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SW-1 Reg Div Mgr

## Regional Diving Qualification Meet Managers

Please download the forms pertinent to the Diving Qualification Meet to be held at your facility on:  
LP Girls – Nov. 15, 2011      LP Boys – March 6, 2012

Each school must send the Diving Qualification Meet Entry List to posted link not later than noon on Monday, the week of the Finals. After entries are completed, the list of divers and the dive order will be sent to each regional manager. A list of schools assigned to your meet is listed on the swim page at mhsaa.com No others are to be admitted unless you receive notification from this office. If an entry arrives after the noon deadline, a \$50 fee must be included. After the dive order is established, no other divers will be allowed in the meet.

Diving Referee - Please hire a diving referee as the head official. The referee will perform the duties described by the National Federation Swim Rules Book.

Judges - You are to select six (6) judges (see next paragraph) from the coaches who will be present at your meet and one registered official from your area to serve as referee. When the seven (7) awards are posted, drop the two (2) highest and the two (2) lowest, and average the middle three (3). (The referee may be one of the seven judges, but does not have to judge.) Immediately following the meet, you are asked to inform the Final Meet Manager of your recommendation(s) for two (2) judges from your meet to work the Final Meet. Be sure to submit names of only those people who have committed themselves to the job.

Selection of the Six or Seven Judges: Any coach should have an opportunity to judge the meet. With this in mind, the following procedures are in place: Prior to the meet, the regional meet manager must make an announcement to have all coaches interested in judging submit their names to the manager. If more than six coaches submit their names, the regional manager will draw out six names - those individuals will judge the meet. If less than six people submit their names, the regional manager will add the names of all coaches and draw out six. For the Finals: Two per region will be selected. The regional manager will ask all interested coaches to submit their name. The manager then will draw two to advance to the Finals. (If the Diving Referee does not judge the meet, seven coaches will be used.)

Report of Qualifiers - The first twelve (12) places will qualify to the Final Meet. It is important that you fax or email the Final Meet Manager as soon as possible after the meet. Please fax or email a copy of qualifiers to the MHSAA office.

**See MHSAA.com two weeks before Finals for Final Meet Information.**

Tickets - Please use school stock tickets. **(\$5)**

Expenses - As soon after your meet as possible, forward the Financial Form, including number of tickets sold and an itemized list of expenses to Gina Mazzolini, Assistant Director. You will be reimbursed for any difference between money taken in and your expenses.

There will be no reimbursement for hospitality rooms (coffee, rolls, pop, etc.). If you wish to provide such, feel free to do so, but the MHSAA is unable to reimburse you.

Report Meet Results to Media - Please contact the major newspapers in your area prior to the competition and immediately upon completing your meet.

Pre-Meet Practice - Competitors are not to practice in your pool in preparation for the Diving Qualification Meet other than on the day of the Meet. This, of course, excludes your own team and regularly scheduled meets preceding the Qualification Meet. No one, including the host school's divers or any diver coached by the host school's coach, may use the Regional Diving facility within one hour of the scheduled warm-up. The first bounce on board – Tuesday no earlier than two hours prior to the meet.

Start Time – Host Management to determine start time – No earlier than 3 pm and not later than 5 pm.

Competition – All divers perform the first five (5) dives, then cut to 20\*. Those 20 divers perform three (3) more dives, then cut to 16. The 16 divers will then complete their last three (3) dives and the top 12 advance to the Final Meet.

\*If numbers warrant, the Regional Manager may cut to 32 after three (3) dives.

Entry Form for Final Diving – The Final Meet Entry Diving Sheet will be provided to each diver at the Final Meet. Each participant and coach must sign the sheet to verify the dives are correct and in proper order.

A contestant must not be allowed to participate if they are not accompanied by their school coach or designated representative.

No sale of any merchandise at MHSAA meets or tournaments, District, Regionals or Finals is allowed. Exception: MHSAA T-shirts at Finals and normal concession stand items.

No raffles, 50-50, or games of chance may be conducted by anyone.

No awards to anyone except those from MHSAA to athletes.

No banners or signs allowed which advertise organizations, associations or companies.

No handouts of any kind are to be permitted.

Be assured we appreciate your cooperation in organizing the Diving Qualification Meets.

Unsportsmanlike Penalty - Athletes and coaches are subject to disqualification from the meet for unsportsmanlike behavior. This penalty includes removal from the next regularly scheduled meet. (Reg. V, Sec. 3[D])

#### POLICIES FOR DISQUALIFICATION IN ALL SPORTS

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for at least the next day of competition for that team.
2. When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that coach's team.
3. Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest.
4. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
5. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply.
6. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

## INJUNCTION OR RESTRAINING ORDER PROCEDURE:

In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed.

A. Individuals or teams, which are defeated by an ineligible opponent or teams, which allowed one or more ineligible students to participate, do not advance in MHSAA tournaments.

B. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

## TAUNTING: MHSAA Handbook Regulation V, Section 3, "Sportsmanship"

Taunting includes any actions or comments by coaches, players or spectators

which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, "trash talk"; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench person or contestant from the contest/day of competition (and next contest/day of competition). A warning may be given, but is not required before ejection.

At all MHSAA tournament venues, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

## TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTS

1. Policy: For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

### 2. Enforcement:

A. Tobacco - It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

B. Alcohol - Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

TOURNAMENT WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA

SECURITY CHECKLIST - Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems. Listed below is a basic checklist, which will be adjusted accordingly for each event.

1. **Review changes** – In the preplanning stages, review any changes to be made from the previous year's event.
2. **Meet with the head of security** – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
3. **Review ushers assignments** – In your meeting with site representatives and security, review how many security officers

will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.

Know who you will be making contact with for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.

Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.

4. **Written Emergency Plan** – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. **Who needs to know** – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., depending on the situation that arises, may need to be involved.
6. **Public Relations** – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
7. **Contingency Plan** – A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
8. **Entry/Exit Plan** – All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
9. **Parking and Traffic Flow** – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. **Crowd Expectation** – Expectations of spectators, teams and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.
11. **Wrap-Up** – Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred and suggestions for the future.



## RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to play after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, his or her decision to not allow a student to return to competition may not be overruled.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_

Event/Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

### REASON FOR ATHLETE'S INCAPACITY

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### PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

**Permission is granted** for the athlete to return to competition (may **not** return to practice or competition on the same day as the injury).

**COMMENT:** \_\_\_\_\_

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DATE \_\_\_\_\_

PHYSICIAN'S SIGNATURE (MUST BE MD OR DO)

**PHYSICIAN'S NAME (Printed):** \_\_\_\_\_

**Copies to: Team Coach, Athletic Director, MHSAA**

**Duplicate as Needed**



**TOURNAMENT MEDICAL INCIDENT REPORT**

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

\_\_\_ Spectator  
\_\_\_ Event Official  
\_\_\_ Athlete \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_ Other \_\_\_\_\_

\_\_\_ Male \_\_\_ Female Dist # \_\_\_ Reg # \_\_\_ QF # \_\_\_ SF # \_\_\_ F # \_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**CIRCLE SPORT:** BA BKT CC XC FB GO GY IH SK SO SB SWD TN  
TR VB WR OTHER: \_\_\_\_\_

**INJURY/CONDITION:** \_\_\_ Sprain \_\_\_ Laceration \_\_\_ Concussion \_\_\_ Fracture \_\_\_ Nose Bleed  
\_\_\_ Dislocation \_\_\_ Strain \_\_\_ Respiratory \_\_\_ Communicable Disease  
Other \_\_\_\_\_

**BODY PART INJURED/AFFECTED:** \_\_\_\_\_

**TREATMENT:** \_\_\_ Ice \_\_\_ Tape \_\_\_ Wrap \_\_\_ Suture \_\_\_ Compress  
Other \_\_\_\_\_

**ACTION:** \_\_\_ Treat/Release \_\_\_ Observation/Release \_\_\_ Transport \_\_\_ Hospitalize  
\_\_\_ Return to Competition (see other side) \_\_\_ Remove from Competition  
\_\_\_ Referred to \_\_\_\_\_  
Other \_\_\_\_\_

**MEDICAL ATTENTION:** Did a medical professional assist in treatment? \_\_\_ Yes \_\_\_ No  
If "yes" Name: \_\_\_\_\_ Title: \_\_\_\_\_

**COMMENTS:**

**TOURNAMENT MANAGER SIGNATURE:** \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ PRINT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

Copies to: MHSAA  
1661 Ramblewood Drive  
East Lansing, MI 48823  
Fax: 517-332-4071

Optional Copies: Athletic Director  
Team Coach

## NOTICE REGARDING IMAGE TAKING DEVICES IN LOCKER ROOMS

Adopted by the Representative Council May, 2004

Privacy issues are involved as still or video images can be transmitted instantly, stored and possibly used without the permission of the individual for posting on the Internet or in other areas. The small size of some of these devices, as well as the fact that many students and adults rely upon them for daily communication creates additional problems.

Recent advancements in the technology of cellular phones and PDA's equipped with digital cameras capable of storing or transmitting images have caused some national concern.

Beyond personal privacy, transmitting images from team areas could complicate efforts at promoting good sportsmanship and increase inappropriate acts of gamesmanship.

We are alerting MHSAA tournament managers and member schools of this potential problem. The approach at MHSAA Tournaments will be:

**PICTURE PHONES AND CAMERAS OF ANY KIND ARE NOT TO BE USED IN LOCKER ROOMS, WEIGH-IN ROOMS OR TRAINING ROOMS DURING MHSAA TOURNAMENTS.**

If a tournament manager or athletic director discovers that someone has possibly **photographed or transmitted inappropriate material** managers and athletic directors should:

1. Obtain and record identification information in the event that images are later discovered, the person responsible may be located.
2. Inform the head coach or athletic director of the school involved as soon as possible.
3. Record pertinent facts such as date, team, location, time, etc.
4. Local district policy should govern if police are to be called.

**NOTE: Public Act 155, effective September 1, 2004 makes it a felony punishable by 5 years in prison, a \$5,000.00 fine or both to "Photograph, or otherwise capture or record, [a] visual image [of this nature, or to] Distribute, disseminate or transmit for access by any other person a recording, photograph or visual image the person has reason to know was obtained in violation of [this law]."**

Diving Qualifiers

REGIONAL DIVING MEET MANAGER'S REPORT OF QUALIFIERS TO FINAL MANAGER

Division \_\_\_\_\_ No. \_\_\_\_\_ BSW or GSW \_\_\_\_\_ Qualification Meet held \_\_\_\_\_

The following 12 divers have qualified from this Meet to this year's Final Diving Meet.

LIST IN ORDER OF FINISH. In case of tie for 12th place, all competitors tied for that place should be included and are qualified to the Final Meet.

PLEASE PRINT

STUDENTS NAME

(No Nicknames)

GRADE

SCHOOL

CITY

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

Diving Judge(s) recommended to work Final Meet: (The people listed have agreed to serve.)

NAME

EMAIL

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**ONE COPY** is to be faxed to GINA MAZZOLINI, MHSAA (FAX: 517-332-4071).

**NOTE:** The Qualification Meet Manager is to FAX or EMAIL the Final Manager or designee immediately after the meet. This includes the names and schools of divers qualifying to the Final Meet and names of two recommended judges.

(Signed) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
(Meet Manager)



**VIDEOTAPING/FILMING**

**RADIO AND T.V. COVERAGE AT**

**MHSAA SPONSORED MEETS/TOURNAMENTS**

**COMPETING SCHOOLS:** The Representative Council, at its May 1996 meeting, voted to eliminate *MHSAA Handbook* Regulation II, Section 14(A) that prohibits schools from videotaping or filming contests in which they are not participating without permission of competing teams. Previous council action in 1995 had eliminated the Regulation for football only, but in 1996 the Regulation is eliminated in all sports. Leagues and conferences may continue to enforce third party (scouting) limitations for league games and league teams, however, non-conference opponents will not be subject to such prohibitions and will be allowed to videotape events without advance permission. It is to be understood that videotape scouting does not include press box or preferred seating status without prior consent of the host school.

**MEDIA TAPING/FILMING** - The filming/taping of MHSAA events must be cleared through the Michigan High School Athletic Association. Members of the media may, without paying a fee, arrange with the local tournament manager to take clips of MHSAA events for public showing. Under no conditions may an MHSAA event be filmed or taped for showing in its entirety without advance clearance through the MHSAA.

**SPECTATOR VIDEOTAPING/FILMING** - Spectators must receive permission from the tournament manager for any live action taken of athletic events other than snapshots. If permission is granted for spectators to film the entire event or take clips, it is to be with the understanding the tape/film may not be sold, leased, borrowed, or rented for commercial purposes or shown on cable television. The tournament manager should not permit spectators to interfere with the view of other spectators or news media personnel covering the activity; is not required to provide electrical hook-ups; or tripod space; may require spectator videotaping from a designated location(s); and if there is any question as to the purposes of filming or taping, the request should be denied by the local tournament management.

**LIVE TELEVISION COVERAGE - RADIO COVERAGE** - No radio, television or cable origination is permitted at any site until application has been made through the MHSAA, fee paid and authorization given by the MHSAA through the tournament manager.

**DELAYED TELEVISION** - Arrangements for taped delayed broadcasts must be made through the MHSAA office and only one origination will be allowed at a tournament center. A fee is required for each game/match at each site. Tape delayed telecasts of events for which live television is contracted will not be permitted.



## EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: \_\_\_\_\_

BOYS: \_\_\_\_\_ GIRLS: \_\_\_\_\_

DIVISION/CLASS: \_\_\_\_\_

YEAR: \_\_\_\_\_

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 <sup>st</sup> Gold – 2 <sup>nd</sup> Silver – 3 <sup>rd</sup> + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL  
Payable to MHSAA (includes shipping)

\$

ATHLETIC DIRECTOR \_\_\_\_\_ SCHOOL ID \_\_\_\_\_

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Athletic Director)

**\* ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**  
SEND TO MHSAA, 1661 RAMBLEWOOD DR,  
EAST LANSING, MI 48823