

**Montgomery County
Public Schools**

2018–2019

**High School
Swimming and Diving
Handbook**

Office of the Chief Operating Officer
Interscholastic Athletics

Dr. Andrew M. Zuckerman
Chief Operating Officer

Mr. Jeffrey K. Sullivan
Director of Systemwide Athletics

Ms. Elizabeth (Kathy) K. Green
Athletics Specialist

Mr. Jason Blanken
Swimming and Diving Sport Director
Northwest High School

Montgomery County Public Schools
850 Hungerford Drive
Rockville, Maryland 20850

MCPS Athletics Website:
www.montgomeryschoolsmd.org/departments/athletics
Twitter: @MCPSAthletics

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INTRODUCTION

The purpose of the *Montgomery County Public Schools (MCPS) Swimming and Diving Handbook* is to provide background information and guidelines regarding the MCPS swimming and diving 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, more than 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 2018–2019 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 Mr. Jason Blanken, MCPS Swimming and Diving sport director, coach at Bethesda-Chevy Chase High School, and teacher at Northwest High School.

Coaches are strongly encouraged to reproduce copies of rule clarifications stated in this book and provide them to parent officials. The *MCPS Swimming and Diving Handbook* is also available online in the Resources section of the Athletics website.

The National Federation of State High Schools (NFHS) Swimming and Diving Rules Book governs the swimming program. Amendments to NFHS rules as stated will be considered official for MCPS competitions. The *2018–2019 MCPS High School Athletics Handbook* contains the regulations governing all interscholastic athletics, including swimming and diving. Schedules may be found at www.countysportszone.com.

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 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, for the first time, the Metros meet 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 of State High Schools (NFHS) 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 divisional and regional championships. The budget includes funding to purchase meet supplies, rules 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 *NFHS Swimming and Diving Rules Book*. Due to time limits, space and pool availability, MCPS does have some exceptions to the NFHS rules. Those rule changes are in this handbook. Our meet program and league structures are similar to most in the country. Many MCPS swimmers participate in year-round swimming programs competing at USA Swimming sanctioned competitions 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.

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, Kennedy Shriver Aquatic Center, assisted the MCPS swimming and diving program. Since 2007, Ms. Christa Krukiel, recreation specialist, Montgomery County Recreation Department (MCRD), has served as liaison between MCPS and MCRD.

MCPS RULES AMENDMENTS

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	200 Free Relay	18
19	100 Back	20
21	100 Breast	22
23	400 Free Relay	24

All meets must be completed within two hours. Swimming events should take approximately one hour and 30 minutes. Diving events should take approximately 20 minutes which allows for a 10-minute warm up for both teams. Pools have been 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 on www.countysportszone.com indicate when the schools may 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 successfully conduct a dual meet. This list reflects the recommended minimum. Teams should secure this equipment well in advance of 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	Power cord/strip, Extension Cord
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); 6 more at an 8-lane pool
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:

a. Meet Preparation

All swimmers, officials, and coaches must arrive at the pool one-half hour before the meet begins. 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 with their *Team Manager* roster prior to the start of the meet. When the two teams begin use of 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 10 minutes thereafter. The meet may not run over two hours (10-minute warm up included). All events that have not been run will be canceled by both coaches at the two-hour time limit. Coaches are responsible for monitoring and adhering to this two-hour time limit.

b. Time Cards

There must be three timers per lane with digital watches. Prior to each event, the coaches will fill out time cards, which are supplied by the MCPS Athletics Unit. 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 timer)	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
2-Dive Scorers/Table Workers	2-Dive Scorers/Table Workers

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 the varsity program 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, attend clinics, and attend assigned regional diving practices to gain/improve the skills necessary to coach diving.

b. Diving Officials

As indicated above, it is 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.

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 two boys and two 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.

d. Dive Competition

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.

- e. **Diving Warm-Up**
All competitors warm up during the scheduled 10-minute warm-up before the meet begins. 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.
- f. **Dive Sheet**
Divers must fill out a copy of their diving sheet before the start of dive warm-ups. 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 and during dive warm-ups to check each sheet for accuracy.
- g. **Practice**
Divers participating in regional diving practice must bring a completed MCPS Form 560-30: *Medical Card for Athlete*, 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

- a. **Dual Meets**
Divers perform four (4) dives. The first dive shall be a required dive and may be from any one of the five groups. The dive will receive its actual degree of difficulty (d.d.) up to a 1.8. If the dive has a higher d.d. it will be given a d.d. of 1.8. The remaining three optional dives shall receive the true d.d. These dives must be from two of the remaining four categories.
- b. **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.

Divers perform six dives. The first dive shall be required (max d.d. of 1.8). The remaining five dives must be from a different category (true d.d.), i.e., one front, back, inward, reverse, twisting. Diver may choose the diving order. Three divers per event. The coach must have seen the diver complete all dives to be eligible to dive. 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 7:00 a.m., warm-up begins no later than 7:30 a.m.
- c. **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 Swimming and Diving Handbook*, teams and meet referees should follow the current *NFHS Swimming and Diving Rules Book*. Information regarding MPSSAA tournaments will be available in the *MPSSAA Winter Tournament Bulletin*, which is updated annually.

- 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 is four. Swimmers can participate in either two individual events and two relays or one individual 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 may 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. For each meet both coaches should obtain a copy of the results (pdf format with scores), the backup of the Meet Manager database (Swmm5bkup[meet name] –zip file), and the home coach should send both files to Jason Blanken at jasonmblanken@gmail.com the day of the meet. Note – MCPS Outlook addresses do not accept zip files.

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

Relay scoring: first place – 8 points, second place – 4 points, third place – 2 points, and 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 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

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

- g. For double dual meets no home team will be designated.
- h. 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 meets and practices run smoothly, including starting and ending on time. Coaches can rely on parent support to help accomplish many tasks, but the coach is ultimately in charge.

Coaches are responsible for the safety of the swimmers and divers. Diving from starting blocks, pool edges and diving boards 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.

1. 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.

2. myMCPS Online Registration

Before a student is allowed to tryout or practice, he or she must submit a current medical evaluation (MCPS Form SRS-8) and complete the online registration process through the myMCPS Parent Portal.

Each coach must submit a complete, accurate, electronic athletic roster through the athletic director using the myMCPS online registration portal, on or prior to Friday, November 30, 2018. The athletic director must approve the roster or that team may not practice or compete on November 30, 2018, or thereafter until a complete, accurate, electronic roster has been submitted and approved. Rosters must be approved prior to the first contest.

3. Chain of Information

If a coach needs assistance with an issue not addressed in the *MCPS Swimming and Diving Handbook* or the current *MCPS High School Athletics 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, Jason Blanken, Northwest HS, (C) 240-286-4699 or by email: Jason_M_Blanken@mcpsmd.org.
- **Fourth:** Contact Christa Krukiel; liaison for facilities questions, by phone: 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, 240-453-2594.

4. High School All-American Forms

Forms will be available at postseason coaches' meeting, also available at: <http://www.niscaonline.org/AwardPrograms/AASwimming.aspx>.

5. 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 Scoresheets
- 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 Form
- g. Guidelines for pool use

6. Publicity

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

- a. The coach of the home team must contact the Sports Desk at the *Washington Post* and *The Sentinel*, 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.org to provide information about the team. Update school page and results weekly.

PUBLICATION	PHONE	FAX	EMAIL
Washington Post	202-334-7350	202-334-7685	hss@washpost.com
Montgomery Sentinel	301-838-0788	301-838-3458	editor-mc@thesentinel.com
Bethesda Magazine	301-718-7787	301-718-1875	editorial@bethesdamagazine.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 championship meet results. 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.

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 followed by 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 Announcer

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 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

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 added.
- (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 positive sportsmanship among spectators and competitors.

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. Diving will be conducted as the first event following a warm-up for divers.
- b. Swimmers will warm-up immediately following the divers.
- c. Teams will only be admitted 10 minutes prior to the start of their meet or practice.
- d. Teams arriving for the second meet should remain outside until the earlier meet has been completed.
- e. Since there is limited space for athletes, officials, and spectators, teams should use the sides of the pool as their team areas.
- f. Starting blocks will be up throughout the season.
- g. There is no public address system. Coaches should use a starting device with a speaker system.
- h. Teams should enter and exit through the patio for meets.
- i. Teams must provide their own starting systems, watches, and equipment including laptop computers for meets. Lap counters and dive scorecards will be available.

5. Guidelines for High Schools Using the Martin Luther King Swim Center, Olney Swim Center, Kennedy Shriver Aquatic 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. No other facility equipment, including portable clocks, may be used by school teams.
- d. Diving will be conducted as the first event following a warm-up for divers.
- e. Swimmers will warm-up immediately following the divers.
- f. There is a 10-minute break between the 50 Free and 100 Fly Teams must provide their own starting systems, watches, and equipment including laptop computers for meets. Lap counters will be available.
- g. Parent officials will be allowed into the pool area 1/2-hour before the first meet.
- h. Coaches and swimmers will be allowed into the locker rooms and pool area 15 minutes before the start for both meets.
- i. For Morning Practice – Swimmers will be permitted to enter the pool area no earlier than 15 minutes before practice time.
- j. Teams should enter and exit through the front door only.

2018–2019 SWIMMING POOL DIRECTORY AND CONTACT INFORMATION

Swim and Dive Program Directors

- Mr. Jeffrey K. Sullivan, Director, Systemwide Athletics, Montgomery County Public Schools
Office: 240-453-2594
- Ms. Elizabeth (Kathy) K. Green, Athletics Specialist, Montgomery County Public Schools
Office: 240-453-2594
- Mr. Jason Blanken—Swimming & Diving Sport Director
Cell: 240-286-4699

POOL	CONTACT INFORMATION
Fairland Aquatic Center 13820 Old Gunpowder Road Laurel, Maryland 20707	Manager: Mr. Matthew Wade Email: matthew.wade@pgparks.com Pool Phone Number: 301-362-6060
Gaithersburg Aquatic Center 2 Teachers Way Gaithersburg, Maryland 20877	Manager: Ms. Kegan Kim Pool Phone Number: 240-805-1543 Email: Kegan.Kim@gaitersburgmd.gov
Montgomery College—Germantown 20200 Observation Drive Germantown, Maryland 20876	Manager: Mr. Jon Pointer Pool Phone Number: 240-567-7892 Email: jon.pointer@montgomerycountymd.gov
Montgomery College—Takoma Park 7600 Takoma Avenue at Fenton St. Takoma Park, Maryland 20912	Manager: Mr. Kraig Kinsey Pool Phone Number: 240-567-1566 Email: kraig.kinsey@montgomerycountymd.gov
Rockville Swim and Fitness Center 355 Martins Lane Rockville, Maryland 20850	Manager: Mr. Adam Goldstein Pool Phone Number: 240-314-8752 Email: agoldstein@rockvillemd.gov
Montgomery County Recreation Department	Facilities Liaison: Ms. Christa Krukiel Phone: 240-777-6830 Email: christa.krukiel@montgomerycountymd.gov
Germantown Indoor Swim Center 18000 Central Park Circle Boyds, Maryland 20841	Manager: Mr. Jeremy Mogus Pool Phone Number: 240-777-6830 Office Phone Number: 240-777-6833 Email: Jeremy.mogus@montgomerycountymd.gov
Kennedy Shriver Aquatic Center 5900 Executive Blvd. Bethesda, Maryland 20852	Manager: Mr. Carey Apple Pool Phone Number: 240-777-8070 Office Phone Number: 240-777-8071 Email: carey.apple@montgomerycountymd.gov
Martin Luther King Swim Center 1201 Jackson Road Silver Spring, Maryland 20904	Manager: Mr. Herb Poe Pool Phone Number: 240-777-8060 Office Phone Number: 240-777-8061 Email: herb.poe@montgomerycountymd.gov
Olney Swim Center 16601 Georgia Avenue Olney, Maryland 20832	Manager: Ms. Bridget Gallagher Pool Phone Number: 240-777-4995 Office Phone Number: 240-777-4993 Email: bridget.gallagher@montgomerycountymd.gov

SWIMMING AND DIVING STANDARDS

1. Coach Resources and Responsibilities

Coaches are responsible for adhering to and implementing information included in the following resources:

- a. Sport-specific MCPS procedures described in the *Standards* section of the *MCPS High School Athletics Handbook* and the *MCPS Swimming and Diving Handbook*.
- b. General MCPS rules and procedures described in the *MCPS High School Athletics Handbook* and on the MCPS Athletics web page.
- c. State rules, regulations, and procedures described in the *MPSSAA Handbook* and the appropriate *MPSSAA Tournament Bulletin* (fall, winter, or spring).
- d. National rules and procedures described in the appropriate NFHS rules book for a particular sport.

2. Contact Information

Questions should be directed to the local school athletic director first and then to MCPS swimming and diving sport director Jason Blanken, (Northwest HS) via email at Jason_M_Blanken@mcpsmd.org or phone (C) 240-286-4699

The District 2 (Montgomery County) representative to the MPSSAA Swimming and Diving Committee is Brendan Lees (Sherwood HS) – Brendan_R_Lees@mcpsmd.org; (W) 301-924-3229.

3. Divisions

Schools will compete in four divisions.

Division I	Division II	Division III	Division IV
Bethesda-Chevy Chase	James Hubert Blake	Clarksburg	John F. Kennedy
Montgomery Blair	Northwest	Damascus	Northwood
Winston Churchill	Poolesville	Albert Einstein	Paint Branch
Richard Montgomery	Quince Orchard	Gaithersburg	Seneca Valley
Walter Johnson	Sherwood	Col. Zadok Magruder	Springbrook
Walt Whitman	Thomas S. Wootton	Rockville	Watkins Mill
			Wheaton

Each year, the dual meet results and divisional results will determine the next year's divisions. The male and female points will be combined. The schools in Division II, III, and IV with the most combined male and female points will move up a division. The schools in Division I, II, and III with the least amount of combined points will move down a division. If teams in a division meet more than once during the season, only the dual meet results (not the tri-meet) shall count toward division standings.

If there is a tie in points for moving up, the school 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.

A division championship is awarded in each division for each gender. The team with the most combined points in the regular season divisional dual meets and the postseason divisional meet is the divisional winner. If there is a tie in points for divisional winner, head-to-head competition is the second tiebreaker. If teams are still tied, overall record in regular season divisional meets is the third tiebreaker. If there is still a tie, there will be co-champions.

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 point.

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, contests, and meetings.

5. Practices/Scrimmages

- a. Practice begins November 15, 2018. The first contest may not be scheduled before December 5, 2018.
- b. Saturday, December 1, 2018, 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. The last regular season swim practices will be held on Wednesday, February 13, 2019. Information regarding pool practice time for state championship competitors will be distributed at the coaches' preseason meeting.
- d. Prior approval must be obtained from the high school coach and athletic director if a swimmer/diver must miss a high school practice session due to obligations or conflicts.
- e. Regional diving practices will be held throughout the season and will be administered by the countywide diving coaches. School coaches are expected to assist with the supervision of regional diving practices. Practice supervision will be determined at the coaches' preseason meeting.

6. Contests

- a. The minimum number of meets in which an athlete must compete to qualify for championship and postseason 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 six meets plus one scrimmage meet. Schools may schedule an additional meet; however, MCPS will not pay the pool rental charge for the meet. The additional meet must be approved by the athletic director and the director of systemwide athletics and comply with all MPSSAA and MCPS rules and regulations. The Divisional Championships, the Metropolitan High School Swim Championships, the Region Championships, and the Maryland State Championships are in addition to the six meets.
- c. Cancellation of swimming practices and meets due to inclement weather will follow the MCPS guidelines for all athletic teams. Efforts are made to reschedule postponed meets if space is available.

- d. Coaches agreed to have two schools co-host each division championship meet. One school will oversee the computer programming while the second school will coordinate volunteers. Coaches of the following schools volunteered to host the division championship meets for the 2018–2019 season:

	Computer Programming	Volunteer Coordination
Division I	Bethesda-Chevy Chase	Walt Whitman
Division II	James Hubert Blake	Northwest
Division III	Col. Zadok Magruder	Albert Einstein
Division IV	John F. Kennedy	Wheaton

- e. 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 two-hour limit. Recognition of graduating seniors may not delay meets and must be agreed to by both coaches.
- f. 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 systemwide athletics.
- g. 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 schedule.
- h. 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.
- i. All meets are governed by NFHS 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. 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 the MCPS athletics specialist.
- c. Students may participate as individuals or with a team in the same sport outside of school during the school season. Prior approval must be obtained from the high school coach and athletic director if a swimmer/diver must miss a high school practice session or competition due to obligations or conflicts.
- d. 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. All team members should wear matching suits and caps.
- e. Coaches must send a list of their divers to regional diving coaches by the first diving practice. Divers participating in region diving practice must give a completed MCPS: *Medical Card for Athlete*, to the regional diving coach.
- f. 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, imposed by any referee.
- g. The recommended minimum team size for swimming is 25 total students.

ALL-STAR 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, C., (5).

.04, C., (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 longtime 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.

CURRENT MCPS HIGH SCHOOL SWIMMING & DIVING RECORDS

BOYS' RECORDS

EVENT	TIME	DATE	SCHOOL	NAME
200 Medley Relay	1:33.99	2018	Q. Orchard	J. Linder, E. Fouts, D. Morales, E. Judge
200 Freestyle	1:38.38	2012	W. Johnson	G. Powell
200 IM	1:47.59	2008	W. Johnson	E. Friedland
50 Freestyle	20.91	2008	Wootton	S. Stewart
Diving - 6	348.65	2007	Walt Whitman	M. Cooper
Diving – 9 *	452	2000	Wootton	J. Edelman
Diving - 11	596.25	2015	B-CC	J. Crow
Diving – 11 **	534	1997	Walt Whitman	K. Burke
100 Butterfly	48.79	2015	Einstein	R. Lewis, Jr.
100 Freestyle	45.61	2008	Wootton	S. Stewart
500 Freestyle	4:20.04	2012	W. Johnson	G. Powell
200 Freestyle Relay	1:26.25	2018	R. Montgomery	J. Mendley, K. Afolabi-Brown, S. Li, G. Afolabi-Brown
100 Backstroke	50.92	2018	R. Montgomery	J. Rose
100 Breaststroke	54.31	2018	Q. Orchard	E. Fouts
400 Free Relay	3:08.73	2012	W. Johnson	B. Mangold, G. Powell, R. Whitescarver, J. Nugent

GIRLS' RECORDS

EVENT	TIME	DATE	SCHOOL	NAME
200 Medley Relay	1:45.21	2013	Wootton	K. Li, J. Chen, S. Sun, E. Zhang
200 Freestyle	1:47.91	2011	W. Johnson	E. Pepper
200 IM	1:58.19	2012	Walt Whitman	C. Meyer
50 Freestyle	22.95	2016	Sherwood	M. Hill
Diving - 6	306	2018	Clarksburg	C. Graham
Diving – 9 *	376.55	2004	Blake	A. Goins
Diving - 11	488	2016	Damascus	M. Kline
Diving – 11 **	473.65	1995	Churchill	C. Miller
100 Butterfly	53.87	2018	Blair	H. Kannan
100 Freestyle	49.07	2016	Sherwood	M. Hill
500 Freestyle	4:48.12	1989	Q. Orchard	P. Minthorn
200 Freestyle Relay	1:35.39	2012	Whitman	R. Tong, S. Kannan, A. Gould, C. Meyer
100 Backstroke	54.12	2014	Wootton	K. Li
100 Breaststroke	1:01.76	2018	Northwest	J. Yegher
400 Free Relay	3:27.63	2012	Whitman	R. Tong, A. Gould, V. Kuhn, C. Meyer

* MCPS County Meet, last contested in 2010

** Before Rule Change

MCPS DUAL MEET DIVING SCORE SHEET

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																			
Total Points																			

 Diver's Signature

 Coach's Signature

MCPS DIVISIONAL MEET DIVING SCORE SHEET

Order of Finish	
Total Points	
Diving Order	

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

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

Diver's Signature _____

Coach's Signature _____

REGIONAL CHAMPIONSHIP DIVING SCORE SHEET

Order of Finish	
Total Points	
Diving Order	

School: _____

Name: _____

Meet: _____ Site: _____

Male: _____ Female: _____

	#	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
		TUCK	PIKE	STRAIGHT	FREE
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	-	-
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	-	-
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 1 SS	2.0	2.1	-	-
413	Inward Flying 1½ SS	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
5122	Forward 1 SS, 1 Twist	-	-	-	1.9
5124	Forward 1 SS, 2 Twists	-	-	-	2.3

Dive #	Dive Names	T	P	S	F
		TUCK	PIKE	STRAIGHT	FREE
TWIST DIVES (CONTINUED)					
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
5142	Forward Dive, 2 SS, 1 Twist	2.6	2.7	-	-
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
- KSAC = Kennedy Shriver Aquatic Center
- 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**
March 1, 2019Interscholastic Athletics
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 8, 2018

MEMORANDUM

To: All Swim and Dive Coaches

From: Mr. Jeffrey K. Sullivan, Director, Systemwide Athletics

Subject: Confirmation of Swim Pool Use 2018–2019

At the end of your last practice please complete the form below and send to Mr. Jeffrey K. Sullivan, CESC, Room #174, by **March 1, 2019**.

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