



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



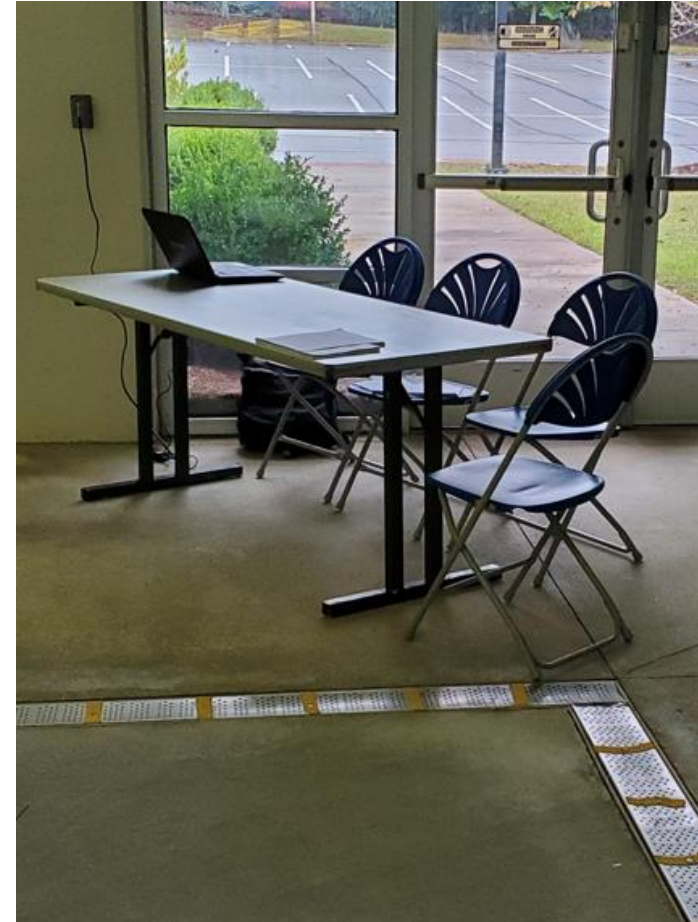
- You will need up to five (5) chairs.
- Judges chairs should be at the side of the pool with a view of the diving board.
- The chairs should be a little in front of the board so the Judges can see the diving area.
- Chairs can be set up in two rows (see pic).
- It is better to keep the chairs folded 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

PLACE

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

MEET: _____ SITE: _____ DATE: _____

Inward

DIVE NUMBER	POS A, B, C, D	DIVE DESCRIPTION	D. D.	JUDGES' SCORES					NET TOTAL	AWARD		
				1	2	3	4	5				
1	402 C	FWD BACK REV INW DIVE 1 SOM TW FLY TUCK PIKE STR FREE	1.6	0	4	5	5	4	5	5		
2	403 C	FWD BACK REV INW DIVE 1 1/2 SOM TW FLY TUCK PIKE STR FREE	2.2	FAIL								
3	203 C	FWD BACK REV INW DIVE 1 1/2 SOM TW FLY TUCK PIKE STR FREE	2.0									
4	5231 D	FWD BACK REV INW DIVE SOM TW FLY TUCK PIKE STR FREE	2.1									
5	303 C	FWD BACK REV INW DIVE 1 1/2 SOM TW FLY TUCK PIKE STR FREE	2.1									
6	104 C	FWD BACK REV INW 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.



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 Jemigan	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 pre-labeled 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 #	Judges Score					Judges Total	Score	Cumulative Score	DQ Code
Dive Order	Dive Num	Pos	Description	Position	DD	1	2	3	4	5			
Peter Smithson		Collins Hill	M	1									
1	101	V	Forward Dive	c	1.2	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	
3	303		Reverse 1 1/2 SS	c	2.1	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	
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	
6	104		Forward 2 SS	b	2.3	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 V Parkview					
✓	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	

Navigation buttons: 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

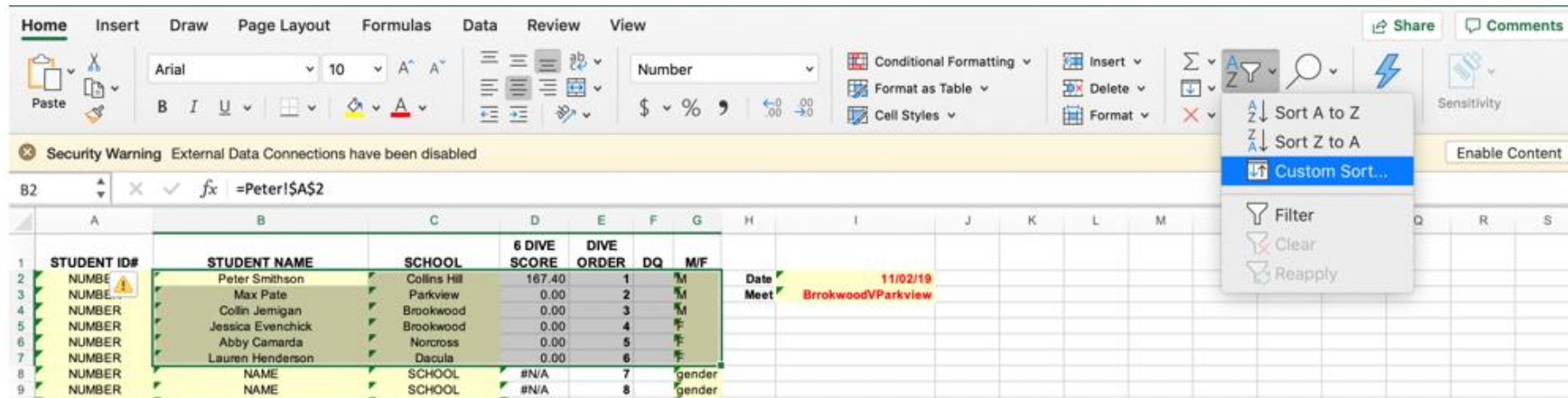
AWARD					
	1	8	0	0	
	1	8	0	0	
	2	7	2	0	
	4	5	2	0	
	3	6	7	5	
	8	1	9	5	
	2	9	7	5	
	1	1	7	0	
	2	4	6	5	
	1	3	6	3	5
	3	1	0	5	
	1	6	7	4	0

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.





- **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.***