 am
Seneca Valley and Watkins Mill at Montgomery College - Takoma 2:30 pm
Sherwood and Poolesville at Olney Swim Center 11:30 am
Springbrook and Magruder at Martin Luther King Swim Center 11:30 am

Saturday 12/17/2011

Gaithersburg and Springbrook at Montgomery College - Takoma 2:30 pm
Magruder and Kennedy at Montgomery College - Takoma 12:00 pm
Northwest and Quince Orchard at Montgomery Aquatic Center 11:30 am
Northwood and Einstein at Martin Luther King Swim Center 11:30 am
Poolesville and Blake at Germantown Indoor Swim Center 9:15 am
Richard Montgomery and Sherwood at Olney Swim Center 9:15 am
Rockville and Damascus at Rockville Municipal 4:15 pm
Seneca Valley, Clarksburg and Wheaton at Germantown Indoor Swim Center 11:30 am
Walter Johnson and Blair at Olney Swim Center 11:30 am
Watkins Mill and Paint Branch at Martin Luther King Swim Center 9:15 am
Whitman and Churchill at Montgomery Aquatic Center 9:15 am
Wootton and B-CC at Gaithersburg Aquatic Center 11:30 am

Saturday 1/7/2012

Churchill and B-CC at Olney Swim Center 11:30 am
Clarksburg and Northwood at Olney Swim Center 9:15 am
Damascus and Kennedy at Gaithersburg Aquatic Center 11:30 am
Gaithersburg and Magruder at Germantown Indoor Swim Center 9:15 am
Poolesville and Northwest at Montgomery Aquatic Center 11:30 am
Richard Montgomery and Blake at Martin Luther King Swim Center 9:15 am
Rockville and Springbrook at Martin Luther King Swim Center 11:30 am
Seneca Valley and Paint Branch at Montgomery College - Takoma 12:00 pm
Sherwood and Quince Orchard at Rockville Municipal 4:15 pm
Walter Johnson and Wootton at Montgomery Aquatic Center 9:15 am
Watkins Mill, Wheaton and Einstein at Germantown Indoor Swim Center 11:30 am
Whitman and Blair at Montgomery College - Takoma 2:30 pm

Saturday 1/14/2012

B-CC and Walter Johnson at Montgomery Aquatic Center 11:30 am
Blair and Churchill at Germantown Indoor Swim Center 9:15 am
Blake and Sherwood at Olney Swim Center 11:30 am
Clarksburg and Watkins Mill at Montgomery College - Takoma 2:30 pm
Kennedy and Gaithersburg at Martin Luther King Swim Center 9:15 am
Magruder and Rockville at Rockville Municipal 4:15 pm
Northwest and Richard Montgomery at Montgomery Aquatic Center 9:15 am
Paint Branch, Einstein and Seneca Valley at Germantown Indoor Swim Center 11:30 am
Quince Orchard and Poolesville at Gaithersburg Aquatic Center 11:30 am
Springbrook and Damascus at Olney Swim Center 9:15 am
Wheaton and Northwood at Montgomery College - Takoma 12:00 pm
Wootton and Whitman at Martin Luther King Swim Center 11:30 am

Saturday 1/21/2012

Blair and B-CC at Montgomery Aquatic Center 7:30 pm
Churchill and Wootton at Germantown Indoor Swim Center 9:15 am
Damascus and Magruder at Montgomery Aquatic Center 11:30 am
Einstein and Clarksburg at Rockville Municipal 4:15 pm
Northwood, Seneca Valley and Watkins Mill at Germantown Indoor Swim Center 11:30 am
Paint Branch and Wheaton at Gaithersburg Aquatic Center 11:30 am
Quince Orchard and Blake at Olney Swim Center 9:15 am
Richard Montgomery and Poolesville at Montgomery College - Takoma 12:00 pm
Rockville and Gaithersburg at Olney Swim Center 7:30 pm
Sherwood and Northwest at Montgomery College - Takoma 2:30 pm
Springbrook and Kennedy at Olney Swim Center 11:30 am
Whitman and Walter Johnson at Montgomery Aquatic Center 9:15 am

Saturday 1/28/2012

B-CC and Quince Orchard at Montgomery College - Takoma 2:30 pm
Blake and Blair at Montgomery College - Takoma 12:00 pm
Churchill and Sherwood at Montgomery Aquatic Center 11:30 am
Einstein and Damascus at Germantown Indoor Swim Center 9:15 am
Gaithersburg and Seneca Valley at Rockville Municipal 4:15 pm
Kennedy and Northwood at Martin Luther King Swim Center 11:30 am
Magruder and Clarksburg at Olney Swim Center 9:15 am
Walter Johnson and Poolesville at Martin Luther King Swim Center 9:15 am
Watkins Mill and Rockville at Montgomery Aquatic Center 9:15 am
Wheaton, Springbrook and Paint Branch at Germantown Indoor Swim Center 11:30 am
Whitman and Richard Montgomery at Gaithersburg Aquatic Center 11:30 am
Wootton and Northwest at Olney Swim Center 11:30 am

Saturday 2/4/2012

Division I Diving Championship at Germantown Indoor Swim Center 7:30 am - 9:30 am
Division I Swimming Championship at Germantown Indoor Swim Center 9:30 am - 1:30 pm
Division II Diving Championship at Montgomery Aquatic Center 7:30 am - 9:30 am
Division II Swimming Championship at Montgomery Aquatic Center 9:30 am - 1:30 pm
Division III Diving Championship at Martin Luther King Swim Center 7:30 am - 9:30 am
Division III Swimming Championship at Martin Luther King Swim Center 9:30 am - 1:30 pm
Division IV Diving Championship at Olney Swim Center 7:30 am - 9:30 am
Division IV Swimming Championship at Olney Swim Center 9:30 am - 1:30 pm

Wednesday 2/8/2012

MCPS Metropolitan Swimming and Diving Championships (2/8/12 thru 2/11/12) at Germantown Indoor Swim Center TBA

ALL-STAR TEAM CRITERIA

All-Star games are not organized or administered by Montgomery County Public Schools (MCPS). Refer to the Maryland Public Secondary Schools Athletic Association (MPSSAA) Handbook regulation on All-Star games .04, D., (5).

.04, D., (5) "Individual students may participate in two All-Star games per sport, upon the completion of their eligibility in the sport in which this participation occurs."

Coaches have agreed on the following recommendations for selecting an All-Star County Swim Team. Times are listed for each event as follows:

- a. Fastest times swum during swim season
- b. A listing will be made of the top four times by different swimmers in each event.
- c. If a swimmer appears in more than two events, his/her best place finishes will be kept.
- d. Since three swimmers are entered in each event in a high school swim meet, three swimmers will be kept on this list for an All-County Team.
- e. Divers are selected by the best combination of finishes and scores in the County Championships and Metro meets.

THE ALLEN MURRAY AWARD

The Allen Murray award is presented annually to a Montgomery County Public Schools swimming and diving coach. This award was created to honor the memory of a man whose family values, friendly demeanor, and excellent teaching skills serve as the standard to which all coaches should aspire.

Mr. Murray was a long time supporter of swimming in Montgomery County. He served as a coach, a parent representative, and a swim clinician throughout his years of involvement with the sport. Mr. Murray coached at Northwood High School, Montgomery Blair High School, Springbrook High School, and Montgomery College, at the Takoma Park campus. Mr. Murray was a meticulous organizer and was an adept judge of mechanics.

As the aquatics director at MC-Takoma, Mr. Murray made every effort to schedule high school meets in spite of a shortage of pool times. He found money in his budget to bring his starting blocks up to code and initiated many changes that resulted in greater efficiency at swim meets.

Montgomery County Public Schools will miss Mr. Allen Murray. He contributed in the development of Montgomery County youths through his capacity as a teacher, a coach, a camp director, and as founder and director of the Montgomery County Stroke and Turn Clinic. Through instruction in the latter, Mr. Murray contributed to the development of numerous county swimmers and assisted in raising the standards of the Montgomery County Public Schools swimming and diving program.

FORMS

PERMISSION FORM TO PARTICIPATE IN MCPS SWIMMING / DIVING

Dear Parent/Guardian:

Your permission is required for your son or daughter to participate in springboard diving/swimming as a member of the _____ High School swimming/diving team. This form must be completed and on file with the coach before participants may begin in the program.

Due to the strenuous nature of springboard diving/swimming, the participant is urged to consult his/her physician concerning fitness to participate. All activities present certain inherent risks and hazards, which the participant and parents are urged to consider.

PARENT PERMISSION

I give _____ permission to participate in the _____ High School swimming/diving program
(student's name) (name of school)

and consent to medical emergency treatment for my son/daughter in the event of an emergency. To the best of my knowledge, there are no physical or other conditions that will interfere with my child's participation.

Signature of parent/guardian

Date

(If the parents are divorced and have legal joint custody, both parents must sign.)

MCPS DUAL MEET DIVING SCORESHEET

School: _____
 Name: _____
 Meet: _____ Site: _____
 Male: _____ Female: _____

Order of Finish	
Total Points	
Diving Order	

	#	Dive Description	Pos	Judges Scores					Judges Total	Degree of Diff	Points Awarded				
				1	2	3	4	5							
1															
2															
3															
4															
<i>Total Points</i>															

 Diver's Signature

 Coach's Signature

MCPS DUAL MEET DIVING SCORESHEET

School: _____
 Name: _____
 Meet: _____ Site: _____
 Male: _____ Female: _____

Order of Finish	
Total Points	
Diving Order	

	#	Dive Description	Pos	Judges Scores					Judges Total	Degree of Diff	Points Awarded				
				1	2	3	4	5							
1															
2															
3															
4															
<i>Total Points</i>															

 Diver's Signature

 Coach's Signature

MCPS DIVISIONAL MEET DIVING SCORESHEET

School: _____
 Name: _____
 Meet: _____ Site: _____
 Male: _____ Female: _____

Order of Finish	
Total Points	
Diving Order	

	#	Dive Description	Pos	Judges Scores					Judges Total	Degree of Diff	Points Awarded				
				1	2	3	4	5							
1															
2															
3															
4															
5															
6															
<i>Total Points</i>															

 Diver's Signature

 Coach's Signature

REGIONAL CHAMPIONSHIPS DIVING SCORESHEET

School: _____

Name: _____

Meet: _____ Site: _____

Male: _____ Female: _____

Order of Finish	
Total Points	
Diving Order	

	#	Dive Description	Pos	Judges Scores					Judges Total	Deg of Diff	Points Awarded				
				1	2	3	4	5							
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
TOTAL POINTS															

Diver's Signature

Coach's Signature

DIVING SCORE SHEET INSTRUCTIONS

1. Refer to diving table provided below to complete the diving score sheet.
2. For each dive, write the number of the dive, position and degree of difficulty in the space provided; sign the score sheet, then have the coach sign it.
3. For meets requiring cancellation of high and low judge's scores, the scorer circles those scores which will be used in establishing the score for that dive.
4. The scorer keeps the diver's cumulative running score on the second line of each dive's Points Awarded column.
5. The diving referee checks the scorer's tabulation and signs the score sheet.

One-Meter Diving Table

Dive	Dive Name	T	P	S	F
------	-----------	---	---	---	---

Forward Dives

101	Forward Dive	1.2	1.3	1.4	-
102	Forward 1 SS	1.4	1.5	1.6	-
103	Forward 1½ SS	1.6	1.7	2.0	-
104	Forward 2 SS	2.2	2.3	2.6	-
105	Forward 2½ SS	2.4	2.6	-	-
106	Forward 3 SS	2.9	3.2	-	-
107	Forward 3½ SS	3.0	3.3	-	-
112	Forward Flying 1 SS	1.6	1.7	-	-
113	Forward Flying 1½ SS	1.8	1.9	-	-

Back Dives

201	Back Dive	1.5	1.6	1.7	-
202	Back 1 SS	1.5	1.6	1.7	-
203	Back 1½ SS	2.0	2.3	2.5	-
204	Back 2 SS	2.2	2.5	-	-
205	Back 2½ SS	3.0	3.2	-	-
212	Flying Back 1 SS	1.6	1.7	-	-

Reverse Dives

301	Reverse Dive	1.6	1.7	1.8	-
302	Reverse 1 SS	1.6	1.7	1.8	-
303	Reverse 1½ SS	2.1	2.4	2.7	-
304	Reverse 2 SS	2.3	2.6	2.9	-
305	Reverse 2½ SS	3.0	3.2	-	-
312	Flying Reverse SS	1.7	1.8	-	-

Inward Dives

401	Inward Dive	1.4	1.5	1.8	-
402	Inward 1 SS	1.6	1.7	2.0	-
403	Inward 1½ SS	2.2	2.4	-	-
404	Inward 2 SS	2.8	3.0	-	-
405	Inward 2½ SS	3.1	3.4	-	-
412	Inward Flying SS	2.0	2.1	-	-
413	Inward Flying 1½	2.7	2.9	-	-

Twist Dives

5111	Forward Dive, ½ Twist	1.6	1.7	1.8	-
5112	Forward Dive, 1 Twist	-	1.9	2.0	-
5121	Forward 1 SS, ½ Twist	-	-	-	1.7

Dive	Dive Names	T	P	S	F
------	------------	---	---	---	---

Twist Dives (continued)

5122	Forward 1 SS, 1 Twist	-	-	-	1.9
5124	Forward 1 SS, 2 Twists	-	-	-	2.3
5126	Forward 1 SS, 3 Twists	-	-	-	2.8
5131	Forward 1½ SS, ½ Twist	-	-	-	2.0
5132	Forward 1½ SS, 1 Twist	-	-	-	2.2
5134	Forward 1½ SS, 2 Twists	-	-	-	2.6
5136	Forward 1½ SS, 3 Twists	-	-	-	3.1
5152	Forward Dive, 2½ SS, 1 Twist	3.0	3.2	-	-
5211	Back Dive, ½ Twist	-	-	1.8	-
5212	Back Dive, 1 Twist	-	-	2.0	-
5221	Back 1 SS, ½ Twist	-	-	-	1.7
5222	Back 1 SS, 1 Twist	-	-	-	1.9
5223	Back 1 SS, 1½ Twists	-	-	-	2.3
5225	Back 1 SS, 2½ Twists	-	-	-	2.7
5227	Back 1 SS, 3½ Twists	-	-	-	3.2
5231	Back 1½ SS, ½ Twist	-	-	-	2.1
5233	Back 1½ SS, 1½ Twists	-	-	-	2.5
5235	Back 1½ SS, 2½ Twists	-	-	-	2.9
5251	Back 2½ SS, ½ Twist	2.7	2.9	-	-
5311	Reverse Dive, ½ Twist	-	-	1.9	-
5312	Reverse Dive, 1 Twist	-	-	2.1	-
5321	Reverse 1 SS, ½ Twist	-	-	-	1.8
5322	Reverse 1 SS, 1 Twist	-	-	-	2.0
5323	Reverse 1 SS, 1½ Twists	-	-	-	2.4
5325	Reverse 1 SS, 2½ Twists	-	-	-	2.8
5331	Reverse 1½ SS, ½ Twist	-	-	-	2.2
5333	Reverse 1½ SS, 1½ Twists	-	-	-	2.6
5335	Reverse 1½ SS, 2½ Twists	-	-	-	3.0
5351	Reverse 2½ SS, ½ Twist	2.7	2.9	-	-
5411	Inward Dive, ½ Twist	-	1.7	2.0	-
5412	Inward Dive, 1 Twist	-	1.9	2.2	-
5421	Inward 1 SS, ½ Twist	-	-	-	1.9
5422	Inward 1 SS, 1 Twist	-	-	-	2.1
5432	Inward 1½ SS, 1 Twist	-	-	-	2.7
5434	Inward 1½ SS, 2 Twists	-	-	-	3.1

MCPS DUAL SWIM MEET FORM

POOL _____ DATE _____

TIME _____

POINTS						
PLACE	1	2	3	4	5	6
INDIV.	6	4	3	2	1	0
RELAY	8	4	2	0	0	0

HOME TEAM					
EVENT	SWIMMER	TIME	P L	PT	SCORE
200 MED RELAY					/
200 FREE					/
200 IM					/
50 FREE					/
IM DIVING					/
100 FLY					/
100 FREE					/
500 FREE					/
200 FREE RELAY					/
100 BACK					/
100 BREAST					/
400 FREE RELAY					/
Time:	Date:				
Signature, Home Coach			Signature, Visiting Coach		

VISITING TEAM					
SCORE	P T	PL	TIME	SWIMMERS	EVENT
/					200 MED RELAY
/					200 FREE
/					200 IM
/					50 FREE
/					IM DIVING
/					100 FLY
/					100 FREE
/					500 FREE
/					200 FREE RELAY
/					100 BACK
/					100 BREAST
/					400 FREE RELAY
Time:	Date:				
Signature, Home Coach			Signature, Visiting Coach		

FINAL SCORE

Referee's Signature _____ Date _____

MCPS DUAL SWIM MEET – OFFICIALS

POOL _____

DATE _____

HOME _____

VISITOR _____

REFEREE _____

ANNOUNCER _____

STARTER _____

STROKE & TURN:

1. _____

2. _____

TURN JUDGE _____

HEAD TIMER _____

ASSISTANT _____

TIMERS (BY LANE):

1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

SCORERS:

1. _____

2. _____

3. _____

4. _____

DIVING

REFEREE _____

JUDGES:

1	4.
2.	5.
3.	6.

RECORDER _____

TABULATOR _____

Note: Form to be used by individual schools. (Not official meet form.)

HIGH SCHOOL SWIM MEET – OFFICIALS’ SIGN UP FORM

OFFICIALS NEEDED	MEET #1	MEET #2	MEET #3	MEET #4	MEET# 5	MEET #6	MEET #7	MEET #8
Date:								
Place:								
Time:								
Pool Mgr. Home #								
Referee								
Starter								
Stroke/Turn								
Head Timer								
Timer #1								
#2								
#3								
#4								
#5								
#6								
#7								
#8								
#9								
Head Judge								
Scorers								
Announcer								
Diving Officials								

KEY:

- * = Diving Judge
- GAC = Gaithersburg Aquatic Center
- MCG = Montgomery College Germantown
- MLK = Martin Luther King Swim Center
- MAC = Montgomery Aquatic Center
- RMSC = Rockville Municipal
- OSC = Olney Swim Center
- MCT = Montgomery College -Takoma Park
- GISC = Germantown Indoor Swim Center

REMEMBER - Divisional and Regional Championships

CHAMPIONSHIP MEET OFFICIALS

School _____

POSITION (Key Official)	NAME	PHONE NUMBER
Timer		
Timer		
Timer		
Timer		
Stroke & Turn		
Table Worker (Swimming)		
Table Worker (Diving)		
Diving Judge		
Team Rep		

*** Form must be completed and mailed to meet coordinator one week prior to
Championship Meet.**

CONFIRMATION OF POOL USE FORM**ACTION DUE DATE**
February 28, 2012Interscholastic Athletics
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

October 2011

MEMORANDUM

To: All Swim Coaches

From: Dr. William G. Beattie, Director, Systemwide Athletics
Swimming and Diving

Subject: Confirmation of Swim Pool Use 2011–2012

At the end of your last practice please complete the form below and send to Dr. William Beattie, CESC, Room #200, by **February 28, 2012**.

SCHOOL	
COACH	
DAY PHONE NUMBER	
POOL USED FOR PRACTICE	
PRACTICE TIMES	
LIST PRACTICE DATES AND TIMES NOT USED	
LIST MEET DATES AND TIMES NOT USED	
ALL SWIM PRACTICE DATES AND TIMES WERE USED	<input type="checkbox"/> YES <input type="checkbox"/> NO