



2020-2021 Diver Parent Information

Dual Meets

Before The Meet



Dive parents need to prepare for the meet, so it is important for them to be there 30 minutes before the Dive Meet – if possible. There could be some limitations in place due to COVID prep.

Diving will take place at different times based on the start of the Swim Meet. It will happen at either 12-1 PM or 5-6 PM.

1. You will need to setup
 - Judges Chairs
 - Volunteer Table
 - Diving Supplies
2. Collect dive sheets from Divers or Coaches
3. Prepare the computer
4. Enter dive order
5. Enter the Diver information into the Excel program

Judges Chairs



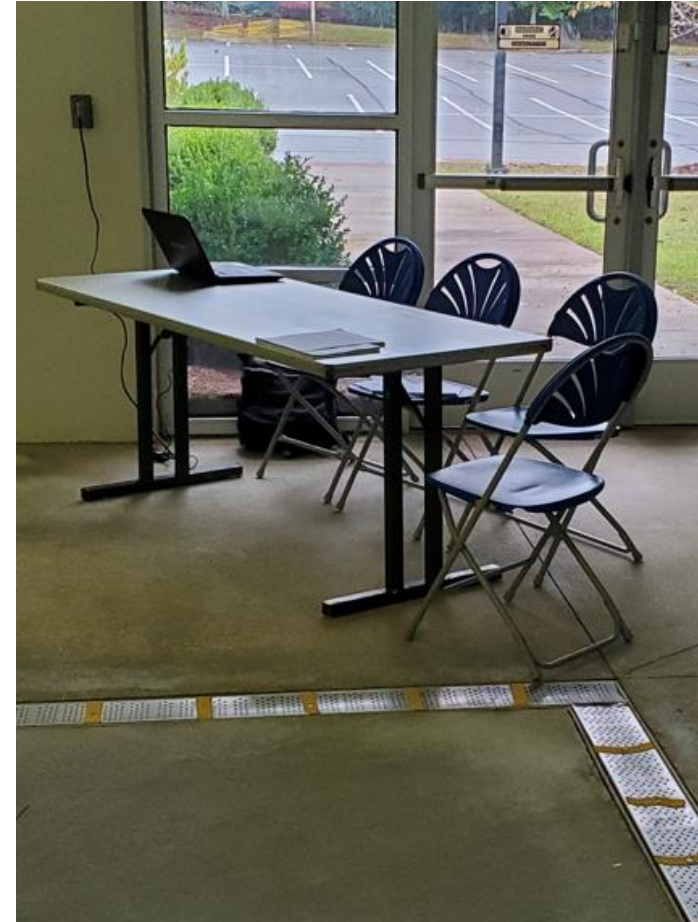
- You will need up to five (5) chairs.
- Judges chairs should be at the side of the pool with a view of the diving board.
- The chairs should be a little in front of the board so the Judges can see the diving area.
- Chairs can be set up in two rows (see pic).
- It is better to keep the chairs folded up at the side until it is time for diving so they are not in the way of people walking at the side of the pool. Just keep them close to the diving area so you can set them up quickly.



Volunteer Table



- You will need one (1) table and four (4) chairs.
- The table should be in the corner behind the diving boards. You will want to have a good view of the Divers and the Judges.
- The 4 chairs will be used for:
 - Computer Operator – 1
 - Scoring Verifiers – 2
 - Announcer – 1
- Even if the Announcer stands while announcing it is nice for them to have a place to sit while they are preparing.



Diving Supplies



You will need:

- Five (5) score flip cards
 - One (1) microphone
 - 1-2 score sheets
 - One (1) extension cord if power is not close to table (e.g. West Gwinnett)
- The microphone and score cards are in a brown container in the Swim Dive Supply Cabinet. The extension cords are in another container or you can ask the swim volunteers. The score sheets may also be in the brown container or in drawers in the supply room.
 - Most likely the swim volunteers have already unlocked the cabinet but if not, you can ask someone to unlock it.



Collect Dive Sheets



The Divers will bring their dive sheets to the Coach or to the scoring table.

Once all of the sheets have been collected:

- **Verify** that they are all signed by the Coach
- Bring them to one of the **Officials** (they wear white collared shirts). The Dive Coach can do this if needed, but remember the more you can do, means more time the Coach has to work with the Divers.

☐ DIVING ORDER

GHSA OFFICIAL 6-DIVE SCORESHEET

NAME: Jessica E SCHOOL: Brockwood GRADE: 11 GENDER: F

MEET: _____ SITE: _____ DATE: _____

| DIVE NUMBER | POS A, B, C, D | DIVE DESCRIPTION | D. D. | JUDGES' SCORES | | | | | NET TOTAL | AWARD | |
|-------------|----------------|--|-------|----------------|---|---|---|---|-----------|-------|--|
| | | | | 1 | 2 | 3 | 4 | 5 | | | |
| 1 | 402 C | DIVE 1: SOM TW FLY TUCK PIKE STR FREE | 1.6 | 0 | 4 | 5 | 5 | 4 | 5 | 5 | |
| 2 | 403 C | DIVE 1 1/2: SOM TW FLY TUCK PIKE STR FREE | 2.2 | FAIL | | | | | | | |
| 3 | 203 C | DIVE 1 1/2: SOM TW FLY TUCK PIKE STR FREE | 2.0 | | | | | | | | |
| 4 | 523 D | DIVE SOM TW FLY TUCK PIKE STR FREE | 2.1 | | | | | | | | |
| 5 | 303 C | DIVE 1 1/2: SOM TW FLY TUCK PIKE STR FREE | 2.1 | | | | | | | | |
| 6 | 104 C | DIVE 2: SOM TW FLY TUCK PIKE STR FREE | 2.2 | | | | | | | | |

TOTAL D.D. VOLUNTARY DIVES: 1.6 TOTAL D.D. OPTIONAL DIVES: 10.6

DIVER'S SIGNATURE: _____ PHONE: _____ EMAIL: _____

COACH'S SIGNATURE: _____ PHONE: _____ EMAIL: _____

Prepare the Computer



- In the 2020-2021 dive season, the computer comes from the Dive Coaches of the home team. If it is not at the table or you can not log in ask the Swim Coaches.

- Make sure the computer is plugged in. You might want to double check this during the meet as people around the table could have accidentally knocked the power cord out.
- To find the Excel program, you can probably start Excel and look at recently opened files. If you still can not find it ask the swim coaches.

1. First thing to do open the “2020 6 Dive FIVE JUDGE MASTER” file, **save it as something else** (e.g. BrookwoodVNorth_110219). **You do not want to work on the Master.**
2. You should also not use a pre-existing spreadsheet as deleting items can result in formulas and automatic data not working correctly.
3. The instructions are on the first tab of the spreadsheet. While you are waiting for the dive sheets to be returned would be a good time to review the instructions if you need to.

| A | B | C |
|--|---|---|
| INSTRUCTIONS (Use the scroll bar to read the entire page or print using the printer icon) | | |
| 1. Do not use the Master Dive Program File for a meet. Use Save As and create a copy of the file. We suggest you name the new copy using the meet date and the participating schools. (for example: brookwood vs duluth 12-05-05) You must use Excel 2003 or later for this workbook to work correctly. To get the most out of the application, use Excel 2007. | | |
| 2. When the official has given you the dive sheets, enter the data from them as follows. Use the diving order the official sets. Click the tab for the worksheet labeled 'Input'. This worksheet is strictly for initial input. It will not show the meet results. Enter the student id#, student name, school, and gender in Columns B, C, D and E . Enter the meet date and name in Column I . All of this information is linked to the worksheets for each diver. (for example, all the data entered in Row 2 for the first diver will appear on the worksheet named diver1 .) If all 25 rows were not used for athlete input, you should remove any unused default data. Select the first unused cell in Column A (the student number field still displays "NUMBER" in Column B). Drag to Column D and down to include Row 26 . All unused cells should be highlighted. Press the Delete key. | | |
| 3. You can rename each worksheet tab to reflect the name of the diver. Do this by double-clicking the tab. The original name will be highlighted. Type the diver's name and it replaces the highlighted name. | | |
| 4. Enter the dive information for each diver. Click the tab for the diver's worksheet. These sheets are protected and will allow data entry only in specific cells. Enter the dive number for the first dive in cell B5 . Press TAB . The dive name is automatically entered for you. An invalid number displays an error. Enter the dive position in cell I5 . Press TAB . The degree of difficulty (DD) is automatically entered for you. Verify that the DD is correct on the diver's sheet and matches that in the program. If there is a difference, ask the official to verify the correct DD . The maximum value for a voluntary dive is 1.8. If it is higher, it will be flagged (a red box with white exclamation point appears along with a warning message). A voluntary dive may have a lower DD , but not higher. During the meet, the DD may be lowered if the diver requests a change of position before performing the dive. NOTE: You may change the value of the DD , however, be careful. If you inadvertently change the DD , use the Undo tool on the toolbar, or the key combination CTRL + Z to reverse the last keystroke. You do not want to delete the formula in the DD column unless you are overwriting the value. | | |
| 5. After all the pre-meet data has been entered and verified, SAVE the meet file. Make sure that you completed Step 1 (creating a copy of the master file) before saving. CAUTION: Do not move or delete a worksheet after diver information has been entered. If a diver is scratched, click on the diver's worksheet tab then, go to the Format menu, select Sheet and then HIDE . This will hide the scratched diver's worksheet. Moving or deleting a worksheet will upset the links in the workbook and create errors in the results. | | |
| 6. During the meet, click on each diver's tab and enter the judges' scores. Someone should be recording them on the divers' entry sheets as they are announced. Then, enter the scores from these sheets. Depending on which 6 Dive Master you use, you will enter either 3 or 5 judge's scores. The 3-Judge master will allow scores to be entered only in the first three score columns. The 5-Judge master requires you to enter five scores. Scores above 10 will be flagged. If a diver fails a dive, leave all the scores as "0" and type "F" or "I" in Column V . If a diver fails 2 or more dives, he is disqualified. Cell V16 displays DQ and transfers to the finish worksheet. | | |
| 7. After the diving has concluded, SAVE the file before proceeding. Sort the scores in descending order by gender by following these steps. This worksheet is NOT PROTECTED to allow sorting. Be very careful. Do not change the contents of any of the cells! Click the finish tab. Click in cell A1 and drag the mouse to Column G , then down to the last row that contains a diver's information. When you're done, all the divers you entered should be highlighted. Be careful not to click the spreadsheet grid again because it will delete the data. | | |
| | | |

Again, do not Save over the Master file. Use the “Save As” function.

Order of Divers



The sheets will come back from the Officials.

- Ask the Officials if they are in order
- If not, put in order
 - Requirement – Boys first, then Girls
 - Optional – Alternate Schools
 - Optional – Low DD to High DD
- **Enter the dive order on the dive sheets into the Excel program!**

Remember the instructions are on the first tab - use them anytime you forget anything about the program.

Enter Divers into Excel Program



On the INPUT tab:

- Input each Diver's name, school & gender (M/F). The Student ID is not needed. Remember Boys before Girls!
- This will automatically populate the data throughout the rest of the spreadsheet.

- **VERIFY** – Date of Meet
- **VERIFY** – Input: Meet Name (e.g. BrookwoodVParkview)

| A | B | C | D | E | F | G |
|------------|-------------|-------------------|--------------|--------|------|--------------------|
| DIVE ORDER | STUDENT ID# | STUDENT NAME | SCHOOL | M/F | | |
| 1 | NUMBER | Peter Smithson | Collins Hill | M | Date | 11/02/19 |
| 2 | NUMBER | Max Pate | Parkview | M | Meet | BrrokwoodVParkview |
| 3 | NUMBER | Collin Jernigan | Brookwood | M | | |
| 4 | NUMBER | Jessica Evenchick | Brookwood | F | | |
| 5 | NUMBER | Abby Camarda | Norcross | F | | |
| 6 | NUMBER | Lauren Henderson | Dacula | F | | |
| 7 | NUMBER | NAME | SCHOOL | gender | | |
| 8 | NUMBER | NAME | SCHOOL | gender | | |
| 9 | NUMBER | NAME | SCHOOL | gender | | |
| 10 | NUMBER | NAME | SCHOOL | gender | | |
| 11 | NUMBER | NAME | SCHOOL | aender | | |

Enter Diver info into their tab



On the DIVER tab:

- Each Diver will get their own tab. They are prelabeled diver1, diver2, ... Changing the tab name by double clicking on it is recommended.
- Enter 101 (dive number) C (position), 202 B, 303 C, 402 B, 5121 D, 104 B
 - Remember twist dives start with 5 and are 4-digits! The dive number and position for each dive. It might be faster to use arrow keys (>) to move to position (<) to go back to dive number.

After finishing the sheet:

- **VERIFY** – Dive Number
- **VERIFY** – Dive Description + Position
- **VERIFY** – Dive DD

| Diver's Name | | School | Gender | Diver # |
|----------------|--|--------------|--------|---------|
| Peter Smithson | | Collins Hill | M | 1 |

| Dive Order | Dive Num | Pos | Dive Description | Position | DD | Judges Score | | | | | Judges Total | Score | Cumulative Score | DQ Code |
|------------|----------|-----|-------------------------|----------|-----|--------------|------|------|------|------|--------------|-------|------------------|---------|
| | | | | | | 1 | 2 | 3 | 4 | 5 | | | | |
| 1 | 101 | V | Forward Dive | c | 1.2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | 202 | | Back 1 SS | b | 1.6 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | 303 | | Reverse 1 1/2 SS | c | 2.1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4 | 402 | | Inward 1 SS | b | 1.7 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | 5121 | | Forward 1 SS, 1/2 Twist | d | 1.7 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 | 104 | | Forward 2 SS | b | 2.3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

Fill in the dive numbers in order of performance. Press TAB and enter the dive position (A, B, C, or D). The Description and DD are automatically populated. DD may be lowered for a voluntary

Enter "F" in the DQ Code column for a failed dive. Two or more failed dives disqualifies the diver (DQ will display in cell V16)

instructions input finish Announcer List Peter Max Collin Jessica Abby Lauren diver7 diver8 +

The Announcer Sheet



- When you are all done with entering diver information, you need to get the Announcer list printed.
 - Save the spreadsheet
 - Copy it onto a USB
 - Take the USB to the Swim Table
 - Bring up the Announcer List and print out one copy
- You are now ready for the meet to start!

The Operator, Verifiers and Announcer should discuss the order in which the scores will be announced so that you are all in sync.

| A | B | C | D | E | F | G | H | I |
|--|------------|-------------------|-------------------|----------|----------|------------------|----------------|------|
| Announcer's List of Divers and Dives | | | | | | | | |
| Round 1 | | | 11/2/19 VParkview | | | | | |
| ✓ | Dive Order | Diver Name | School | Dive Num | Position | Dive Description | Position Desc. | DD |
| | 1 | Peter Smithson | Collins Hill | 101 | c | Forward Dive | Tuck | 1.2 |
| | 2 | Max Pate | Parkview | 101 | b | Forward Dive | Pike | 1.3 |
| | 3 | Collin Jemigan | Brookwood | 101 | c | Forward Dive | Tuck | 1.2 |
| | 4 | Jessica Evenchick | Brookwood | 101 | c | Forward Dive | Tuck | 1.2 |
| | 5 | Abby Camarda | Norcross | 101 | c | Forward Dive | Tuck | 1.2 |
| | 6 | Lauren Henderson | Dacula | 102 | c | Forward 1 SS | Tuck | 1.4 |
| | 7 | NAME | SCHOOL | | | | | #N/A |
| | 8 | NAME | SCHOOL | | | | | #N/A |
| | 9 | NAME | SCHOOL | | | | | #N/A |
| | 10 | NAME | SCHOOL | | | | | #N/A |
| | 11 | NAME | SCHOOL | | | | | #N/A |
| | 12 | NAME | SCHOOL | | | | | #N/A |
| ▶ instructions input finish Announcer List Peter Max | | | | | | | | |

The Dive Event



- After the Divers get two (2) practice dives and the Judges are ready, the event will start.
- Each Diver will perform one (1) dive in each of the six (6) rounds.
- The following process will be followed for each dive:
 1. The Announcer will read the Diver's dive, the Diver should pay attention to make sure it is the correct dive.
 2. The Diver will then perform the dive.
 3. The Judges will score the dive.
 4. The Announcer will read the scores.
 5. The Operator and Verifiers will record the scores.

Please be aware that specific COVID-19 safety protocols will be required during the Dive event.

Safety measures may include:

- Social distancing
- Wearing of face coverings
- Waiting in assigned areas
- Wiping down of the dive board rails in between dives

Recording Scores



In the Excel Program, you will record the five (5) scores for the Diver and then go to the next Diver tab.

On the paper dive sheets (Official Dive Sheet):

- **First Verifier:** Be neat, as this sheet will be the one submitted to County or State if the Diver qualifies. Record scores and then flip to the next Diver.
- **Second Verifier (if available):** use the sheet that has 9-Divers as it will make it easier (no need to flip through Divers)

HINT: The written scores can use tick marks for halves instead of writing 0.5

| Judges Score | | | | |
|--------------|------|------|------|------|
| 1 | 2 | 3 | 4 | 5 |
| 4.00 | 4.50 | 5.00 | 6.00 | 5.50 |
| 6.00 | 5.50 | 5.00 | 5.50 | 6.00 |
| 6.00 | 6.50 | 5.50 | 5.50 | 6.00 |
| 6.00 | 6.50 | 6.00 | 5.50 | 5.00 |
| 4.00 | 4.50 | 5.00 | 6.00 | 5.00 |
| 4.00 | 4.50 | 4.50 | 5.00 | 4.50 |

| JUDGES' SCORES | | | | |
|----------------|----------------|----------------|----------------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| 4 | 4 ⁻ | 5 | 6 | 5 ⁻ |
| 6 | 5 ⁻ | 5 | 5 ⁻ | 6 |
| 6 | 6 ⁻ | 5 ⁻ | 5 ⁻ | 6 |
| 6 | 6 ⁻ | 6 | 5 ⁻ | 5 |
| 4 | 4 ⁻ | 5 | 6 | 5 |
| 4 | 4 ⁻ | 4 ⁻ | 5 | 4 ⁻ |

Diver change position on the board



Dive changes are not allowed during the meet with the exception of changing the position of the dive.

- The most common position changes are:
 - Tuck to Pike
 - Pike to Tuck
- **When a Diver changes the position on the board, you will need to change the position in the Excel Program to reflect the new position.**
- **Remember the current DD and if the DD increases (Tuck to Pike) you will need to manually revert it back to the lower DD.**

The general process of position change is:

1. Announcer announces the dive
2. Diver tells Judges they wish to change position
3. Judges agree and tell Announcer and Scoring Table
4. Scoring Table makes changes to score sheets
5. Announcer re-announces the dive with the new position
6. Diver dives

Be Prepared: Don't worry, it'll work out



- You may miss a score, put the score in the wrong place, score on the wrong Diver, or the battery can die causing the computer to shutdown.
- You try to **avoid** these things – check the computer power is plugged in, check the Diver before writing/entering scores, pay attention to where you are entering scores, read in the same order the Announcer is calling scores, etc.
- When they happen, and they most likely will several times over the years, know that you are human and that is why we have multiple people tracking the scores.

If time permits, you can fix issues when they happen. However, if you can't, just make sure you fix them after the Divers are done while you are verifying the scores.

Verifying the Scores



After all the diving is complete, you will need to verify the scores.

- Go one Diver at a time and have one person read their scores while the other people check that they have the same scores.
- If there are discrepancies, come to agreement on the proper score and fix the dive sheets so they are in agreement.
- When all the sheets have been verified, write the dive score and cumulative score on the written sheet – you can get this information from the Excel Program.
- Write the place the Diver came in on the dive sheet.

| Score | Cumulative Score |
|-------|------------------|
| 18.00 | 18.00 |
| 27.20 | 45.20 |
| 36.75 | 81.95 |
| 29.75 | 111.70 |
| 24.65 | 136.35 |
| 31.05 | 167.40 |

| AWARD | | | | |
|-------|---|---|---|---|
| | 1 | 8 | 0 | 0 |
| | 1 | 8 | 0 | 0 |
| | 2 | 7 | 2 | 0 |
| | 4 | 5 | 2 | 0 |
| | 3 | 6 | 7 | 5 |
| | 8 | 1 | 9 | 5 |
| | 2 | 9 | 7 | 5 |
| 1 | 1 | 1 | 7 | 0 |
| | 2 | 4 | 6 | 5 |
| 1 | 3 | 6 | 3 | 5 |
| | 3 | 1 | 0 | 5 |
| 1 | 6 | 7 | 4 | 0 |

Final Steps



1. In the Excel Program, go to the finish spreadsheet.
2. Select the first Student Name through the M/F of the last Diver.
3. Pull down the Sort and Filter and choose Custom Sort.
4. Sort first by M/F (Z to A) then by "6 Dive Score" largest to smallest to put the Divers in order of finish.

5. Save the file.

6. Copy it to USB and bring it to the Swim Table to print out the Finish tab. Leave this with the Swim Table so they can enter it into the swim meet.

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes Home, Insert, Draw, Page Layout, Formulas, Data, Review, and View. The Data tab is active, and the 'Sort & Filter' group is expanded, showing a dropdown menu with options: 'Sort A to Z', 'Sort Z to A', 'Custom Sort...', 'Filter', 'Clear', and 'Reapply'. The 'Custom Sort...' option is highlighted. Below the ribbon, a security warning states 'External Data Connections have been disabled'. The formula bar shows '=Peter!\$A\$2'. The spreadsheet data is as follows:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|-------------|-------------------|--------------|--------------|------------|----|--------|------|--------------------|---|---|---|---|---|---|---|---|---|---|
| 1 | STUDENT ID# | STUDENT NAME | SCHOOL | 6 DIVE SCORE | DIVE ORDER | DQ | M/F | | | | | | | | | | | | |
| 2 | NUMBER | Peter Smithson | Collins Hill | 167.40 | 1 | | M | Date | 11/02/19 | | | | | | | | | | |
| 3 | NUMBER | Max Pate | Parkview | 0.00 | 2 | | M | Meet | BrookwoodVParkview | | | | | | | | | | |
| 4 | NUMBER | Collin Jemigan | Brookwood | 0.00 | 3 | | M | | | | | | | | | | | | |
| 5 | NUMBER | Jessica Evenchick | Brookwood | 0.00 | 4 | | F | | | | | | | | | | | | |
| 6 | NUMBER | Abby Camarda | Norcross | 0.00 | 5 | | F | | | | | | | | | | | | |
| 7 | NUMBER | Lauren Henderson | Dacula | 0.00 | 6 | | F | | | | | | | | | | | | |
| 8 | NUMBER | NAME | SCHOOL | #N/A | 7 | | gender | | | | | | | | | | | | |
| 9 | NUMBER | NAME | SCHOOL | #N/A | 8 | | gender | | | | | | | | | | | | |



- **When am I supposed to be at the meet and down at the table?** The right answer is as the Divers start warmups or when allowed by pool authorities. You can be a little bit later but there are things you need to get done before the meet so do not wait. Remember, if you are there then the coaches can focus on the Divers.
- **What if there is no laptop or there are issues with the laptop (login, excel, etc.)?** Get the Dive Coach on the deck and let them know. You may have to score the event manually.
- **How are scores calculated?** Scoring will be based on the Judges scores. The scores will be entered into the program (3), plus 2 additional scores – 0 & 10 will need to be added to form, to allow high and low to be removed. The remaining 3 scores are added, then multiplied by the DD to get the score for the dive.
- **Do we really need two Verifiers?** No, but the minimal is one. It is better to have two, as things may happen.



- **Should at least one Verifier be from a different school than the person working the computer?** Yes, it is always better to have people from each school tracking the Diver scores. We will need to be as flexible and accommodating as we can!
- **How do I get printouts (Announcer list, finish)?** Save the file onto a USB and bring it to the Swim Table to print it out. With the finish sheet, you can leave a copy of it there so they can enter the results.
- **What is an incomplete, incorrect, wrong or failed dive?** These all are the same thing. It basically means that the dive that was supposed to be performed was not done and so the Judges won't score it.
- **What is a balk?** That means the Diver started their dive, stopped and then started again. This is allowed but it is an automatic 2-point deduction per Judge. The Judges will let you know whether they are already deducting the 2 points or if you need to do it at the table.
- **When do I change the DD on a dive?** If the first dive is over a 1.8, you will need to change the DD to 1.8. Also, when the Diver changes the position of the dive on the board to a more difficult position, the DD will automatically go up. You will need to reduce the DD back to where it was. ***Divers can change positions on the board, but they can't increase their DD.***