

**PLAY SMART.**  **PLAY HARD.**

2017-18

Girls/Boys Swimming & Diving  
Manual for Managers



# Swimming & Diving Manual for Managers

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## Revision History



# 2017-2018 Girls/Boys Swimming and Diving Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2017-2018 IHSA Girls/Boys Swimming & Diving Series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls & Boys Swimming and Diving Tournament Series will be held for all member schools without classification.

Students with physical/visual disabilities will compete in girls' or boys' swimming against other students with physical disabilities regardless of school classification. A disability is a physical impairment that substantially limits one or more major life activity.

Students with physical/visual disabilities wishing to participate in the girls' or boys' swimming events for students with physical/visual disabilities must have a statement of disability on file with appropriate personnel responsible for student health issues at the student's school. The IHSA reserves the right to request this documentation as part of the entry process.

Competitors with physical/visual disabilities will be categorized into one of two classifications based on U16/18 standards developed by Wheelchair and Ambulatory Sports USA (WASUSA).

Competitors who are classified as S1-S7 shall participate in Classification A.

Competitors who are classified as S8-S13 shall participate in Classification B.

Student athletes with physical/visual disabilities (or any adult acting on their behalf, *e.g.*, a coach, parent, or guardian) are required to provide their school with a written statement of their classification, for purposes of the 2017-2018 IHSA swimming and diving championship series, by any of the following means at the time of registration for the 2017-2018 swimming season:

a. Provide an official WASUSA classification card or other evidence demonstrating the athlete's classification category; or

b. If a student athlete with a physical/visual disability is not classified as detailed above by the time of the Sectional meet, the athlete will still be allowed to swim in the athletes with physical/visual disabilities division but will automatically be classified to swim under Classification B.

## II. DATES AND SITES

A. Girls Sectional meets will be held on November 11, at 16 sites to be announced on the website at a later date.

B. Girls State Finals will be held on November 17-18, at New Trier High School, Winnetka, Illinois.

C. Boys Sectional meets will be held on February 17, at 16 sites to be announced on the website at a later date.

D. Boys State Finals will be held on February 23-24, at Evanston Township High School, Evanston, Illinois.

## III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ON-LINE SCHOOL ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

A. The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities.

Directions: Login to the Schools Center (Official Representative or Principal Password is required to perform this task), Enter your School User ID (5 digits, a letter followed by 4 numbers) and Administrative Password, go to the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadlines are Sept. 8 (fall), Nov. 1 (winter) and Feb. 1 (spring).

B. **On-Line School Entries (Including individuals in the Students with Physical/Visual Disabilities Division):** All Official Representatives must login to the IHSA School Center; click on "Sport & Activity Tracker"; click on "enter your teams". There you will select the sports and activities your school team or individuals will participate in during the 2017-2018 school term. After the Fall entry deadline (September 8) and November 1 (Winter Entry deadline), the IHSA will assign all schools to Sectionals in the Swimming & Diving State Series after the respective date.

C. **Late On-Line School Entries (Able bodied and individuals in the Students with Physical/Visual disabilities Division):** Any attempt for a school to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school (if allowed to enter late).

D. **Six Contest Verification (Team entries only):** When completing the Sectional Online List of Participants, only schools entering a team must check the Six Contest Verification box to be eligible to compete for team honors. By **checking the Six Contest Verification box** in the Sectional Online List of Participants, schools are verifying that the school's boys and/or girls interscholastic Swimming & Diving team has participated in six boys or girls interscholastic Swimming & Diving meets during the current Boys and/or Girls Swimming & Diving season and is thereby eligible to compete for team honors at the state meet in accordance with IHSA By-law 3.054.

**Individuals:** Schools with only individuals competing **do not check the Six Contest Verification box** as they are not required to meet this requirement. Individual entries are not eligible to compete for team honors in the state series meets.

## E. SWIMMING RULES MEETING PRESENTATION:

The Swimming On-line Rules Video presentation will become available August 8 through September 12 (for Girls Swimming & Diving Schools and all Officials). The schools participating in Boys Swimming and Diving have until November 28 to view the Rules Meeting presentation. Each participating school must have the Girls and Boys HEAD Coach view to receive credit for the 2017-2018 Swimming/Diving rules interpretation. Each participating official must view and receive credit for the 2017-2018 Swimming/Diving rules interpretation. To receive credit, the coach/official must view the presentation in their respective IHSA School/Officials Center. See the On-Line Swimming/Diving Bulletin located on the IHSA Swimming/Diving page for specific instructions.

Once the deadline passes your school will be placed on probationary or suspended status if the online rules meeting presentation isn't reviewed by your coach. For probationary/suspension status to be lifted from your school you must:

Submit a \$50.00 penalty fee to the IHSA Office (you must contact Tammy Craig or Brandi Waters to process Visa, MasterCard or Discover credit card payments or school checks payable to the IHSA will be acceptable forms of payment). Upon receipt of payment, the schools center will be re-opened for your coach to view the online presentation.

- 1) Go to [www.ihsa.org](http://www.ihsa.org)
- 2) Click on "Schools and Officials Center login"
- 3) Enter your "IHSA User ID" and your Head Coaches password
- 4) Click on Sport & Activity Tracker

5) Click on "Rules Video" next to the respective sport under the Sport & Activity Tracker

6) View and interact with the online Rules Video Presentation to receive credit

This is a yearly requirement to compete in the IHSA State Series.

**NOTICE:** If you are a coach at two different schools or you are a coach and an official, you must contact Cheryl Lowery at the IHSA Office to be issued credit. You must be listed as the coach at both schools in the respective Schools Center for the schools you are coaching for. If you have viewed the presentation and were not given credit (after 24 hours), please contact Cheryl Lowery (clowery@ihsa.org) to review your request.

Below are a few options to assist you in viewing the Rules Video presentation once you have tried and have failed.

Try again on a different computer, preferably in a different location (home instead of school, etc.) Sometimes these files download badly. Going to a different computer/location is the easiest way to get a fresh start.

Go back to where you clicked on the link to start the presentation, and INSTEAD click on the link below to view the LITE version, which has no video content. Flash video can be an issue for some computers, and the lite version takes this out of the equation.

Any diving coach, who wishes to be considered to serve on the sectional dive panel, is required to view a yearly diving rules presentation which will be specific to diving rules and protocols.

Steps to be eligible for the Diving panel:

1. School administration must list the name of their diving coach in the IHSA Schools Center and issue their diving coach a User ID and password.

2. Diving Coach is required to log in using the User ID & Password to complete Diving Rules Presentation, PES, Concussion Risk Management Protocol, and be a certified coach to be in compliance. Coaches and Officials who wish to serve on the diving panel in the State Series must view the Diving Rules Presentation by logging in to their Schools or Officials Center prior to the List of Participants deadline.

The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.

3. Head coaches must nominate their diving coaches (if interested and eligible) to serve on the sectional diving panel through the "Coaches" tab in the "List of Participants" page located in the School Center. This can be done when entering their List of Participants prior to the Electronic Sectional Seeding Meetings.

#### **F. Breach of Contract By-Law 6.041 (Withdrawal Procedure)**

**You must withdraw by notifying the IHSA Office, not the Sectional Manager.**

To withdraw without penalty, the Official Representative or Principal must email Tammy

Craig (tcraig@ihsa.org) notifying IHSA of the school's withdrawal from Swimming & Diving prior to the List of Participants respective deadline.

If a school withdraws after the List of Participants deadline and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

#### **G. Eligibility**

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054 for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities.

In accordance with By-law 3.050, schools are subject to entering eligible student-athletes

**H. Affirmative Action Policy:** Only boys may participate in the boys' competition in the meet series and only girls may participate in the girls' competition in the meet series, except as provided in the Illinois High School Association Affirmative Action Policy.

#### **I. On-Line List of Participants (Including individuals participating in the Students with Physical/Visual disabilities Division):**

Each school entering the state series (whether entering a team or individuals) must submit its Online List of Participants via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This List of Participants must be received in the IHSA Office by midnight on Monday, November 6, 2017 (Girls Swimming/Diving) and by midnight on Monday, February 12, 2018 (Boys Swimming/Diving). If a school does not submit the On-line List of Participants by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's On-Line List of Participants and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract above in section III-C). The On-Line List of Participants will provide space for each participating school to list the accurate names of up to two (2) Girls/Boys entered in each individual event at their respective Sectional Meet. A school may enter into the IHSA Swimming and Diving State Series one relay team in each relay event. All eligible schools are allowed to enter four (4) swimmers and four (4) alternates (8 names maximum). Any school qualifying at least one of these relays for the state finals will be issued one (1) additional deck pass for the alternate of the schools choice. This single deck pass is to be issued to the individual selected by the coach to represent the team as the teams designated relay alternate. The other alternates listed in the schools List of Participants at the time of entering the State Series will not be provided

deck passes. As always, any athlete listed as an alternate in a specific relay(s) can be used to swim in that relay.

SPACES LEFT BLANK DURING THE ON-LINE LIST OF PARTICIPANT PROCESS MAY NOT BE FILLED IN AFTER THE ON-LINE LIST OF PARTICIPANT ENTRY DEADLINE. Only person for person changes can be made through the Electronic Seeding Meeting procedures.

**COACHES NAMES:** If a coach on your coaching staff doesn't appear in the drop down menu in the List of participants, check the following under the Staff Responsibility page:

- a. Who has been listed as coaches for your school (School Administrator only)
- b. How each coach on your staff is certified to coach (School Administrator only)
- c. If the coach has completed the PES Exam (one time requirement) (Coach)
- d. State of Illinois mandated Concussion Management Program (see details below).
- e. Online Girls & Boys Swimming Rules Exam and Rules Presentation.
- f. Coaches who wish to be considered for the Sectional Diving panel must also view the required Diving Rules Presentation.

#### **Concussion Risk Management Program: State law requires all staff and officials to pass a Concussion Management Program examination prior to working with students.**

If you work as an official, athletic director, athletic coach (head or assistant), sideline cheer or dance coach, or marching band director, you must pass the Concussion Management Program examination with a score of 80% (24 out of 30) in order to be in compliance with state law. You may take the examination as many times as necessary to reach the 80% grade. You must retake the exam every two years to remain certified.

#### **Confirmation of receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. **Reasons for the "Red Box" to appear in the Sport/Activity Tracker:**

- Some schools will not have a competitor in every event offered.
- Schools would not verify to have competed in at least 6 Contests (team honors only).
- School hasn't "Certified & Submitted" their form.

#### **Verification of IHSA Receiving List of Participants:**

- Print a copy once you have completed the Sectional entries (Ctrl+P on your computer keyboard will prompt the page(s) to print)
- Make sure you "Certify & Submit" your form so you will not receive unnecessary reminders from our office about not receiving your Swimming List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete

it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the Sectional Managers.

**After completing and submitting the Online List of Participants, print out each page of the completed List of Participants for your records. You will not have access to this page, if you try to print it after the deadline.** (Ctrl+P on your computer keyboard will prompt the page(s) to print.)

IHSA will utilize the name spellings and year in school data from the On-Line List of Participants submitted by each school entered into the State Series for publication in the State Final Program. If you notice an error after the on-line deadline, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office.

**J.** A school may enter two contestants in each individual swimming event and two contestants in the diving event. A school can enter a maximum of two (2) participants per event in each gender for the physical/visual disabilities division. A school may enter 1 relay team in each of the relay events.

**K. Teams:** When completing the Online List of Participants, team entries must check the Six Contest Verification box to be eligible to compete for team honors. By checking the Six Contest Verification box in the Online List of Participants, schools are verifying that the school's boys or girls interscholastic Swimming & Diving team has participated in six boys or girls interscholastic Swimming & Diving meets during the current Boys and Girls Swimming & Diving season and is thereby eligible to compete for team honors at the state meet series in accordance with IHSA By-law 3.054.

**Individuals:** Schools with individuals competing only, including those who have entered students with physical disabilities in the girls' or boys' Swimming and Diving competition, do not check the Six Contest Verification box as they are not required to meet this requirement. Individual entries are not eligible to compete for team honors at the state meet.

#### IV. HOST FINANCIAL ARRANGEMENTS

**A.** Host school shall pay for all local expenses and issue checks to meet officials. Each sectional host will receive a guarantee of \$700.00 and will be reimbursed the cost of officials. Host shall retain 20% of net income and submit remainder to the IHSA. In the case of a negative balance, the host will be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. A financial report must be sent by the sectional manager to the IHSA office within 10 days following each sectional meet. This form is found in the managers' school center under the Meet Management section.

**B.** Neither the State Association nor the local meet manager will assume responsibility for any other contestant expenses of any kind for any meet except those expenses specified above.

#### C. Admission Prices:

1) Sectional: \$5.00 for Child, Student or Adult.

2) State Final as follows:

**Diving tickets** are sold the day of the prelims at the door, no pre-sales - \$10.00/day (Advancing Divers will be allowed to purchase additional tickets for Saturday Finals once they qualify for Finals).

**Swimming** (Friday/Saturday ticket) - \$20.00

**Note:** Please see Item IX-A for the State Final Ticket Distribution Policy.

**D.** The Sectional meet revenue shall include the television and radio rights fees collected by the Sectional manager as provided for in Item IV-E and IX-G.

**E. Rights Fees for TV and Radio:** See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

#### V. TOURNAMENT ASSIGNMENTS AND SEED MEETINGS

**A.** All schools who complete their On-Line School Entry for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities by the deadline in the IHSA Girls/Boys State Swimming and Diving Meet Series will be assigned to compete in one of the sixteen (16) Sectional meets on a geographic basis. Qualifiers from the Sectional meets will compete in the State Final meet for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities.

**B.** On or about September 15 (Girls) or November 3 (Boys), Sectional Swimming/Diving School Assignments will be posted on the respective IHSA Swimming/Diving Activity Web Page. A manual outlining the State Swimming/Diving meet series will be posted on the IHSA Schools Center; click on Girls or Boys Swimming & Diving; Click on School Manual. School Manuals will not be mailed to member schools.

#### C. ELECTRONIC SECTIONAL SEEDING MEETING Timeline:

Sectional seed meetings will be done electronically. The process and timeline for the electronic sectional seeding meetings for this year are as follows:

##### Tuesday of the Sectional week:

1. IHSA will send electronic files to meet managers as soon as IHSA has received all entries and withdrawals. Meet managers are required to use the electronic files IHSA provides

them. Do not ask schools in your sectional to provide their entries in advance, as they may not match what they originally submitted in the Schools Center during the LOP process.

2. IHSA will send a list of Diving Coaches to Sectional Managers who were nominated and are eligible to serve on the Sectional Diving Panel. To be eligible to serve on the Diving panel the Head Diving Coach must meet the following conditions: (If any of the following requirements were not met, the Diving Coach will not appear in the LOP Coaches drop down menu or be listed on the Diving panel nominees list issued to the Sectional Manager.)

a. Certified Coach

b. **Must be listed in the Schools Center as the "Head Diving Coach", not as an assistant coach.**

c. Watched and received credit for the Diving Rules Video (coach can check their schools Center to verify).

d. Completed and pass the PES Examination

e. Completed and passed the Concussion Protocol as required by the State of Illinois.

#### Wednesday of the IHSA Sectional Week 9:00 a.m.

• Coaches will be emailed only their entries to review from the Sectional Host School. Only the Meet Referee will be given a complete, preliminary heat sheet with all entries as submitted on the List of Participants.

• The list of eligible dive coaches who have been nominated for the sectional dive panel will be sent to each individual team and the Meet Referee from the Meet Host. In the event there are not enough Dive Panel coaches, Sectional Officials will fulfill the remaining positions to serve on the Dive Panel.

#### 6:00 p.m.

• Coaches have until 6 p.m. Wednesday to correct any errors on their entries and return those to the host school.

• Deadline for individual teams to submit any and all corrections back to Meet Host and Meet Referee.

• Deadline for eligible teams to vote for three nominated diving coaches to the Meet Host to serve on the Sectional Diving Panel. Failure to vote will be viewed as having forfeited the right to vote for the diving panel for this IHSA Sectional.

• Sectional managers shall provide an opportunity for divers from competing schools to practice from 6:30 p.m. – 8:30 p.m. on Wednesday before IHSA Sectionals

**CHANGES PERMISSABLE DURING THE ONLINE SECTIONAL SEEDING MEETING:** Event Times for Ind. events and relays. Changes (PERSON FOR PERSON BASIS) to name and times are permissible in individual events. Relay names are frozen once the LOP deadline passes. All changes during the Online Seeding meeting must be completed before 6:00 p.m.

**By 8:00 p.m.**

- Final heat sheet will be sent to each team and the Meet Referee from Meet Host, which is final and cannot be changed.

**Thursday of the IHSA Sectional Week**

**9:00 a.m.**

- Bullet point reminders and site specific information from the Meet Manager will be sent to each team and the Meet Referee.

- Any egregious errors on the Meet Manager's part must be addressed with the Meet Manager, Meet Referee and individual teams.

**D. CHANGES PERMISSABLE DURING THE ELECTRONIC SECTIONAL SEEDING MEETING:**

Event Times (Ind. events and relays). Changes (PERSON FOR PERSON BASIS) to name and times are permissible in individual events only. NOT RELAYS. All changes during the Electronic Seeding meeting must be completed on or before 6:00 p.m. on Wednesday of the Sectional week.

NOTE: For all teams, the IHSA will use the athlete's names that actually competed at the sectional meet in any relay(s) for the purpose of determining quantities of participant's deck passes and spectator tickets that will be available to qualifying individuals at the state meet.

**E.** Relay teams and individual swimmers who do not have an interscholastic time for the current season must submit a non-interscholastic time for seeding purposes at the Sectional meet provided that the principal certifies to the Sectional manager, in writing, that the principal has verification of the accuracy of the non-interscholastic time and that it has been performed in actual competition during the period of July 1, 2017 through the current Girls/Boys swimming season. These non-interscholastic time verifications from the principals must be available for review by competing team coaches upon request. If an interscholastic time that has actually been performed during the current season is available, it must be used for seeding purposes at the Sectional meet. "No Time" entries shall not be accepted. Schools do not need to submit a time for the competitor(s) it is entering in the Students with Physical/Visual Disabilities Division.

Note 1: All seed times submitted for Sectional meet seeding must be recorded to hundredths. Times submitted in tenths shall have the factor nine (9) added to them for seeding purposes (i.e., 55.1 for a Backstroke seedtime will be changed to 55.19 at the Seeding Meeting.)

Note 2: Verified non-interscholastic times for relay team entries shall not be "add-up" times.

Note 3: A verified leadoff relay time is not an acceptable individual seedtime in the appropriate event.

Note 4: Entries will be assigned to heats and lanes in the swimming events on the basis of (1) best times; and, (2) the composite opinion of the head Girls'/Boys swimming coaches. In case of a discrepancy, (2) is to take precedence over (1). Coaches must be prepared to present evidence (which might include official meet results) to sup-

port the times submitted for seeding purposes at the Sectional meet.

**F. Scratch Meeting:** A scratch meeting with the Sectional Referee and all coaches shall be held immediately prior to the start of the Sectional Swimming and Diving Meet. After the scratch meeting, there shall be no substitutions or changes in a school's entries. Only changes related to illness or injury will be permitted at the Sectional Scratch Meeting (see VH. below), and in individual events only.

**G. Entry Substitutions: AT THE SECTIONAL MEET** - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. This substitution must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute. The replaced swimmer shall not participate in any Sectional Meet events. However, a swimmer who is replaced at the Sectional and who is listed for the Sectional Meet as one of the possible swimmers in any Relay event may participate in the Relay(s) at the State Final only in the event that Relay(s) qualifies for the State Final Meet.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

**AT THE STATE FINALS – RELAY EVENTS ONLY** - In case of illness or injury, as certified to in writing by a principal or physician (licensed to practice medicine in all of its branches in Illinois), following the sectional competition, an entry substitution may be made only in a relay event. Such a substitution would be rare and would only be considered by meet management in conjunction with the meet referee if two (2) of the four (4) athletes listed as competitors (not alternates) in any relay event were ill or injured at some point following the sectional competition and prior to Saturday's competition. A request for a substitution in Saturday's meet must be submitted in writing by the coach before 11:00 a.m. on Saturday morning. The coaches written request must be accompanied by the written verification of the building principal or physician (licensed to practice medicine in all of its branches in Illinois), verifying the illness or injury. No contestant shall be permitted to change events in order to act as a substitute. The two (2) replaced swimmers shall not participate in any State Final Meet events. The one individual now being considered as the substitute must have been on this year's school team and must be eligible in all respects.

NOTE: Substitution at the state meet is not possible in individual events. If a state qualifier in an individual event is injured following the sectional meet, his/her lane will be left open.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A.** For the Sectional meets, the local managers shall hold Electronic Seed Meetings on Wednesday prior to sectionals. Please refer to V-C. for complete instructions.

**B. Sectional Meet Time Schedule:** Saturday, November 11, 2017 (Girls) and Saturday, February 17, 2018 (Boys) Diving Event

**The times shown below (Diving) are suggested times,** however the host school may determine when they will open the doors for participants and spectators prior to the start of the meet. Pool doors open to contestants and coaches only for

Diving Warm-ups: 7:30 a.m.

Diving Prelims, Semifinals, and Finals start: 9:00 a.m.

Note: The Preliminary, Semifinal and Final rounds of competition in the Diving event will be held in the morning session at the Sectional meet. Diving awards shall be presented at the conclusion of the diving competition. Both classes in the Students with Physical/Visual Disabilities Division will race at the same time at the sectional meet. In the event that more athletes compete in a given sectional than there are lanes, multiple heats of a particular race shall be conducted.

**Swimming Events**

**The times shown below (Swimming) are suggested times,** however the host school may determine when they will open the doors for participants and spectators prior to the start of the meet.

Pool doors open to contestants/coaches only for Swimming Warm-ups: 11:30 a.m.; Swimming Finals start: 1:00 p.m.

**Swimming Order of Events**

- 200-Yard Medley Relay
- 200-Yard Freestyle for Students with Physical/Visual Disabilities
- 200-Yard Freestyle
- 200-Yard Individual Medley
- 50-Yard Freestyle for Students with Physical/Visual Disabilities
- 50-Yard Freestyle (15-Minute Break)
- 100-Yard Butterfly
- 100-Yard Freestyle for Students with Physical/Visual Disabilities
- 100-Yard Freestyle
- 500-Yard Freestyle
- 200-Yard Freestyle Relay (15-Minute Break)
- 100-Yard Backstroke
- 100-Yard Breaststroke for Students with Physical/Visual Disabilities
- 100-Yard Breaststroke
- 400-Yard Freestyle Relay

Note: All Swimming events at the Sectional meets shall be conducted on the "Timed Finals" basis. No preliminary or final heats shall be held.

**State Time Schedule:**

**Thursday, November 16, 2017 (girls)/Thursday, February 22, 2018 (boys)**

- 3:00 pm. – 9:00 p.m.: It is preferred that diving sheets be faxed to the host school by 3:00 p.m. on Thursday, however, coaches may submit them in person on site at diving practice not later than 9:00 p.m. Scoresheet changes are permitted until 60 minutes prior to the start of diving prelim competition.
- 4:00 p.m.-7:00 p.m.: Team Packet Pick-up by head coach (swimming and diving packets may also be picked up at the team entrance Friday morning. Swimming and Diving packets are separate. Swim tickets for qualifiers may also be picked up during this time (see ticket information in the School Manual for a complete ticket pickup schedule).
- 7:00 p.m.: IHSA State Final Head Officials Meeting at the State Final Site.
- 5:00 p.m.-9:00 p.m.: Diving practice (open to contestants and coaches only)

**Friday, November 17, 2017 (girls)/February 23, 2018 (boys)**

- 9:00 a.m.-2:30 p.m.: Team packet pick-up by head coach (swimming and diving packets separate)
- Diving Preliminaries:**
- 6:30 a.m.: Locker room and pool doors open to divers and coaches. The pool is open for diving warm-ups at this time.
- 8:00 a.m.: Doors open to public and tickets go on sale for Diving Prelims. Diving Public allowed in spectator area
- 8:00 a.m.: Deadline for submitting Diving Sheets.
- 8:45 a.m.: Dive Boards Close. Diving coaches and participants meet with head diving referee on pool deck (voluntary)
- 9:00 a.m.: Diving Prelims and Semifinals begin.

**Swimming Preliminaries:**

- 8:00 a.m.: Swimming Public allowed in gym holding area until 2:30 pm entrance onto Pool Deck
- 1:30 p.m.: All participants and coaches scheduled for arrival
- 1:40 p.m.: Pool doors open to participants and coaches (by Entrance Order number) for Warm-ups.
- 2:00 p.m.: Pool opens for warm-ups.
- 2:00 p.m.: Officials meet with Meet Referee. See online state final instructions for complete details.
- 2:30 p.m.: Swimming Public allowed in spectator area.
- 2:45 p.m.: One Sprint Lane opens.
- 3:00 p.m.: Two Sprint Lanes open.
- 3:20 p.m.: Pool Closes
- 3:30 p.m.: Swimming Preliminaries begin

**Saturday, November 18, 2017 (girls)/February 24, 2018 (boys)**

**Swimming and Diving Finals:**

- 7:30 a.m.: Outside Entrance opens to coaches/participants
- 7:30-8:30 a.m.: Pool doors open to divers/coaches only for diving warm-ups
- 8:15 a.m.: All participants and coaches scheduled for arrival
- 8:30 a.m.: Doors open to public
- 9:15 a.m.: Pool doors open to participants and coaches (by Entrance Order number) for Warm-ups.**
- 9:30 a.m.: Pool opens for warm-ups (Lane 1 is dedicated for Athletes with Disabilities only)**
- 9:30 a.m.: Officials Meeting See online state final instructions for complete details.
- 10:00 a.m.: Spectators allowed in pool seating area
- 10:15 a.m.: One Sprint Lanes open
- 10:30 a.m.: Two Sprint Lanes open
- 11:00 a.m.: Swimming and Diving Finals begin

Both classes in the Students with Physical/Visual Disabilities Division will race at the same time at the state finals meet. At the state finals meet, if there are more qualifiers in an event for students with physical/visual disabilities than twice the number of lanes available, preliminary qualifying heats will be held on Friday, interspersed among the events for able-bodied swimmers, with the 12 fastest times from the preliminaries qualifying for Saturday's Championship finals. In the Championship Finals, place finishers in each classification will be determined solely on the times swum by each competitor. If there are 12 or fewer entrants in an event for students with physical/visual disabilities, then place finishers in each classification will be determined solely on the times swum by each competitor in Saturday's Championship Finals.

**Order of Events**

- 200-Yard Medley Relay
- 200-Yard Freestyle for Students with Physical/Visual Disabilities
- 200-Yard Freestyle
- 200-Yard Individual Medley
- 50-Yard Freestyle for Students with Physical/Visual Disabilities
- 50-Yard Freestyle (15-Minute Break)
- Diving
- 100-Yard Butterfly
- 100-Yard Freestyle for Students with Physical/Visual Disabilities
- 100-Yard Freestyle
- 500-Yard Freestyle
- 200-Yard Freestyle Relay (15-Minute Break)
- 100-Yard Backstroke
- 100-Yard Breaststroke for Students with Physical/Visual Disabilities
- 100-Yard Breaststroke
- 400-Yard Freestyle Relay

Note: The consolation finals shall be swum immediately prior to the championship finals in each event.

**VII. ADVANCEMENT OF WINNERS**

**A.** The first place winners in each individual swimming event and the first place winners in the diving from each Sectional meet shall advance to the State Final meet and compete in the events in which they qualified.

In Addition, any individual or relay team in the swimming events who equals or surpasses a minimum qualifying time in the Sectional meets shall be certified by the meet manager and shall advance to the State Final meet in the qualifying event(s). Legal lead-off leg times may not be used to qualify to the State Meet in corresponding individual events.

The first place winners in each individual swimming event for swimmers with physical/visual disabilities from each Sectional meet shall advance to the State Final meet and compete in the events in which they qualify. In addition, any individual who equals or surpasses a minimum qualifying time in the Sectional meets shall be certified by the meet manager and shall advance to the State Final in the qualifying event(s). Qualifying times for girls or boy's to advance from the sectional to the state finals in the physical/visual disabilities division shall be based on the gender appropriate WASUSA S5/U16/18 standard for Classification A and WASUSA S8/U16/18 standard for Classification B.

**B. State Swim Qualifying Standards:**

Sectional Qualifying Standards for the Boys and Girls State Finals are determined in the following manner. The Qualifying Standards for each individual swimming event will be calculated by determining the 30th place time from all sectionals. Then that time will be used to obtain an average of the last FIVE years average times in each event. In relay events the same process will be implemented but the 24<sup>th</sup> sectional place time will be used to make the calculations. Any time calculated to be slower than the existing qualifying time would not be used in that event. The existing time would remain. Using this process, the qualifying standards for the 17-18 seasons are:

**Important Notice:**

\*\*\*Sectional hosts are required to email Kraig Garber (kgarber@ihsa.org) a complete set of meet results immediately after completing the Winner Report before leaving the site.

Event	Students with			Event	Students with		
	2017 Girls Standards	Physical/Visual Disabilities Class A	Class B		2018 Boys Standards	Physical/Visual Disabilities Class A	Class B
200 Medley Relay	01:48.58			200 Medley Relay	1:37.29		
200 Free	1:55.10	07:30.00	05:30.00	200 Free	1:44.32	07:00.00	05:00.00
200 IM	2:09.59			200 IM	1:57.77		
50 Free	:24.39	03:00.00	02:15.00	50 Free	:21.86	02:45.00	02:00.00
100 Butterfly	:58.18			100 Butterfly	:52.33		
100 Free	:53.03	04:45.00	03:30.00	100 Free	:47.72	04:15.00	03:00.00
500 Free	5:09.63			500 Free	4:44.73		
200 Free Relay	1:38.23			200 Free Relay	1:27.71		
100 Back	:58.69			100 Back	:53.32		
100 Breast	1:06.76	05:30.00	05:00.00	100 Breast	:59.80	05:00.00	04:30.00
400 Free Relay	3:35.52			400 Free Relay	3:12.86		

**C.** In addition, in the diving event, any diver whose score in the Sectional Meet is among the next thirty-two (32) top scoring divers from all sectional meets who did not win first place in diving, shall advance to the State Final as an “At-Large Qualifier” and shall be determined by the administrator in charge in the IHSA Office who shall screen all Sectional Scores. At Large Diving Qualifiers for both Girls and Boys will be posted on the IHSA Website on the Sunday morning following the Sectional Meets.

In the diving event at the Sectional Meet the sixteen (16) divers with the highest scores in Rounds 1, 2,3,4 and 5 shall qualify for semifinal Rounds 6,7 and 8, the twelve (12) divers with the highest total score after Round 8 shall qualify for the finals.

In the diving event at the State Final, the sixteen (16) divers with the highest scores in Rounds 1,2,3,4 and 5 shall qualify for semifinal Rounds 6,7 and 8, the twelve (12) divers with the highest total score after Round 8 shall qualify for the finals.

Note: In the event of a tie for the final qualifying position in the State Finals (12th place), all divers tied for 12th place will dive in the finals. However, as per Item X-B-1 in these terms and Conditions, all competitors will be competing for a maximum of 12 medals. The top 12 scores at the conclusion of the final three dives will receive medals. No additional medals for any additional qualifier will be awarded (unless after all dives are completed there remains a tie for the 12th position).

**D.** All swimming events in the Sectional meets shall be conducted on the “Timed Finals” basis. No preliminary or final heats will be held.

**E.** In the State Final meet, there shall be six contestants qualifying from preliminaries for the championship finals and six contestants qualifying for the consolation finals in the swimming events. In case of a tie for the last qualifying place, a swim-off should be conducted not later than 45 minutes after the last heat of the last event in which any of the swimmers in question has competed during that session of the meet.

**F.** In the State Final Meet, winners in the swimming preliminaries shall qualify for the finals on the basis of time trials.

Note: All Sectional times shall be recorded to two decimal places. In the event automatic timing equipment fails, and stopwatches are used for backup timing, times shall be recorded in accordance with Rule 6-1-2.

### VIII. TOURNAMENT RULES

**A.** The current Swimming and Diving Rules published by the National Federation of State High School Associations are the official rules governing the competition in all state series meets unless otherwise specifically provided for in these Terms and Conditions or in printed instructions to meet managers.

**B.** In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to have a qualified coach or faculty representative present at all times during a meet and be available for assignment as might be required by the meet manager. If a school does not have a qualified coach or faculty representative present at the Sectional site or the State Final site during warm-ups or competition, that school’s competitors shall not be permitted to participate.

Note: Schools are reminded that only coaches and faculty representatives who meet the provisions of IHSA By-law 2.020 and 2.070 and who are listed on the School’s On-Line List of Participants shall be permitted to serve in those capacities at the Sectional and State Final meet.

**C.** A school may enter into the IHSA Swimming and Diving State Series one relay team in each relay event. All eligible schools are allowed to enter four (4) swimmers and four (4) alternates (8 names maximum). Any school qualifying at least one relay for the state finals will be issued one (1) additional deck pass for the alternate of the schools choice. This single deck pass is to be issued to the individual selected by the coach to represent the team as the teams designated relay alternate. The other alternates listed in the schools List of Participants at the time of entering the State Series will not be provided deck passes. No alternate listed in the List of Participants will be

provided spectator tickets for any day of the state final events. As always, any athlete listed as an alternate in a specific relay(s) can be used to swim in that relay. NOTE: For all teams, the IHSA will use the athlete’s names that actually competed at the sectional meet in any relay(s) for the purpose of determining quantities of participant’s deck passes and spectator tickets that will be available to qualifying individuals at the state meet.

**D.** In accordance with Rule 3-2-1, an individual contestant shall be permitted to enter a maximum of four events, no more than two of which may be individual events. Being designated as a member of a relay team does not count as an entry unless the competitor actually competes in the event.

Note: In regard to contestant limitations, the Sectional and State Final meets shall be considered to be separate meets.

Student-athletes in the physical/visual disabilities division shall be allowed to swim in up to four individual events in the Sectional meet. In the State Championship Meet, an athlete with a physical/visual disability, who qualified in the applicable events through the sectional, shall be guaranteed to swim in at least two events and shall be able to swim in up to four (4) events as long as there are two (2) athletes with disabilities of any classification swimming in the third and fourth events. Starts at both the sectional and state finals can be from the platform, the pool deck, or in-water.

**E.** The Referee, Starter, Diving Referee and a Turn/Stroke Judge for the Sectional meets shall be appointed by the IHSA Office. In addition, the Sectional managers shall appoint all other non-paid meet officials and shall appoint a full complement of officials as needed for a championship meet.

**F.** At the Sectional meets, the panel of judges for diving shall be comprised of five (5) persons, Officials (appointed by the IHSA Office): Meet Referee and Starter and with the approval of IHSA Administrator, the Turn Stroke Judge may replace either. Diving Coaches: 3 diving coaches from the schools participating in the Sectional meet. Coaches that wish to be considered as Dive



Judges are required to view the Diving Rules Presentation found in the IHSA School Center.

**Note 1: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches that have divers actually competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.**

**Note 2: Diving Score Sheets will be distributed at Diving practice on Wednesday prior to Sectionals and will be available on Saturday morning of the Sectional Meet (2 forms per school).** At the State Final, Diving Score Sheets will also be distributed. At the Sectional and State Final Meets, coaches are reminded that the coach's signature (as well as the diver's signature) is required on the Diving Score Sheet.

**G.** At the State Final meet, the IHSA Office shall assign all officials, including a Referee, Starter, Diving Referee, Head Timer, Head Finish Judge and Coordinator of Officials as well as two panels of seven (7) diving judges.

All diving judges must be a Certified IHSA Swimming & Diving official. The first diving panel shall judge rounds 1, 2, 6, 7 and 8 and comprised of (7) IHSA certified officials. The second diving panel shall judge round 3, 4, 5, 9, 10 and 11 and shall be comprised of (7) IHSA officials.

**Note 1:** To be eligible for appointment to the diving panels at the State Final meet, diving officials must have attained the Certified © level within the IHSA promotional system.

**Note 2:** To be eligible for appointment to the diving panels at the state meet, IHSA officials must have attended a level 2 clinic within the preceding one (1) year.

**Note 3:** To be eligible for appointment to a diving panel at the state meet, the IHSA official must have viewed BOTH the annual rules presentation video AND the separate diving judging video.

The six (6) assigned Head Officials for the state meet (Coordinator of Officials, Meet Referee, Starter, Diving Referee, Head Timer and Head Finish Judge) shall NOT serve on a State Final Diving judging panel.

**H.** In accordance with IHSA By-law 6.033 and the Swimming and Diving Rules, the decision of the Meet Referee and Diving Referee shall be final.

#### **I. Conduct of swimmers and divers:**

Unsportsmanlike conduct by coaches or contestants or the use of profane language by coaches or contestants will not be tolerated and shall be punishable under the provisions of Bylaws 3.141 and 4.061.

**J. Uniforms:** Swimmers and divers shall wear suits that comply with specifications included in the modified NFHS Rule 3-3. Coaches and athletes are encouraged to work with their distributor to determine if any suit meets the standards defined in 3-3. To be deemed a legal suit, any suit must meet the style and construction restrictions described in rule 3-3, (i.e.: must be completely permeable to water and air). A suit listed on the FINA list of approved suits will be legal for competition. Not being included on that list does not necessarily mean the suit is not legal. It is legal to wear two caps.

**K.** In the swimming events at the Sectional meets, points shall be awarded to the swimmers achieving the twelve (12) fastest times in each event.

**L.** In the swimming events at the State Final meet, points for first through sixth places shall be awarded solely on the basis of the order of finish in the championship finals. Points for seventh through twelfth places shall be awarded solely on the basis on the order of finish in the consolation finals.

**M.** In the diving event at the Sectional meets and the State Final meet, points for the first through twelfth places shall be awarded solely on the order of finish in the championship finals.

**N.** In the scoring of the Sectional meets, points shall be awarded for the first through twelfth places as follows:

1) Relay Events – 32-26-24-22-20-18-14-10-8-6-4-2

2) Individual Events – 16-13-12-11-10-9-7-5-4-3-2-1

3) No team points shall be recorded for the places won by contestants from schools that do not meet the six contest requirements of IHSA By-law 3.054. No points shall be scored for places won by such contestants and this provision shall not alter the order of finish or the points scored of other contestants.

**O.** At the State Final meet, if more than 6 lanes are used for the preliminary heats in the swimming events, only six lanes shall be used for both consolation finals and the championship finals.

### **IX. TOURNAMENT POLICIES**

#### **A. State Final Ticket Distribution Policy:**

1) Ticket Sales for State Final Qualifiers: Each qualifier in the State Final meet will be permitted to purchase two (2) Swim Events tickets per swim qualifier, plus one alternate (if they qualify a relay team). Students who are competing in the Students with physical/visual disabilities will be able to purchase 2 Swim event tickets.

**In addition, after meet management has determined the number of spectator tickets to be distributed to qualifiers, meet management will**

**determine if extra spectator tickets are available. If so, then all schools that have qualified at least one individual for the state finals will be allowed to purchase two (2) additional Swim Event tickets. This number may be reduced to one (1) or to zero (0) if the number of qualifiers spectator's tickets approaches the maximum capacity of the swimming and diving venues.**

Monday-Wednesday, 8:30 a.m. – 4:00 p.m. (will call not available)

Thursday: 8:30 a.m. – 7:00 p.m. (during packet pick-up)

2) If there are any Swim Events tickets remaining after Thursday night they will go on sale to the general public at the door prior to the prelims.

3) The cost of Swim Events tickets for the State Final Meet is \$20.00 (two days)

4) Diving Event tickets will be sold at the door for the single Friday session at a cost of \$10.00. The twelve divers who qualify for the finals on Saturday will be eligible to purchase two tickets, at \$10.00 each, for the entire Saturday finals, immediately following Diving prelims.

**Note:** A coach, athletic director, faculty representative, principal or person with a letter of authorization from the high school principal, may purchase tickets on behalf of a school.

#### **B. Participant Passes for the State Final:**

At the State Final meet, a participant pass will be issued to each girl/boy who qualifies for the State Final meet for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities. Schools that qualify at least one relay will be provided one additional deck pass to be given to the single relay alternate determined by the school. In addition, for those schools that have qualifiers for the State Final meet, for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities, qualified coaches, who are listed on the school's On-Line List of Participants, shall be issued a coaches pass with the following formula:

1-5 Qualifiers = Two (2) Coaches' wristbands  
6-10 Qualifiers = Three (3) Coaches' wristbands

11 or more Qualifiers = Four (4) Coaches' wristbands

Note 1: Managers or Rub Down personnel will not receive a participant pass.

Note 2: Participant and coach passes shall not be transferable and shall entitle those persons who receive participant passes only to the seating assignment in the pool deck area. IHSA has the authority to revoke a participant and/or coach's wristband at any time. Certified coaches who are listed on the On-line List of Participants will be issued a coach's wristband (in accordance with the above formula). However, those coaches must meet all IHSA Coaching By-law Requirements and its subsections (By-law 2.070). Coaches who do not meet By-law 2.070 are not eligible and cannot be entered on the On-line List of Participants and are not eligible to receive a wristband. Only legiti-

mate coaches and authorized meet personnel who have been issued wristbands and stamped contestants shall be allowed on the pool deck at the Sectional and State Final meet.

**Coaches Wristbands:** In an effort to ensure that only approved personnel are on the pool deck, meet management and/or IHSA officials will secure the required wristband on coaches as they enter the facility. **Only Coaches listed on the List of Participants for the participating school through the IHSA Schools Center (who has been identified how they are certified to coach, has completed/passed their PES and the New Concussion Risk Management program ) will be issued a coach's wristband.** Any wristband that appears to be tampered with 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. There have been numerous instances in past years involving coaches providing an extra coach's band to individuals other than the certified coach for which the band was approved and intended. Schools involved in the transfer of coaches' bands will have themselves and their program placed on probation for the following year.

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 coaches' wristbands. In other words, the swimming coaches' wristbands will be determined by using only the number of swimmers qualifying from each team.

**C. Bands:** No bands, pom-pom squads or drill team groups shall perform at any state series meets.

**D. Signs, Banners, Balloons and Mechanical Noisemakers:**

1) The display of signs, banners, posters or similar items at IHSA state series events is permitted, provided:

a) They are in good taste and reflect good sportsmanship in their message and use;

b) They reflect identification and encouragement to participants and their school/community;

c) They are not displayed on the field of play or in a manner that interferes with play;

d) They do not obstruct the view of participants or spectators; and,

e) They are not safety hazards.

2) All mechanical noisemaking devices, including balloons, shall be excluded from the swimming and diving facilities.

**E. Cheerleaders:** Participating schools are encouraged to use school cheerleaders provided their cheers are appropriate to the sport of swim-

ming and diving, are in accordance with IHSA By-laws, and provided they have purchased tickets for seating during the meet.

**F. Damage to Property and Equipment:** If contestants or people from any school entered in a state series meet are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**G. Media Requirements:**

1) Provide Space: Space shall be set aside to provide for new media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations and/or cable television stations.

2) Radio and TV Originators: It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series. Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) All media requirements for the State Final Meet shall be handled through the IHSA Office.

4) Local meet managers shall be responsible for reporting meet information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

5) Flash photography is not allowed by anyone except the photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

**H. Filming/Videotaping:** At the Sectional and State Final meets, spectators will be permitted to film and videotape the competition provided:

1) The filming or videotaping unit is a self-contained unit that needs no power outlet;

2) The filming or videotaping unit is a compact, hand-held unit that can be operated from the spectator's seat;

3) The spectator is seated while filming or videotaping;

4) No tripod is used; and,

5) No additional seating space than the one seat occupied by the spectator is used for the camera or case, etc. for the filming or videotaping.

**I. Flash photography** is not allowed by anyone. Spectators who do not abide by these provisions will not be permitted to film or videotape at the meet.

Note: If a diver from a school qualifies for the diving event at the State Final meet, and video of her/his dives is needed for her/his application for All-American consideration, arrangements to film are to be made with the State Final manager prior to the meet.

**J. Tobacco/Liquid Nicotine Products:** The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**K. Use of Inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

**L. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

**M. No children on deck:** No children will be allowed on deck at the Sectional and State Final Meets. Only authorized personnel. Coaches and participants are permitted on deck. **NO EXCEPTIONS!**

**X. AWARDS**

**A. Sectional**

1) Individual: Medals will be awarded to the first six place winners in each individual event and relay event. Medals will be given to the first six individual finishers in each classification in each event at the sectional meet for students in the Physical/Visual Disabilities Division.

2) Team: Plaques will be presented to the school winning the team championship at the Sectional meets.

3) Duplicate Awards: Managers can find a Duplicate Awards order form online in the online Managers Manual in the forms section.

**B. State Final**

1) Individual: Medallions will be awarded to the first twelve place winners in each individual event and relay event. Medals will be given to the first twelve individual finishers in each classification in each event at the state final meet for students in the Physical/Visual Disabilities Division.

2) Team: Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet. Eighteen (18) medallions for competitors, two (2) for coaches, one (1) superintendent, one (1) principal, one (1) athletic Director and one (1) certified Athletic trainer will be provided.

3) Duplicate Awards: Schools can find a Duplicate Awards order form online in the online Schools Manual in the forms section.

Note: Only schools that meet the six contests requirements of the IHSA By-law 3.054 shall be eligible to compete for team honors in the Sectional and State Final meets.

**C. Combined State Championship**

The Combined State Championship will consist of schools with athletes competing in the Swimming and Diving State Championship along with students competing in the Students with Disabilities Division. A Combined State Championship will be awarded if the following conditions are met:

There must be at least eight participants in the Students with Disabilities Division advancing to the State meet; and There must be at least three students per classification (Classifications A and B are defined in Section I). If the conditions are met, athletes in the Students with Disabilities Division may be eligible to earn points toward the Combined Championship as follows:

There must be at least three competitors entering an event for Students with Disabilities. Students with Disabilities may swim in up to four events, but may only earn points in two events. Each student's top two results will be eligible to count for the Combined State Championship score.

Points awarded in the Students with Disabilities Division will be based on the number of participants per class as provided in the following chart:

#Competitors	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
2	3	2										
3	4	3	2									
4	5	4	3	2								
5	6	5	4	3	2							
6	8	7	6	5	4	3						
7	9	8	7	6	5	4	3					
8	10	9	8	7	6	5	4	3				
9	11	10	9	8	7	6	5	4	3			
10	13	11	10	9	8	7	6	4	3	2		
11	14	12	11	10	9	8	7	5	3	2	1	
12	16	13	12	11	10	9	7	5	4	3	2	1

Any school with a student competing in the Swimming and Diving State Championship along with Students in the Disabilities Division will be eligible for the Combined State Championship. The six-contest requirement (Section III.D) will not apply to participants in the Students with Disabilities Division.

The score applied to determine the Combined State Championship will be the total of all points for students competing in the Swimming and Diving State Championship with students competing in the Students with Disabilities Division. Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet for the Combined State Championship.

The Combined State Championship is an officially recognized IHSA State Championship.

Whether or not a Combined State Championship is awarded, students with disabilities will be eligible for Individual awards.

**XI. OFFICIALS**

**A. Appointment and Fees**

1) Sectional: Four (4) officials will be assigned from the IHSA Office. The IHSA Office will assign officials to the 16 Sectional Meets. \$152.50 flat fee for the Meet Referee, Diving Referee and Starter and \$116.50 for the Turn/Stroke Judge.

2) State Final: Six (6) officials will be assigned by the IHSA Office. The head officials will receive the following flat fees: \$272.00 flat fee for the Meet Referee, Starter and Diving Referee; \$208.00 flat fee for the Head Timer/Head Finish Judge; \$250.00 flat fee for the Coordinator of Officials.

a. Mandatory Officials Meeting: There will be a mandatory meeting for the six (6) Head State Finals Officials at 7:00 p.m. on Thursday at the State Final site.

b. Housing: The IHSA has a block of rooms at the Hilton Garden Inn, Evanston set aside for Head Officials. Housing for Head officials who incur an overnight lodging expense to attend the mandatory officials meeting are entitled to two

(2) nights of lodging and will be paid by the IHSA Office upon check-in (provided they stay at the hotel designated by the IHSA Administrator). Head officials must notify Cheryl Lowery at the IHSA Office, upon receipt of their State Final Officials Contract whether or not they will require housing reservations.

c. Volunteer officials must log in to their Officials Center to accept the state final volunteer assignment

**B. Mileage Reimbursement Policy:** The officials appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 30 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. Note: Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.

## Important Dates for Swimming & Diving

Officials	Girls	Boys	
8/8/2017	8/8/2017	11/28/2017	*First date of Officials Online Part 1 exam/Swimming Rules Presentation and Diving Rules Presentation begin through the IHSA Schools & Officials Center. *School Manual for Coaches Available
	8/9/2017	11/20/2017	Season/practice may begin
	8/21/2017	12/1/2017	First Contest Date
N/A	9/8/2017	12/1/2017	School Participation Team/Individual Entry Deadline
9/12/2017	9/12/2017	11/28/2017	*Swimming & Diving Online Rules Presentation Deadline*Diving Rules Presentation Deadline for coaches who want to be considered for Sectional Dive Panel and officials who want to be considered for State Final Dive Panel
9/15/2017 & 12/4/2017	N/A	N/A	Officials Sectional Assignment Process Begins. Official's availability calendars should be updated.
10/23/2017 & 2/1/2018			Officials State Final Volunteer Sign-up Deadline
N/A	11/6/2017	2/12/2018	Online List of Participants by <b>Midnight</b> .
	11/8/2017	2/14/2018	Online Sectional Seeding Meetings
	11/11/2017	2/17/2018	IHSA Swimming & Diving Sectional Meets
	11/17- 11/18, 2017 (New Trier)	2/23- 2/24, 2018 (Evanston)	IHSA Swimming & Diving State Final Meet



## Sectional Meet Manager Information

Phone: (309) 663-6377 Fax: (309) 663-7479

Email: kgarber@ihsa.org (Craig Garber)

clowery@ihsa.org (Cheryl Lowery)

- Terms and Conditions:** Please read carefully the Terms and Conditions for the IHSA Girls/Boys State Swimming Meet Series, which are also posted on-line at IHSA.org.
- Online Electronic Seeding Meeting:** Each meet manager should send tournament information to each school assigned to their Sectional meet. Complete instructions included within this manual.
- Official Rules:** The Current National Federation Swimming and Diving Rules will govern the competition, unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
- Relay Event Entry Limitations:** In accordance with the Terms and Conditions, schools may enter a **maximum of eight (8) girls/boys** in each relay event—four (4) swimmers and four (4) alternates (Relay names are frozen after the List of Participants Deadline-No changes). **Sectional Managers must check the List of Participants to be sure the relay entry limitation is not violated.**
- Sectional Seed Times:** Seed times for the Sectional meet must be submitted in accordance with Item V-F in the Terms and Conditions. All coaches must be able to defend their athletes' times with documented meet results if requested to do so by any other coach.
- Sectional Meet Suggestions:** If the swimming and diving coaches at your Sectional meet have suggestions which they would like the IHSA Swimming & Diving Advisory Committee to consider for next year, have them elect one coach to forward their Sectional suggestions to Craig Garber (kgarber@ihsa.org), in the IHSA Office. Recommendations must be submitted to the IHSA Office one week prior to the Advisory Committee Meeting.
- Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. The Financial Report is to be completed online through the IHSA Schools Center, within ten (10) days following your meet.
- Admission Prices:** Please see item IV-C-1 for admission prices to be charged for all tickets sold at Sectional meets for students and adults for **all day**. Please give **free** admission to a "baby in arms".
- Officials:** The Referee, Starter, Diving Referee and Turn/Stroke Judge for the Sectional meets shall be appointed by the IHSA Office. Once confirmed assigned officials will be posted in the IHSA Schools Center within the "H" IHSA State Series Hosting & ScoreZone Section.
- Non-Paid Meet Personnel:** Meet managers shall assign **non-paid** meet personnel as outlined in Rule 4 (Officials and their Duties) of the current National Federation Swimming and Diving Rules Book. **It is essential that all officials as named in Rule 4-1-1 are provided for in order to assure proper meet administration.**
- Dive Panel at the Sectional Meet:** There will be a panel of 5 judges for diving. (3) coaches and (2) officials assigned by the IHSA Office. Only Diving coaches who have completed the Dive Rules Presentation through the IHSA Schools Center will be eligible to serve on the Sectional diving panel. IHSA will provide a list of all eligible coaches to the Meet Managers before the Seeding Meeting. Managers may want to include a reminder to coaches who want to serve on the dive panel that they are required to get credit for the Diving Rules Presentation when they contact them about Seeding Meeting details. IHSA will also reach out to all Swimming & Diving Schools throughout the season reminding them of this.  
**Note 1: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches that have divers actually competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.**
- Officials' Decisions:** In accordance with Item VIII-H of the Terms and Conditions and the Swimming and Diving Rule Book, the decisions of the Referee and Diving Referee **shall be final**.
- Diving Practice:** In accordance with the Terms and Conditions, Item V-D-Note 4, Sectional managers shall provide an opportunity to divers from competing schools to practice Wednesday evening prior to Sectionals. Proper supervision must be provided by the schools of the divers practicing. **(Please be sure schools know the water depth for diving).**
- Winner Report Form:** Winner report must be submitted (only Tournament Manager, Official Representative and Athletic Director passwords and ID's will see the links to file the Winner Report) through the IHSA School's Center immediately following the completion of the Sectional. Please see instructions located elsewhere in this manual. **Immediately** following the Sectional meet, the **Meet Referee** will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.

## Sectional Meet Manager Information, continued

15. **Sectional Meet Time Schedule:** Please see Item VI-B of the Terms and Conditions for the recommended Time Schedule for all Sectional meets.
16. **Deck Restrictions:** Only Certified Coaches who have met By-Law 2.070 requirements and its subsections and are included in the List of Participants file, assigned officials and competitors shall be allowed on the deck of the pool at the Sectional meets. No children will be allowed on deck. **No Exceptions!**
17. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions. Enclosed is an information bulletin about receiving awards from A & M Products. A form Requesting Duplicate Awards for Sectional ties is available in this Manual for Managers.
18. **Filming/Videotaping:** At the Sectional and State Final meets, spectators will be permitted to film and videotape the competition provided: 1) The filming or videotaping unit is a self-contained unit that needs no power outlet; 2) The filming or videotaping unit is a compact, hand-held unit that can be operated from the spectator's seat; 3) The spectator is seated while filming or videotaping; 4) No tripod is used; and, 5) No additional seating space than the one seat occupied by the spectator is used for the camera or case, etc. for the filming or videotaping. Spectators who do not abide by these provisions will not be permitted to film or videotape at the meet. **(IHSA WILL NOT VIEW ANY VIDEO OF COMPETITION TO REVERSE AN OFFICIALS DECISION)**
19. **Checklist:** Refer to the enclosed "Sectional Meet Manager Checklist" to assist you in completion of hosting responsibilities.
20. **Inquiries:** Any inquiries about the IHSA Girls/Boys State Swimming Meet Series should be directed to Kraig Garber (kgarber@ihsa.org), Assistant Executive Director of IHSA, (309) 663-6377.

The Illinois High School Association sincerely appreciates your willingness to serve as a local manager of a Swimming & Diving Sectional Meet.



## Electronic Sectional Seed Meeting Timeline

Sectional seed meetings will be done electronically. The process and timeline for the electronic sectional seeding meetings for this year are as follows:

### Tuesday of the Sectional week:

1. IHSA will send electronic files to meet managers as soon as IHSA has received all entries and withdrawals. Meet managers are required to use the electronic files IHSA provides them. Do not ask schools in your sectional to provide their entries in advance, as they may not match what they originally submitted in the Schools Center during the LOP process.
2. IHSA will send a list of Diving Coaches to Sectional Managers who were nominated and are eligible to serve on the Sectional Diving Panel. To be eligible to serve on the Diving panel the Head Diving Coach must meet the following conditions: (If any of the following requirements were not met, the Diving Coach will not appear in the LOP Coaches drop down menu or be listed on the Diving panel nominees list issued to the Sectional Manager.)
  - a. Certified Coach
  - b. **Must be listed in the Schools Center as the “Head Diving Coach”, not as an assistant coach.**
  - c. Watched and received credit for the Diving Rules Video (coach can check their schools Center to verify).
  - d. Completed and passed the PES Examination
  - e. Completed and passed the Concussion Protocol as required by the State of Illinois.

### Wednesday of the IHSA Sectional Week

#### 9:00 a.m.

- Coaches will be emailed only their entries to review from the Sectional Host School. Only the Meet Referee will be given a complete, preliminary heat sheet with all entries as submitted on the List of Participants.
- The list of eligible dive coaches who have been nominated for the sectional dive panel will be sent to each individual team and the Meet Referee from the Meet Host. In the event there are not enough Dive Panel coaches, Sectional Officials will fulfill the remaining positions to serve on the Dive Panel.

#### 6:00 p.m.

- Coaches have until 6 p.m. Wednesday to correct any errors on their entries and return those to the host school.
- Deadline for individual teams to submit any and all corrections back to Meet Host and Meet Referee.
- Deadline for eligible teams to vote for three nominated diving coaches to the Meet Host to serve on the Sectional Diving Panel. Failure to vote will be viewed as having forfeited the right to vote for the diving panel for this IHSA Sectional.
- Sectional managers shall provide an opportunity for divers from competing schools to practice from 6:30 p.m. – 8:30 p.m. on Wednesday before IHSA Sectionals

**CHANGES PERMISSABLE DURING THE ONLINE SECTIONAL SEEDING MEETING:** Event Times for Ind. events and relays. Changes (PERSON FOR PERSON BASIS) to name and times are permissible in individual events. Relay names are frozen once the LOP deadline passes. All changes during the Online Seeding meeting must be completed before 6:00 p.m.

#### By 8:00 p.m.

- Final heat sheet will be sent to each team and the Meet Referee from Meet Host, which is final and cannot be changed.

### Thursday of the IHSA Sectional Week

#### 9:00 a.m.

- Bullet point reminders and site specific information from the Meet Manager will be sent to each team and the Meet Referee.
- Any egregious errors on the Meet Manager's part must be addressed with the Meet Manager, Meet Referee and individual teams.

# Reminders For Coaches and Meet Managers

- A. Attire/Conduct
  - a. It is the swimmer's and coach's responsibility to compete in legal attire
  - b. Any exceptions to attire rules must have letter from the IHSA Administrator for Swimming & Diving allowing the exception.
  - c. Officials will try to catch violations before they occur.
  - d. One manufacturer's logo per piece of attire is legal.
  - e. Multiple caps may be worn.
- B. Dual Confirmation of False Starts
  - a. Referee and Starter will record potential violations independently.
  - b. Must be agreement to disqualify a competitor.
  - c. Relay exchanges are subject to dual confirmation – The Meet Referee and Starter will be responsible for watching all lanes on all exchanges.
- C. Scratch Meeting Procedures on Saturday
  - a. Scratch from the meet.
  - b. Scratch from an event (using declared false-start).
  - c. Substitution for the meet (must have physician's or principal's letter) – Refer to Terms & Conditions, Section V, Letter G.
  - d. Swimmers who use Kinesiology Tape – Doctor or trainer's letter REQUIRED. Refer to Rule 3-3-4.
- D. Declared False Starts
  - a. Must be given to Referee before the event, not the heat.
  - b. DOES still count as an entry / CAN be rescinded by verbal declaration OR swimmer presenting themselves to swim.
- E. Warm-up Pool (if available)
  - a. Feet first entry.
  - b. Must become quiet on Referee's whistle.
  - c. If pool becomes too noisy, it will be closed.
- F. Disqualifications
  - a. Every attempt will be made to speak to the Head Coach.
  - b. An announcement will be made if the Head Coach cannot be located.
- G. Official Times / Entries
  - a. Times on the board ARE official unless otherwise announced.
  - b. Normal back-up and adjustment procedures (Rule 6) will apply.
  - c. Any time that is adjusted will be announced.
  - d. As per Rule 4-2-2(g), any discrepancy in a race will be resolved in a "timely manner." This is defined as before the start of the next race. Any coach with a question about a time must approach the Meet Referee (not the scoring table or other officials) before the next race. Once the next race has begun, no questions or protest about previous races, heats or events will be honored.





## Boys/Girls Swimming and Diving

To all member schools participating in Swimming and Diving,

In an effort to standardize the entry process for IHSA Swimming and Diving, the IHSA adopted Hy-Tek Swim software as the official software for managing our State Meets. This IHSA adoption **in no way requires you to purchase Hy-Tek swim software**. It will however provide member schools with a 25% group discount (new purchases only) in the event that your school does wish to purchase swimming software in the future.

I repeat, this IHSA adoption in no way requires you to purchase Hy-Tek swim software. However, we have been made aware by member schools that the majority of schools that currently own and use swimming software, already own the Hy-Tek product. Consequently, the IHSA has decided to purchase the software so that our online entry process for our State Series will be easier for our schools that host the Sectional Meets. By purchasing the Hy-Tek Meet Manager we hope to be capable of sharing the schools online entries with our Sectional Managers in a format that will not require them to be forced to manually reenter the schools individual entries. Please contact hy-tek by visiting [www.hy-tek.com](http://www.hy-tek.com) for current updates and pricing.

It is our sincere hope that our purchase of this product will make the management of our State Series meets easier for all involved.

Respectfully,

Kraig Garber  
IHSA Assistant Executive Director  
For Swimming and Diving

School Hy-Tek Letter

Illinois High School Association  
2715 McGraw Drive  
Phone: (309) 663-6377  
E-mail: [kgarber@ihsa.org](mailto:kgarber@ihsa.org)  
Bloomington, IL 61704  
FAX: (309) 663-7479  
Web: <http://www.ihsa.org>

# **SWIMMING**

## **HY-TEK INSTRUCTIONS TO SECTIONAL MANAGERS**

Importing information into Hy-Tek 2.0C from the IHSA Schools Center

To import the Hy-Tek file:

1. You must be using Version 2.0C or later
2. Set up your meet, with all 12 events
3. Using your school ID and password, go to the IHSA Schools Center
4. Click on Hy-Tek Import File, uncheck “match on event numbers” as an option on importing
5. File Save As
6. Make sure the extension is a .sd3 (change if necessary)
7. The document must be a text file (change if necessary)
8. Save File
9. Import into Hy-Tek



## Sectional Manager/ Meet Referee Checklist

**Meet Managers:** Principal, Official Representative, Athletic Director or Tournament passwords only have access to the Hosting & ScoreZone responsibilities within the School's Center.

If you have a staff member, who will be serving as Tournament Manager, they must be designated as Swimming & Diving Tournament Manager in your School's Center.

- ( ) On Tuesday prior to the Seeding Meeting, an email will be sent to all Tournament Manager's when the List of Participant files are available.
- ( ) the Sectional manager is responsible for following the Online Sectional Seeding Meeting Timeline (located in this manual).
- ( ) As the Sectional meet progresses, update the Winner Report with any Extra Qualifiers in each event.
- ( ) **Immediately** following the Sectional meet, the **Meet Referee** will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.
- ( ) **Meet Managers are required to fax/email Kraig Garber (kgarber@ihsa.org) a set of complete results before leaving the Sectional meet. This enables IHSA to verify Winner Report clerical errors. The Sectional times/results are also used in determining qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24<sup>th</sup> place time (relays). In order to make these calculations we must have these times from all sectional sites.**
- ( ) Complete the Online Financial Report.
- ( ) The IHSA encourages Tournament Managers to evaluate the officials assigned to your Sectional. Please complete the evaluation by logging into your School's Center.

**Note:** When contacting the schools assigned to your sectional, please remind them:

- Any site specific information/details
- No balloons, signs or banners will be allowed in the coach and competitor seating area.
- Balloons will not be allowed in the balcony or locker rooms.

Thank you for your help and cooperation in making sure all the needed information from your sectional meet is complete, accurate and **immediately** submitted to the IHSA.

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - A) Provide a reserved parking space.
  - B) Meet officials and take them to the dressing room.
  - C) Have refreshments available for halftime and postgame.
  - D) Ask for any additional needs.
  - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represent their school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.*
- ❖ *Use positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat.*
- ❖ *Respect and acknowledge the integrity and judgment of officials.*
- ❖ *Exhibit positive behavior in both personal interaction and social media comments.*

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to interscholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

Illinois High School Association  
2715 McGraw Dr., Bloomington, IL 61704  
Phone: 309-663-6377  
Fax: 309-663-7479

### Venue

**Sport:**   
**Location:**

### Emergency Personnel

**Present:**   
**On-Call:**

### Emergency Equipment Location On-Site

Nearest AED:   
First Aid Kit:   
Items for proper care of blood-borne pathogens:   
Ice or chemical ice packs, water and towels:   
Player Medical Information:   
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

### Communication

**Access to 911:**   
**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:





## **Unmanned Aerial Vehicle (Drone) Policy**

**For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

# Sectional Managers Winner Report Instructions

The IHSA Schools Center Web site will enable managers to connect from any location that has an internet connection to complete their tournament manager responsibilities.

All Managers are required to complete their Winner Reports on-line, no later than 4:00 p.m. on the day of their meet.

Log-In Instructions for Access to the IHSA School's Center for filing Winner Reports (must use the Official Representative, Athletic Director or Swimming Tournament Manager User ID and password for Hosting links to appear.)

1. On the World Wide Web Go to: [www.ihsa.org](http://www.ihsa.org)
2. Click on Schools & Officials Center login
3. Enter your User ID number (5 digits, a letter followed by 4 numbers)
4. Enter your Athletic Director, Official Representative or Tournament Management password.
5. Click on the IHSA State Series Hosting and ScoreZone link. This is what you will see, if you used the correct login:

The screenshot shows the IHSA Schools Center website interface. At the top, there is a navigation bar with the 'SCHOOLS CENTER' logo and the IHSA logo. Below the navigation bar, there is a search bar and an 'Admin' link. The main content area is titled 'IHSA State Series Hosting' and contains a yellow navigation bar with links: 'IHSA State Series hosting', 'ScoreZone', 'Financial reports', 'Host availability survey', and 'Facilities survey'. Below this, there is a text box explaining the purpose of the page. A table follows, listing various sports and their associated reports. A blue arrow points to the 'IHSA State Series Hosting' link in the navigation bar.

	Manuals (PDF)	Assigned Officials	List of Participants	Results Report	Financial Report
Boys Golf	<a href="#">Manager's Manual &amp; Forms</a>	--	not yet posted	not yet available	<a href="#">submit financial report</a>
Class 1A Regional Girls Swimming & Diving Sectional	<a href="#">Manager's Manual &amp; Forms</a>	not yet posted	not yet posted	not yet available	<a href="#">submit financial report</a>

**Assigned Officials:** For sports with officials, a list will be provided to you in advance of the event.  
**List of Participants:** For individual sports and some team sports, a file will be provided to you after the List of Participants deadline has passed.  
**Winner Report:** Should be submitted immediately after the end of the tournament, meet, or contest. For a sport with a series of events, such as swimming or track, the report may be filled in and resubmitted after each event.  
**Financial Report:** Should be submitted within 10 days of the event.

6. Click on Winner/Results Report and complete the online form by completing each of the following (7) links/pages.

The screenshot shows the IHSA Schools Center website interface for the 'Girls Swimming & Diving Winner Report'. At the top, there is a navigation bar with the 'SCHOOLS CENTER' logo and the IHSA logo. Below the navigation bar, there is a search bar and an 'Admin' link. The main content area is titled 'Girls Swimming & Diving Winner Report' and contains a yellow navigation bar with links: 'Return to Hosting', '1. Instructions', '2. Team scores', '3. Advancing entries', '4. Relay swimmers', '5. Comments', '6. Submit', and '7. Upload results'. Below this, there is a text box explaining the instructions for filling out the report. A blue arrow points to the 'Girls Swimming & Diving Winner Report' link in the navigation bar.

Be sure to fill out each page of the Winner Report Form by clicking through the links in the yellow box at the top of the page.

When you are finished, review all the pages and then "Submit" the form.

If you discover that you need to make a change AFTER submitting the report, you may do so, but please notify the IHSA Office of the change.

7. Meet Referee must reconcile the official meet results with the Online Winner Report after the Meet Manager inputs the Winner Report before posting to the Schools Center website.
8. Make sure to Upload the complete set of results on the last page of the Winner/Results Report. 9. Email a set of complete results to kgarber@ihsa.org. (before you leave the Meet)

NOTE: Meet Managers are required to fax/email Kraig Garber (kgarber@ihsa.org) a set of complete results upon conclusion of their meet. This enables IHSA to verify Sectional Website corrections after the Sectional meet (instead of calling the managers). Sectional times/results are also used to determine qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24th place time (relays). In order to make these calculations we must have every time from each sectional site.

Thank you in advance for your cooperation in this process.



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber  
Asst. Executive Director

**2017-2018 IHSA Regional/Sectional Manager  
Individual Event Duplicate Awards Order Form for Ties**

**Tournament Site:** \_\_\_\_\_ **Level Of Competition:** \_\_\_ Regional \_\_\_ Sectional

**Sport/Activity:** \_\_\_\_\_ **Gender:** \_\_\_ Girls \_\_\_ Boys

**Print Tournament Manager's Name:** \_\_\_\_\_

**Tournament Manager's Phone Number:** \_\_\_\_\_

**Classification (circle one):** 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medal/plaque for participants who earned them at the Regional or Sectional Tournament whose medal/plaque needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals/plaque will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

**\*Event Name** ie: Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**TM=Team Plaque:** (    ) check here

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Diving Order \_\_\_\_\_  
 School \_\_\_\_\_ (Town) \_\_\_\_\_ (Name of School) \_\_\_\_\_ Yr. in School \_\_\_\_\_

# OFFICIAL DIVING SCORE SHEET

RND. NO.	DIVE NO.	WRITTEN DESCRIPTION	POS TPSF	JUDGES AWARDS							TOTAL PTS	DEG DIFF	TOTAL AWARD	BALK	DD CHG
				1	2	3	4	5	6	7					
1															
2															
3															
4															
5															
PRELIMS															
6															
7															
8															
PRELIM PLUS SEMIFINALS															
9															
10															
11															

Diver's Signature \_\_\_\_\_

Coach's Signature \_\_\_\_\_

Official's Signature \_\_\_\_\_

Meet: Sectional \_\_\_\_\_ Place \_\_\_\_\_

State \_\_\_\_\_ Date \_\_\_\_\_

TOTAL VOLUNTARY DD \_\_\_\_\_ TOTAL POINTS \_\_\_\_\_

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.