



SWIMMING & DIVE

Standard Operating Procedures

Revised 5/6/2019



- 1) LEAGUE MEET GENERAL GUIDELINES
 - a) OFFICIALS
 - i) Every effort shall be made to ensure a minimum of four officials in place at all dual or multiple team meets. There shall be a minimum of two officials at all dual or multiple team meets. These officials cannot be a coach or assistant coach of any of the competing teams. The functions of the officials shall be:
 - (1) Referee/Confirming Starter
 - (2) Starter
 - (3) 2 Stroke & Turn Judges
 - ii) In addition, every effort shall be made to ensure a minimum of two Relay Takeoff Judges. These duties shall be performed by the Referee and Starter unless additional qualified officials other than those listed above are available.
 - iii) The above officials should be United States Swimming and/or WIAA swimming trained and certified to perform the duties of the position they occupy. The Referee must be qualified. It is permissible that the Diving Referee be one of the required swimming officials and/or a diving judge, provided the individual selected is knowledgeable regarding diving rules and requirements.
 - iv) At meets where diving is contested, there shall be a minimum of a Diving Referee and three Diving Judges. It is permissible for the Diving Referee be one of the required swimming officials and/or a Diving Judge, provided the individual selected is knowledgeable regarding diving rules and requirements. A knowledgeable adult representative from each team represented in the diving event shall be provided for judging purposes. This representative does not have to be a diving coach, but may be a swimming coach of any of the competing teams.
 - v) Before each meet starts, the meet referee will designate the time and place for entry cards to be submitted.
 - vi) The Referee and the Starter shall record the order of finish. The Referee shall designate additional officials deemed necessary to administrate conduct violations prior to the start of the meet.
 - vii) For specific duties of these positions, consult the current National High School Federation of Swimming/Diving and Water Polo Rules Book.
 - b) SCORING AND SCORE SHEETS
 - i) The host team shall provide one copy of the meet results signed by the Referee noting time of the meet completion, to the visiting team(s) within 30 minutes after the final event of the meet.
 - ii) The host team shall make an announcement of the running team scores periodically during the meet.
 - iii) It is up to the individual schools to report their state qualifier times in accordance with WIAA procedures.
 - iv) Meet results should be legible and include first and last names.
 - c) ORDER OF EVENTS
 - i) Each meet may begin with diving competition/events when applicable (when competing teams include divers)

- ii) Diving will be followed by the National High School Federation recommended order of swimming events.
- d) WARM-UPS
- i) Divers will be allowed a minimum one-half hour warm-up prior to the start of the meet. Divers are allowed at least two practice approaches – with or without water entry prior to the start of the diving competition (as per 2014-15 NFHS rules).
 - ii) Prior to swimming events, there shall be a 45-minute warm-up, concluding 15 minutes prior to the start of the competition to allow for a coaches and officials meeting. Warm-up time will start at the scheduled time and may be adjusted for late arrivals at the option of the coaches present.
 - iii) At multiple (more than 2) team meets, a staggered warm-up schedule will be provided if at all possible to accommodate all teams at least one week prior to the meet. The host teams should have the earlier warm-up session to help with travel.
 - iv) Warm-ups will be delayed as long as pool schedule and meet completion deadline will allow. If a team does not meet the warm-up deadline, the coach of that team has the option of swimming without a warm-up period or rescheduling the meet at a later time, depending on the circumstances of the delay.
 - v) There will be a minimum ten-minute warm-up after Event 5 (1-meter Diving) and a minimum five-minute warm-up before Event 12 (400 Freestyle Relay). (Coaches must agree upon additional warm-ups.)
- e) ENTRIES / ENTRY CARDS
- i) All entries will be written legibly on an entry card. Information shall include both first and last names of the swimmer(s) as well as the school they are representing and designate JV swimmers.
 - ii) Diving sheets from State Swimming Syllabus shall be completed in pencil and signed by the diver to be submitted to the designated diving referee before the one dive warm-up immediately prior to the diving event.
 - iii) The fastest heats of each swimming event shall be swum first including relays and all varsity swimmers must be entered in these heats in order to score points. Coop swimmers may only swim in Varsity heats if there are open lanes as a result of either team not entering its full allotment of three Varsity swimmers. If swimming in a Varsity heat, the coop swimmer must be identified to the referee and starter and must be identified to all competitors by the starter after being called to the starting blocks and prior to the start of the race.
 - iv) When submitting times for entries please do not send them in with no time attached to their entry. If need be, please submit an estimated time for seeding.
 - v) Diving entries shall be limited to three scoring entries that will take place in the National Federation order of events. JV divers will be limited to three dives due to time constraints, and up to six, time permitting, by mutual consent before the meet. It is the responsibility of the visiting diving coach to contact the host school to determine if JV divers will be allowed additional dives.
- f) FACILITIES/CONDITIONS
- i) All conditions of the swimming/diving facility not meeting the requirements as outlined in the National High School Federation of Swimming/Diving and Water Polo Rules Book shall be noted and agreed upon by all coaches present prior to the start of the meet.
 - ii) All swimming facilities must provide a public address system for meets that can be heard by all participants and meet personnel.

- iii) Divers must have 8 in-season supervised diving board practices in order to eligible to compete. This will be communicated to all non-Big 9 schools that plan on diving at our league meets. If divers/schools do not meet this, they will not be allowed to compete in our league meets.
 - g) SENIOR RECOGNITION
 - i) Senior recognition activities scheduled during meets shall be limited to ten minutes and should be scheduled during each school's last home regular season meet.
 - ii) All coaches will be notified at least one day before meets where senior recognition activities will be conducted and when during the meet such activities will be conducted.
 - h) OTHER GUIDELINES
 - i) Other guidelines shall follow the rules established in the current copy of the National High School Federation of Swimming/Diving and Water Polo Rules Book, and the Washington Interscholastic Activities Association General Guidelines and Guidelines for Swimming as noted in the current year's issue of these publications.
- 2) LEAGUE SWIM CHAIR RESPONSIBILITIES
 - a) REPRESENTATIVE:
 - i) Columbia Basin Big 9 League Jim Beeson (Wenatchee)
 - b) COORDINATING LEAGUE MEETING
 - i) Coordinate the yearly swimming league meeting with boys/girls' coaches and swim chair for early spring of each year. The site of this meeting shall always be centrally located.
 - c) DUTIES
 - i) Recording meeting minutes.
 - ii) Draft of league schedules at the spring meeting.
 - iii) Update yearly league, school and coaches directory.
 - iv) Update standard operating procedures.
 - v) Distribution of information to schools.
 - vi) Development/update District operating procedures.
 - vii) Coordination of the District Tournament.
 - viii) Coordinate all scheduling make-ups as needed during the regular season.
- 3) SWIMMING SCHEDULING CRITERIA
 - a) Schedule weekday meets when it can be done geographically without a considerable loss of school time.
 - b) Home Meet Sites:

i) Wenatchee	Wenatchee High School
ii) Eastmont	Eastmont YMCA
iii) Yakima	Lions Pool
(Davis, Eisenhower, Sunnyside)	
iv) Moses Lake	MLHS Pool
 - c) WARM-UP TIMES – As per schedule – by host school.
 - d) Teams that have a bye during the regular season have the option of swimming as a non-scoring team at the meet that is scheduled closest to them. The school needs to notify the host school two weeks prior to the meet.
 - e) When making the league schedule, the local non-travel meets will be scheduled during the week of the Mukilteo Invite for the girls and the Kentridge Invite for the boys. The

schedule for this week will have Wenatchee swim against Eastmont and Eisenhower, Davis and Sunnyside will swim against West Valley.

f) MEET MAKE-UPS – Any league meets that are canceled will be made up using the following options:

- i) During the bye week of one of the teams. The team on the bye will travel to whatever meet the other school is swimming at;
- ii) A mutually agreed upon date during the regular season;
- iii) The Tuesday before the League Champs Meet;
- iv) During the League Champs Meet.

The meet make-up will not be rescheduled on top of a 2A/3A meet that was already scheduled at the facility being used. The league AD in charge of swimming will schedule the meets. If it is a date where multiple league meets are postponed, all meets will be made up on the same day as to not create an unfair advantage for any teams.

g) DISTRICT QUALIFYING TIME STANDARDS

A league representative chosen by the league chair will establish the qualifying standards for both Girls and Boys annually. ~~These standards will be established utilizing the NISCA PowerPoint table.~~ These standards will be approved by a majority vote of league coaches and/or AD's prior to the beginning of the girls' swim season.

h) DISTRICT DIVING QUALIFICATIONS

- i) All divers must make every attempt to legally complete an 11-dive meet competition. As an alternative: Big 9 Divers may complete 11 dives over the course of two consecutive league dive meets to qualify for the District meet provided that those 11 dives cover all groups necessary that would complete an 11-Dive competition. In addition, divers may compete in any Big 9 League dive meets even if they cannot do 11 dives at that time.
- ii) No diver can enter the District Meet without successfully completing the requirements for a full 11-dive meet based on the above qualifications. These qualifications can meet in Big 9 League dive meets or any non-league 11-dive meet.

4) DISTRICT MEET GUIDELINES

a) If possible, a meet schedule/timeline and entry procedures (with the event file) will be sent out four weeks prior to the district meet date.

b) CLASSIFICATION SCORING

i) 16th-place scoring will be in effect for all classifications.

c) ENTRY ALLOCATION

- i) Each team is allowed one (1) entry in each relay event.
- ii) Each team is allowed a minimum of two (2) allocations per individual event.
- iii) The two allocations are NOT in addition to any entries, which met the district qualifying time standard.
- iv) Each team is allowed an unlimited number of entries in each event provided that they have met the district qualifying time standard but only the top four district meet times will advance to finals and count toward scoring.

~~v) In addition, each individual event winner of the Big 9 end of the season non-qualifying meet will be eligible for entry into the District Meet. If the winner or any other placers happen to swim a district qualifying time at the end of the season meet, the automatic entry will go to highest non-qualifying time for each event.~~

vi) In the event that there are less than 24 qualifiers for the preliminaries, wildcards will be drawn up to the point where there are 24 participants (if possible) per swimming event. In those events that any one school has more than two entries entered that

meet the district qualifying time, the event will be filled to 24 entries with wild cards and then the extra entries will be added in to create a fourth heat in that particular event.

- vii) Coaches may substitute entries for any event prior to the meet starting only if the substitute has a district qualifying time.
 - viii) Coaches submitting entries on Hy-Tek software will identify all wildcard entries by designating them as Bonus entries.
 - ix) All divers must have a legal 11-dive entry sheet.
 - x) NT entries are not accepted at the District Swim Meets.
- d) ENTRY PROCEDURES
- i) Each school must complete all required forms (Hy-Tek, relay form, and dive sheets)
 - ii) E-mail entries must be received no later than 5PM on Monday preceding the district meet.
 - iii) Divers will be allowed to make corrections on their sheets prior to the diving event.
 - iv) Each athlete is limited to a maximum of two individual and two relay events or one individual and three relay events. Being listed as an alternate for a relay does not count as an event unless that person actually swims that event. Athletes must enter the individual events they plan to swim at state. (WIAA requirement).
 - v) Only verifiable times, from performances at high school meets during the current season, can be used for entry times.
- e) AWARDS
- i) 16-place scoring will be in effect for the Girls and Boys 4A classifications at the District Championships. All relays will score double points.
 - ii) To order awards, call BJ Kuntz, WIAA District 6 Director. Medals are for 1st place, with ribbons for 2nd through 8th place. We will also give out awards for adaptive swim events.
 - iii) All Conference selections are based on the following criteria:

1 st Team All-Conference	1 st Place at Districts
2 nd Team All-Conference	2 nd Place at Districts
Honorable Mention	3 rd Place at Districts

Swimmer and Diver of the Year Selection

1. The League Swim Chair will collect nominations for the Swimmer and Diver of the Year during the last week of the regular season via email and/or fax. The nomination and profile form will include accomplishments for the current season and any qualifying times they have attained. All nominations received will be distributed at the coaches meeting prior to the District Meet. Coaches will be allowed to say something about their nominee at that time, and ballots will be due to the Swim League Chair or designee at before the conclusion of the final swimming event during the prelims session of the District Meet. Coaches are not allowed to vote for their own swimmers or divers for these awards. The League Swim Chair will compile results and notify the coaches and media.
- ii. Swimmer and Diver of the Meet Selection
The Swimmer of the Meet and Diver of the Meet for each classification shall be determined via NISCA power point table(s).
- iii. Coach of the Year Selection

1. The League Swim Chair will list all of the head coaches on the initial ballot for the coach of the year and any head coach may nominate a dive coach or any assistant coach for this award at the league meeting prior to the District Championship.
 2. Voting for Coach of the Year will be conducted at the league meeting prior to the District Championship. Each school has one vote and they may vote for their own school's coach that is nominated.
- b. RESULTS
- i. Complete official results will be available to the coaches at the completion of the meet. This includes diving, swimming prelims, finals and team scoring.
 - ii. Official results are **emailed** by the meet director, along with the state meet entries from each team, to the State Tournament Director. **Coaches are responsible for submitting their State entries as directed by the WIAA bound for state regulations.**
 - iii. The meet director mails official results to each athletic director in charge of the leagues represented in districts.
- c. FACILITY AND EQUIPMENT
- i. Electronic timing
 - ii. Facility conditions that meet national Federation and League Guidelines.
 - iii. Diving Board that meets National Federation guidelines.
 - iv. Public Address System
 - v. Starting Blocks
 - vi. Recall Device
 - vii. Backstroke Flags
 - viii. Starting System
 - ix. Copy machine on site
 - x. Lap Counters
- d. PERSONNEL
- i. Reserve Pool
 - ii. Select meet organizational committee
 - iii. Meet with committee and review job descriptions
 - iv. Establish budget
 - v. Establish timetable for completion of goals
 - vi. Order awards
 - vii. Supervise committee chair people
 - viii. Make arrangements for a public address announcer, ticker seller
- e. TEAM EXPENSES
- i. WIAA district reimbursement policy will be applied.
- f. MEET PERSONNEL
- i. Tournament Manager - \$100 per session
 - ii. Meet Referee - \$50 per session
 - iii. Starter / Backup (2) - \$20 per session or \$10/hour whichever is greater
 - iv. Diving Referee - \$20 per session or \$10/hour whichever is greater
 - v. Public Address - \$20 per session or \$10/hour whichever is greater
 - vi. Ticket Seller/Taker - \$20 per session or \$10/hour whichever is greater
 - vii. Clock Operator - \$40 per session

- viii. Computer Operator - \$100 per session
- ix. Supervision (2) - \$25 per event (2)
- x. Facility Fee -Up To \$500 per District Meet

g. FACILITY AND FACILITY RENTAL

- i. Facility Rental
 - ii. Timing Equipment
- h. Home site WIAA District secretaries will pay all expense after completion of contests when managers submit expenses.
- i. WIAA District Income/Expenses
- i. Profit or loss will be shared by WIAA District based on number of participants per WIAA district.

j. Inclement Weather Contingency Plan: The athletic director in charge will use the following guides when it comes to rescheduling parts or all of the district meet:

- i. If Thursday is cancelled, Prelims for swimming and diving will be held on Friday and finals for both swimming and diving will be on Saturday.
- ii. If both Thursday and Friday are cancelled, Saturday will be reseeded as a timed final and the first eight dives will be performed in the morning before swimming starts. The final three dives would then be held as part of the swim meet after the 50 Freestyle.
- iii. If Saturday finals are not held, every attempt will be made to reschedule finals during the following weeks with the preferred order of days being Tuesday, Thursday and then Saturday.

5) STATE MEET QUALIFYING

a) Allocation

- i) State allocations are granted through WIAA.
- ii) Athletes can advance to state competition by allocation or by meeting the state-qualifying standard.
- iii) Qualifying by allocation is determined by finish place, not the fastest time.
- iv) Each team with athletes advancing to state by either method MAY fill out a STATE MEET MASTER ENTRY FORM for planning purposes. However, all coaches MUST enter all qualifying athletes to the State Meet using Direct Athletics in accordance with WIAA specifications. Divers must submit their dive sheet to the Meet Director for submission to state. Upon request, the meet director shall provide a copy of the state meet master entry form to the coach. In addition, coaches must use divemeet.com to enter their divers in the state meet.