

2009-10 MSHSAA PERFORMANCE CERTIFICATION SHEET FOR STATE QUALIFICATION

OVERVIEW

The following form is to be used throughout the season for certification of times and diving scores for state qualification. This form is to be used to log state qualifying times and diving scores that will, or may, be used for entry into the state championship meet. Each line on the form represents a qualifying performance, and should be completed at the meet site following the performance. The sheet can be three-hole punched and kept in a notebook for easy access and logging of performances.

QUESTIONS: I encourage you to read these instructions and the entry procedures outlined on the MSHSAA Website, under the Swimming and Diving area. Please give me a call (Stacy Schroeder, MSHSAA, 573/875-4880) if you do not understand the directions for the use of this form or the entry procedures. Be prepared for post-season by reviewing this process early.

INSTRUCTIONS AND COLUMN EXPLANATIONS

IN GENERAL: You have been provided with two copies of the Performance Certification Sheet (PCS) for your use this season. You will probably use multiple pages throughout the season, so make copies of the sheet as needed. Begin completion of the form by filling in the top section: the school's name, the head coach's signature, and the appropriate page number.

1. **COLUMN (1):** The qualifier's name shall be typed or written clearly in this column. Please include first and last names. For relay teams that meet the qualifying standard, place the school's name in this column.
2. **COLUMN (2):** The title of the specific event in which the qualifying standard was achieved shall be listed in this column.
3. **COLUMN (3):** The actual time or diving score that was achieved by the swimmer or diver for state qualification shall be listed in this column. The official time, as per NFHS Rule 6, shall be used.
4. **COLUMN (4):** If the performance was achieved in a 25-meter pool rather than a 25-yard pool, please place an "X" in this column.
5. **COLUMN (5):** This column should be left blank prior to completing your State Meet Entry Declarations. At the end of the season, when you complete your State Entry Declarations online, you will mark only those times/scores that will be used for state entry with an "X" in this column. The number of event entries in your State Entry Declarations should equal the number of X's in column (5) of this form, and all of the times/scores listed on each form must correspond.
6. **COLUMN (6):** List the date of the meet in which the performance took place in this column.
7. **COLUMN (7):** The opposing school in a dual, or one opposing school in a larger meet, shall be listed in this column.
8. **COLUMN (8):** The initials of the Referee at the applicable meet shall be written in this column by the referee. **NOTE:** The referee's initials certify that the time/score/performance listed in column (3) is the time/score/performance that was actually achieved at the meet on the date listed. The referee is not certifying that the time/score/performance is a state qualifying time/score/performance. It is the sole responsibility of a competitor's head coach to insure that the time/score/performance listed on this sheet is a state qualifying time/score/performance.

