

Swimming & Diving State Final Meet Information For Evanston (Twp.) High School



www.ihsa.org • kqarber@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

Thursday, February 22, 2018

4:00 – 7:00 p.m. – Team Packet Pick-up

- Packet pick-up will occur outside of the athletic office (G183). Due to limited space/congestion at the sign-in area, we ask only for the coaches to come to the check-in area to pick-up the Team or Diving Packet. Divers do not need their passes to gain access to the Swimming Pool for practice on Thursday night.
 - **State Final Qualifier Packet Contents:** Please check with IHSA personnel, if any items are missing from your packet before you leave the check-in area. Items will not be replaced once you leave the check-in area. Participant passes for both days will be included with the team packet on Thursday/Friday.
 - **Friday & Saturday Participant Passes (1 per qualifier):** You will receive a pass for each qualifier. If your school qualified a diver, the Participant pass is included in the Diving Packet.
 - **State Final Qualifier Pins:** 1 per qualifier. Coaches are not entitled to State Final Qualifier pins.
 - **ONE TEAM PARKING PASS** is given at Thursday night packet pick-up to schools with 4 or more total participants. NEW: Team parking is reserved in Parking Lot 4A at the football stadium on Church Street beginning at 11:00 a.m. This is NOT for large buses. Do not leave valuables on the bus as this lot will not be monitored.
 - **One program per school.** Additional programs will be available for sale during the meet.
 - **Wristband Policy/Distribution:**
 - The passes issued to participants and the wristbands issued to coaches in the State Final packet are non-transferable.
 - Wristbands are to be used only by coaches who are listed in the IHSA Schools Center and List of Participants and who have met all IHSA coaching By-law requirements and its subsections (2.070).
 - Participant passes shall only be used by the rostered athletes.
 - Wristbands and participant passes shall entitle those recipients to a seating assignment in the pool deck area.
 - The IHSA has the authority to revoke a participant and/or coach's wristband at any time. In addition, coaches involved in transferring wristbands and/or participant passes may be prohibited from coaching the remainder of the state final and/or be placed on probation. In addition, any band that appears to be tampered with or worn by someone who is not a legitimate coach at any time during the championship will be confiscated and the individual in possession will not be allowed entrance without the purchase of a ticket. If no tickets are available for purchase the individual will not be allowed admittance. Schools involved in the transfer of coaches' wristbands or participant passes may be placed on probation for the following year.
 - It is our desire to provide the greatest experience possible for the athletes, coaches, officials and fans. To do so, we must have the help of everyone involved. On behalf of the IHSA and our host, Evanston Township High School, we thank you in advance for your cooperation with this matter.
 - Qualified coaches, who have met the above conditions and are listed on the school's On-Line List of Participants, shall be issued a coach's wristband using the following formula: ****1-5 Qualifiers = 2 bands**6-10 Qualifiers = 3 bands**11 Qualifiers & above = 4 bands**
 - **Other Important Wristband/Participant Pass Information:**
 - **Swimming Coaches' Wristbands:** The number indicated next to each school's name on the Swimming Sign-In Sheet indicates the total number of wristbands allowed. This is a pre-determined number set by IHSA and it is based on the number of State Final qualifiers. Once they have reached that number, they are not allowed any extra. Each coach must sign for his/her own wristband and it is placed on the wrist by check-in staff.
 - **Diving Coaches' Wristbands:** On the Swimming Sign-In Sheet, the Diving Coaches are crossed out. This means they need to sign in on the Diving Sign-In Sheet. Every Qualifying Diving Coach automatically gets one wristband upon check-in. If your school only qualifies a diver, they will be entitled to two wristbands. Each coach must sign for his/her wristband and is not part of the Swimming coach's wristband allotment. The IHSA will eliminate the diving coach's wristband from the number of allowable coach's wristbands as calculated by the number of qualifying swimmers and divers. The qualifying divers will be removed from the list of qualifiers used to determine the number of coach's wristbands. In other words, the swimming coaches' wristbands will be determined by using only the number of swimmers qualifying from each team.
 - **Managers or Trainers** with rub-down tables **will not** receive a participant pass or coach's wristband.

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- **Coach Serving as Meet Official:** If a coach, who will serve as a meet official, is listed as part of a school's coaching staff, they are crossed off the sign-in sheet. Those people only get the Officials wristband that will be supplied in their official's packet.
- **Coach of Multiple Schools:** If you are a coach for multiple qualifying schools, you are entitled to one wristband.

5:00 – 9:00 p.m. – Diving Practice

- Diving practice is open to coaches and contestants only. Diving score sheets must be picked up, completed, and submitted to meet management by 9:00 p.m. Changes to the diving score sheets may be made up to 60 minutes prior to the start of the diving preliminaries on Friday.

Friday, February 23, 2018

9:00 a.m. – 2:30 p.m. – Packet Pick-up

6:30 – 8:30 a.m. – Entry for Diving Coaches and Divers

- Only Diving Coaches and Divers will enter the building through the pool entrance at Door 51 on Dodge Ave. during this time.
- All competitors will use the Boys Pool Locker Room on Friday.
- The pool is open for diving warm-ups during this time.

8:00 a.m. – Deadline for Submitting Diving Sheets

9:00 a.m. – Diving Preliminaries and Semifinals Begin

- If your diver qualifies for the finals on Saturday, tickets will be on sale immediately following the diving prelims at the spectator main entrance in the Beardsley Gym Lobby. You may purchase up to two (2) tickets for the Saturday Finals. The cost of each ticket is \$10.00 and is due at that time.

10:00 a.m. - 1:30 p.m. – Entry for Swimming Coaches and Swimmers

- The swimmer entrance will open at Door 46 on Church Street near the tennis courts at 10:00 a.m.
- Teams arriving in **LARGE BUSES** should be dropped off on Church Street by the tennis courts. Large bus parking is available on Lake Street between the rear driveway and Pitner Street.
- Teams will be assigned a **Pool Entry Order number** based on the protocol listed below. The number will determine **the order of team entry onto the pool deck to reserve bleacher seating** for their team. The actual school entry list will be posted on the IHSAA Swimming & Diving Webpage after sectional competition is completed.
- Teams and coaches are to gather in Gymnasium (G170) no later than 1:30 p.m. in **Pool Entry Order** for initial team entry onto the pool deck. The Gym will open at 10:00 a.m. but entrance to the Pool Deck will be solely the **Pool Entry Order number. The Pool Entry Order will be the same for Friday and Saturday.**
- **Protocol for Pool Entry Order:**
 - Host schools will be first and their area reserved in advance.
 - Teams will then be ordered by the number of contestants they have qualified.
 - Relays = Four
 - Each individual qualifier, including divers = One
 - Multiple event qualifiers will count as one for each event (i.e. a swimmer who qualified in two individual events will count as two)
 - Ties will be broken by awarding the next number in order of the team's place at the previous year's state meet.
 - Remaining ties will be broken by random draw from the teams that are tied.

1:40 p.m. – Meet Management will lead teams to the Pool Deck by Pool Entry Order

2:00 p.m. – Pool Opens for Warm-ups

3:30 p.m. – Swimming Preliminaries Begin

- **Declared False Start:** In accordance with Rule 3-2-2 any declared false start must be given to the Meet Referee no later than 15 minutes prior to the start of the race.
- Lanes 1-6 will be used for the Swimming Prelims

Saturday, February 24, 2018

7:30 a.m. – Entry for Coaches, Swimmers, and Divers

- For those who qualify to compete on Saturday, you must use the locker assigned in the Gym Locker Room. The entrance on Saturday will be at Door 46 on Church Street near the tennis courts at 7:30 a.m.
- The pool will be open to divers/coaches only for warm-ups.

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8:15 a.m. – All Coaches/Participants Scheduled for Arrival

- Teams and coaches are to gather in Gymnasium (G170) no later than 8:15 a.m. in **Entrance Order number** for the purpose of initial entry onto the pool deck. Meet Officials will lead teams to the Pool deck at 9:15 a.m. The Gym will open at 7:30 a.m. but entrance to the Pool Deck will be solely on the basis of **Entrance Order number**.

8:30 a.m. – Diving Boards Close

9:15 a.m. – Meet Management will Lead Teams to the Pool Deck by Pool Entry Order Number

9:30 a.m. – Pool Opens for Warm-ups

11:00 a.m. – Swimming and Diving Finals Begin

- **Declared False Start:** In accordance with Rule 3-2-2 any declared false start must be given to the Meet Referee no later than 15 minutes prior to the start of the race.
- Lanes 1-6 will be used for the Swimming Finals.

General Meet Information

Admission: No one will be allowed in the building unless they have a ticket or pass. Upon entering the building, all spectators will be required to wear a wristband which identifies their order of entry and correlates to their order of entry into the pool balcony at the designated time. No spectator will be allowed to leave the building and re-enter once they arrive (concessions are available). Please make connections ahead of time and get this information to your parents and spectators.

Children: No children will be allowed on the pool deck or in the competitors' area at any time. Children are only allowed in the spectator areas, with a spectator wristband.

Coat/Bag Check: Due to the limited seating capacity, spectators **Must** check their coats, large bags and any hard seat back chairs. There will be a coat check on the first floor, immediately after you enter the building. There will be no charge for this. **Persons with coats, large bags and hard seat back chairs will not be admitted to the spectator area.**

Filming/Video Taping: Will be permitted provided that equipment is self-contained, needing no power outlet, the equipment is compact, hand-held and can be operated from the spectator's seat with no tripod being used or space beyond that normally occupied by one spectator. Spectators who do not abide by these provisions will be prohibited from filming/videotaping. Please inform your coaches, students, parents and spectators about these provisions. **Please be advised that Flash Photography is Prohibited!**

Hospitality:

- **Coaches Hospitality:** There will be a hospitality room for coaches and volunteers in Gym G175. Food will only be served at 5:00 p.m. on Friday and 12:30 p.m. on Saturday. Water will be available in the "Mole Hole."
- **Officials Hospitality:** There will be a hospitality room for **officials and IHSA guests only** in Room G180.

Locker Rooms

- **Coaches/Officials:** The Boys pool locker room will be reserved for use by Male Coaches and Officials. The Girls pool locker room will be reserved for Female Coaches and Officials. These persons must enter the deck area via the entrance from their respective pool locker rooms.
- **Locker Room Assignment:** You will receive your locker room assignment when you pick up your school packet at packet pick-up.
- **Divers** will use the Boys Pool Locker Room on Friday and they will dress with their teammates on Saturday.
- **Locks/Towels:** Contestants, coaches and officials must provide their own **locks and towels**. These items will not be furnished by Evanston.

Officials Meeting: The officials meeting will be held in the Room G180 on Friday at 2:00 p.m. and Saturday at 9:30 a.m.

Parking—Spectators

- Spectators will NOT be allowed to park in school parking lots until 3:00pm on Friday. All school lots are open to the public on Saturday.
- Street parking is permitted on the south side of Church Street and in front of football stadium. Street parking is permitted on the west side of Dodge Avenue. Street parking is not allowed on Davis Street and is limited on the east side of Dodge Avenue.
- Friday only, the football stadium driveway off Church Street will be open beginning at 8:00am for spectator parking until it is full. ETHS will not provide parking supervisors so please do not leave valuables in your vehicle. Once full, this lot will be locked until 6:00 p.m.
- Patrons are reminded to heed all local parking ordinances.

Hotel Information

- ETHS encourages all teams and spectators to stay at the Hampton Inn & Suites located off of I-94 on 5201 Old Orchard Road in Skokie just west of Old Orchard Shopping Mall. Call 847-583-1111 to make your reservation.
- Mention "ETHS" when making your reservation to receive your IHSA State Swim Meet discount.

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Participant Passes: Important! Competitors **MUST** have their participant pass to enter the pool *each day*. Upon entering the north side door, their participant pass will be collected and their hand will be stamped. If they leave the pool and hallway area for ANY reason, they should make sure their stamp is visible in order to be allowed to return to the pool and hallway area. Competitors **May Not** enter the balcony at any time. Spectators **May Not** enter the locker rooms at any time.

Participant Pass Seating for Swimming Prelims and Finals: Participant passes are for pool deck seating **only** during the Swimming Prelims on Friday and the Finals on Saturday. No participant stamps will be admitted to the spectator seating areas at any time.

Participant Pass Pool Deck Seating: Contestants will not be admitted to the pool deck area during the State Final unless they are in competitive attire. Glass bottles, metal cans, food, large gym bags, street shoes and street clothes are NOT permitted on deck. Bare feet are not permitted in the lobby.

Contestants Who Do Not Qualify for the Finals: Swimmers and divers who are eliminated on Friday will be admitted to the pool deck on Saturday only by having a **New Participant Pass**. They will be included in the packet picked-up on Thursday/Friday. This will allow them to enter the locker room and they must be in **competitive attire**. **Under no circumstances will they be allowed in the balcony**. **Non-qualifying** contestants are asked to stay out of the water prior to the Finals. Glass bottles, metal cans, food, large gym bags, street shoes and street clothes are NOT permitted on deck. Bare feet are not permitted in the lobby.

Photographer: A photographer will be available to take pictures of the winners of each event while the winners are on the blocks to receive awards. Immediately after the meet, they will take pictures of the winning team and runner-up. When contestants have their pictures taken by the IHSA Official Photographer, only a swimsuit or warm-up is to be worn. **No extra headgear or costume is permitted.**

Press Room: There will be a Pressroom in the Beardsley Gym Conference Room near Concessions. Results will be posted. Phone lines will be available in that office.

Press Interview Room and Pictures: We will use the Boys Pool Locker Room as a Press Interview Room after each event on Saturday.

Rub-Down Tables: They are only allowed in the center of the roped-off areas in G170 and G160. **No rub-down tables will be permitted on the pool deck or in the locker rooms.** There will be closed circuit TV available in all of these areas.

Spectator Entrance and Seating: Spectators will be admitted **only** at the spectator seating areas with a ticket. **No spectators will be admitted to the locker rooms or the pool deck area.** Upon entering the building, all spectators will be required to wear a wristband which identifies their order of entry and correlates to their order of entry into the pool balcony at the designated time. No spectator will be allowed to leave the building and re-enter once they arrive (concessions are available). Please make connections ahead of time and get this information to your parents and spectators.

Supervision: Coach must accompany swimmers and remain on-site.

Swim Breaks: There will be a 15-minute break after the 50-Yard Freestyle on Friday and after the Diving on Saturday. During the preliminaries and finals there will be a minimum of 15-minutes in the pool warm-up after the 200-yard free-style relay.

Time Schedule and Practice Time: Practice times are limited. Coaches are asked to be considerate.

Uniform/Suits Coach Verification of Legal Uniforms and Attire: When the coach signs for the team or diving packet, the coach is verifying to the **Meet Referee** that the team's suits and attire are legal as required by Rule 3-3-5.

Will Call: Any tickets you want to leave for spectators must be left at Will Call, located at the Main Entrance of Beardsley Gym on the east side of the building on Dodge Avenue. **You must supply your own envelope to leave tickets at Will Call. Evanston Township High School will not be responsible for supplying envelopes for Will Call.**

All of us at Evanston sincerely hope you enjoy the IHSA Swimming and Diving State Final Championships. If we can be of any help, please do not hesitate to ask our staff. **Good Luck** to all of you.

Chris Livatino, Athletic Director
Evanston (Twp.) High School
Swimming and Diving State Final Manager

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Procedure for Awards Presentation

Awards Presentation: Medallions will be awarded to 12 place winners in each individual and relay event. They will be presented immediately following each event, beginning with the 12th place. Head coaches may be asked to help distribute awards during the awards presentation. **Since 2012-13 the IHSA has conducted several events for Athletes with Physical Disabilities. The awards will be presented to these athletes immediately prior to the award winners in the able body event of the same distance. The same procedures will be followed as seen below.**

Head coaches are invited to participate in the award ceremony. Coaches of champions should report to the awards area on the pool deck immediately following the championship race in each event.

Consolation Awards Individual 12th - 7th

The Consolation Awards 12th- 7th will be given out immediately after the Championship Finals are completed. **The head coach of the individual champion will help drape medallions, beginning** with the 12th place awards, they will receive their medal on deck then step up onto the 6th lane starting block, the 11th place finisher to the 5th lane starting block, etc.

The Championship Awards Individual 6th - 1st

The Championship Awards 6th - 1st will be given out immediately after the Championship Finals. **The head coach of the individual champion will help drape medallions, beginning** with the 6th place awards, they will receive their medal on deck then step up onto the 6th lane starting block, the 5th place finisher to the 5th lane starting block, etc.

Consolation Awards Relay 12th - 7th

The Consolation Awards 12th- 7th will be given out immediately after the Championship Finals are completed. **The head coach of the individual champion will help drape medallions, beginning** with the 12th place awards, they will receive their medals on deck then step up onto the 6th lane starting block, the 11th place finishers to the 5th lane starting block, etc.

The Championship Awards Relay 6th - 1st

The Championship Awards 6th - 1st will be given out immediately after the Championship Finals. **The head coach of the individual champion will help drape medallions, beginning** with the 6th place awards, they will receive their medals on deck then step up onto the 6th lane starting block, the 5th place finisher to the 5th lane starting block, etc.

3rd Place Combined Championship Team

The head coach of the 3rd place team will help drape medallions. Members of the 3rd place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received its medallions the team trophy will be awarded to the Head Coach and Captains.

2nd Place Combined Championship Team

The head coach of the 2nd place team will help drape medallions. Members of the 2nd place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received its medallions the team trophy will be awarded to the Head Coach and Captains.

1st Place Combined Championship Team

The head coach of the 1st place team will help drape medallions. Members of the 1st place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received of its medallions the team trophy will be awarded to the Head Coach and Captains.

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1st Place Team

The head coach of the 1st place team will help drape medallions. Members of the 1st place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received its medallions the team trophy will be awarded to the Head Coach and Captains.