2013-14

Boys/Girls Swimming & Diving

Manual for Managers

ILLINOIS HIGH SCHOOL ASSOCIATION

2013-14 Swimming & Diving Manual for Managers

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Revision History

Oct. 17	Terms & Conditions III-A Revised
Nov. 18	Terms & Conditions XI-A-1 Revised, Pg. 11 4. Relay Event Entry Limitations Revised

2013-2014 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 2013-2014 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 2013-2014 IHSA swimming and diving championship series, by any of the following means at the time of registration for the 2013-2014 swimming season:

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

b. Provide a written statement, completed and signed by high school coach, physical therapist, family physician or other health care practitioner, or adaptive sports program employee, indicating classification category of the student athlete.

c. If a student athlete with a physical/visual disability is not classified as detailed above by the time of the Sectional meet, the athlete shall be able to complete a written statement of classification before participating at the meet with assistance from a coach, parent, or school administrator. If they are unable to provide this, 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 16, at 16 sites to be announced on the website at a later date.

B. Girls State Finals will be held on November 22-23, at New Trier High School in Winnetka, Illinois.

C. Boys Sectional meets will be held on February 22, at 16 sites to be announced on the website at a later date.

D. Boys State Finals will be held on February 28-March 1, at Evanston Township High School, Evanston, Illinois.

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

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. 6 (fall), Nov. 1 (winter) and Feb. 1 (spring).

Online Rule Presentation Dates:

Officials: August 13-September 10.

Girls Coaches/Schools: August 13-September 10.

Boys Coaches/Schools: August 13-December 10.

Each participating school must have one member of the coaching staff view and receive credit for the 2013-2014 Swimming/Diving rules interpretation. Each participating official must view and receive credit for the 2013-2014 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 status if the online rules meeting presentation isn't reviewed by your coach. For probationary 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

2) Click on "Schools and Officials Center login"

3) Enter your "IHSA User ID" and your Coaches password

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

5) View 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. She will give you credit. You must be listed as the coach at both schools in the respective Schools Center for the schools you are coaching for.

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.

A. On-Line School Entries (Including individuals in the Students with Physical/Visual Disabilities Division):

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org to compete at the Sectional level in the Swimming & Diving State Series. Do not confuse On-Line School Entries with entering your School's On-Line List of Participants. They are two different processes. On-Line School Entries are used to enter your school into State Series Competition in order

for IHSA to assign your school to a Sectional Meet. The deadline for school entry is September 6, 2013 (Girls Swimming/Diving), November 1, 2013 (Boys Swimming/Diving). The entry deadline for entering individuals in the Girls' Swimming and Diving competition for students with physical/visual disabilities is **October 16, 2013**. The entry deadline for entering individuals in the Boys' Swimming and Diving competition for students with physical/visual disabilities is December 19, 2013.

B. 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).

C. 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.

D. 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

E. 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.

F. On-Line List of Participants (Including individuals 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 noon on Tuesday, November 12, 2013 (Girls Swimming/Diving) and by noon on Tuesday, February 18, 2014 (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/Breech 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. **New in 2013-2014:** 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 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.

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. Coaches are encouraged to bring a hard copy of their On-Line List of Participants to the Sectional site the day of the seed meeting (attendance became optional beginning in 2008-2009). This list must be printed prior to the On-line List of Participant deadline. The option to print will not be available after that deadline.

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 checked the "Sign-Off on Form" page.

Verification of IHSA Receiving List of Participants:

- Print a copy once you have completed the Sectional entries. This is your verification and if necessary, you can provide proof of your entries at the Sectional Seeding Meeting, in case of computer or file download error (very rare).
- Make sure you click on the "SIGN OFF ON FORM PAGE" 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 a copy 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.

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. Names and year in school data will not be utilized from the Sectional Winner Report.

G. 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.

H. 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 com-

petition, 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 $680.00 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) Admission prices for all day for the Sectional meets shall be $5.00 for Child, Student or Adult.

2) Admission prices for the State Final meet are as follows:

Diving Preliminaries - $10.00

Swimming Preliminaries - $10.00

Swimming and Diving State Finals $10.00

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 16 (Girls) or November 1 (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. Sectional Seed Meetings: A Sectional Seed Meeting shall be held at each Sectional center on the Wednesday prior to the Sectional Meet at 6:30 p.m. A school's attendance at the sectional seeding meeting is highly encouraged, but NOT REQUIRED. It is suggested that coaches bring a copy of their previously completed On-Line List of Participants with them to the Sectional Seed Meeting. Coaches not in attendance at the seeding meeting forfeit their opportunity to vote in all matters of business decided at the seeding meeting.

Note 1: All Sectional Seed Meetings shall be held on the Wednesday prior to the Sectional Meet at 6:30 p.m.

Note 2: Only the coaches, (or other school representatives) meet officials, and local meet management personnel shall attend the Sectional Seed Meeting.

Note 3: Sectional managers shall provide an opportunity for divers from competing schools to practice during the Sectional Seed Meeting.

Note 4: At each Sectional Seed Meeting coaches must vote to choose the three diving coaches who will serve as judges on the sectional diving panel. Only coaches that have divers competing in sectional competition may vote. Only coaches interested in serving on the panel should be included in the balloting.

Note 5: Sectional managers may form a Meet Committee if they so choose.

There will be no seeding meeting for the Students with Physical/Visual Disabilities Division.

D. The school's On-Line List of Participants, completely filled in and accurate, must be submitted online by noon on the Tuesday prior to the Seed Meeting so the Sectional manager has the necessary information for seeding purposes prior to the Sectional Seed Meeting. The Sectional manager will download the information once the deadline has passed. Managers may tentatively seed the meet in advance. Participants must have a time recorded in order to be entered.

2013-2014 NEW--Changes are permissible at the Sectional Seeding Meeting to:

Event Times (Ind. events and relays)

Changes to name and times are permissible in individual events and relays. All changes at the seeding meeting must be submitted to the manager immediately upon arrival and prior to seeding the meet.

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, 2013 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 teams 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 present at the Sectional Seed Meeting. 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 support 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 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 Saturdays 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 Sectional Seed Meetings on Wednesday, the week of the Sectional Meet, at 6:30 p.m. The IHSA Office will not give permission for Sectional Seed Meetings to be held on any other evening than Wednesday, at 6:30 p.m. At this meeting, contestants will be seeded and assigned to heats and lanes in accordance with current National Federation Swimming and Diving Rules. ATTENDANCE AT THE SECTIONAL SEEDING MEETINGS WILL BE HIGHLY ENCOURAGED BUT IS NO LONGER MANDATORY (only coaches present may vote on matters discussed at the seeding meeting).

B. Sectional Meet Time Schedule: Saturday, November 16, 2013 (Girls) and Saturday, February 22, 2014 (Boys) Diving Event

The times shown 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 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 21, 2013 (girls)/
Thursday, February 27, 2014 (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. Changes in the diving sheets may be made until 8:00 a.m. on Friday.
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 22, 2013 (girls)/
February 28, 2014 (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 coachs. 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 23, 2013 (girls)/ March 1, 2014 (boys) Swimming and Diving Finals:

8:00 a.m.: Outside Entrance opens to coaches/participants
9:00-10:30 a.m.: Pool doors open to divers/coaches only for diving warm-ups
9:30 a.m.: Doors open to public
10:15 a.m.: All participants and coaches scheduled for arrival
10:45 a.m.: Pool doors open to participants and coaches (by Entrance Order number) for Warm-ups.
11:15 a.m.: Pool opens for warm-ups
11:30 a.m.: Officials Meeting See online state final instructions for complete details.
12:00 p.m.: Spectators allowed in pool seating area
12:15 p.m.: One Sprint Lane opens
12:30 p.m.: Two Sprint Lanes open
1:00 p.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)
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 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 Boy's and Girls State Finals will be 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. 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 24th 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 proposed qualifying standards for the 13-14 seasons are:

Important Notice:

***Sectional hosts are required to email Ron McGraw (rmcgraw@ihsa.org) a complete set of results so the calculations can be made when sectional events are completed. The complete set of results must be sent to the IHSA Office no later than the Monday following the Sectional Meet.

The Girls and Boys Swimming & Diving minimum Qualifying Standard Times for advancement to the State Final Meet are:

Event	GIRLS STANDARDS 2013	Student with Physical/Visual Disabilities Class A	Student with Physical/Visual Disabilities Class B
200 Medley Relay	1:50.16		
200 Freestyle	1:55.59	7:30.00	5:30.00
200 Ind. Medley	2:10.88		
50 Freestyle	:24.68	3:00.00	2:15.00
100 Butterfly	:58.94		
100 Freestyle	:53.61	4:45.00	3:30.00
500 Freestyle	5:10.69		
200 Freestyle Relay	1:39.26		
100 Backstroke	:59.56		
100 Breaststroke	1:07.97	5:30.00	5:00.00
400 Freestyle Relay	3:37.38		

Event	BOYS STANDARDS 2014	Student with Physical/Visual Disabilities Class A	Student with Physical/Visual Disabilities Class B
200 Medley Relay	1:38.27		
200 Freestyle	1:45.12	7:00.00	5:00.00
200 Ind. Medley	1:58.41		
50 Freestyle	:21.90	2:45.00	2:00.00
100 Butterfly	:52.78		
100 Freestyle	:48.01	4:15.00	3:00.00
500 Freestyle	4:47.32		
200 Freestyle Relay	1:27.98		
100 Backstroke	:54.04		
100 Breaststroke	1:00.61	5:00.00	4:30.00
400 Freestyle Relay	3:14.62		

** Indicates the use of last year's qualifying standard.*

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.

Note: All Sectional meet times for State Final Qualifiers shall be initialed by the Meet Referee to verify that all times recorded by the Head Timers are "official" and correct.

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, including at least two (2) of the officials assigned by the IHSA Office and swimming and/or diving coaches from the schools participating in the Sectional meet.

Note 1: A vote conducted by the Sectional Meet Manager must occur at all seed meetings to choose three coaches to serve as judges on the sectional diving panel. Only coaches that have divers actually competing in the sectional competition may vote. Only those coaches that express interest in serving on the panel should be included on the ballot.

Note 2: At least two (2) officials selected to serve on the diving panel at the Sectional meet must be from among the Meet Referee, Starter and Turn/Stroke Judge appointed by the IHSA Office.

Note 3: Diving Score Sheets will be distributed at the Sectional Seeding Meeting (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. The first diving panel shall judge rounds 1, 2 and 3 in the preliminaries and rounds 6, 7 and 8 in the semifinals and shall be comprised of three (3) diving coaches and four (4) diving officials. The second diving panel shall judge round 4 and 5 in the preliminaries and rounds 9, 10 and 11 in the finals and shall be comprised of four (4) diving coaches and three (3) diving officials.

Note 1: To be eligible for appointment to the diving panels at the State Final meet, diving coaches must attend a current IHSA Swimming and Diving Rules Meeting.

Note 2: Diving coaches with State Final qualifiers (or other coaches from that school) may NOT judge on a diving panel at the State Final. It is not allowable to appoint a boys coach from a school that has qualifiers in the girls meet and to appoint a girls coach that has qualifiers in the boys meet.

Note 3: Retired Illinois swimming and diving coaches are eligible for appointment to an IHSA state series diving panel.

Note 4: The head swimming and diving coaches in Girls/Boys Swimming will be asked to assist the IHSA Office in ranking the officials for the Sectionals and State Final.

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 new standards defined in 3-3-2. To be deemed a legal suit, any suit must meet the style and construction restrictions described in rule 3-3-2, (ie.: 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. No points will be awarded to competitors at the Sectional meet in the Students with Physical/Visual Disabilities Division.

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. No points will be awarded to competitors at the State Finals meet in the Students with Physical/Visual Disabilities Division.

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: Schools with qualifiers in the State Final meet for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities will be permitted to purchase two (2) Swim Events tickets per swim qualifier. **These tickets are not available to the one (1) designated relay alternate.**

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 sessions); the cost of a single session ticket is $10.00.

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. 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 coaches wristband at any time. Certified coaches who are listed on the On-line List of Participants will be issued a coaches 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 legitimate 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 in the IHSA Schools Center with the participating school (after verifying coaching certification) will only be issued a wristband.** Any band that appears to be tampered with at anytime 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 coaches' 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-pon 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 swimming 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-byplay origination's, 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 Products

No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

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.

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 fin-

ishers 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.

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. $143.00 flat fee for the Meet Referee, Diving Referee and Starter and $109.00 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: $238.00 flat fee for the Meet Referee, Starter and Diving Referee; $182.00 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 Best Western University Plaza, 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.

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 officials home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.

Important Dates and Deadlines to Remember

2013 Important Dates for Swimming & Diving:

August 13:	First date of Officials Online Part 1 test
August 13:	Online Rules Presentation Video will be available through the IHSA Schools & Officials Center login (FOR GIRLS AND BOYS SCHOOLS AND OFFICIALS).
August 14:	Season/practice may begin
August 26:	Girls first Contest Date
September 6:	School Team/Individual Entry Deadline to participate in the State Series (Principal or Official Representative password required) through their IHSA Schools Center Site. **Coaches**: Double Check to make sure the Official Representative or Principal from your school entered your school. This is the only way your school will be assigned to a Swimming Sectional. If you notice your school is not listed on the Sectional assignments, it indicates your school is not entered in the IHSA State Series. **If your school is listed on the Regional and Sectional Assignments and your school will not be competing in the IHSA Sectional Competitions, send an email to tcraig@ihsa.org** and indicate your school needs to withdraw from Swimming & Diving. Sometimes prior Principals or Official Representatives will enter your school before the end of the prior school year without knowing how many kids will go out for your program in the fall. Check on your IHSA status with your school representative.
September 10:	Officials Deadline: Online Rules Video for Swimming & Diving. If you miss the deadline, there is a penalty fee of **$50.00** payable to the IHSA Office prior to re-activating the link in your Officials Center to be taken off probation or suspension.
September 10:	Last date of Officials Online Part 1 exams
September 10:	School Deadline: Online Rules Video Presentation for Girls Coaches. If you miss the deadline, there is a penalty fee of **$50.00** payable to the IHSA Office prior to activating the link in your Schools Center to be taken off probation or suspension.
September 11:	Officials Probation/Suspension Calculated, Power Ratings Posted
September 13:	Coaches should review the Online Manual for Schools for instruction to be used throughout the Swimming & Diving Season. It is located on the respective IHSA Swimming & Diving web page and in the Schools Center.
September 13:	Officials Availability Deadline/Officials Assignment Process Begins – Calendars should be updated in the Officials Center
October 28:	Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
November 12:	Girls Coaches must submit their Online List of Participants by noon.
November 13:	Sectional Seeding Meeting – Voluntary Attendance
November 15:	Girls Coaches Deadline for consideration to serve on State Final Diving Panel should contact Mike Hutton (mdhutton@ameritech.net)
November 16:	IHSA Girls Sectional Swimming & Diving Meets
November 22-23:	IHSA Girls State Final Swimming & Diving Meet, New Trier High School, Winnetka, IL
November 25	Boys season/practice may begin
December 6	Boys first contest date
December 10:	School Deadline: Online Rules Video for Boys Coaches. If you miss the deadline, there is a penalty fee of **$50.00** payable to the IHSA Office prior to activating the link in your Schools Center to be taken off probation or suspension.
December 9:	Power Rating Posted/Officials Availability Deadline/Officials Assignment Process Begins – Calendars should be updated in the Officials Center
February 5:	Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
February 1:	School Team/Individual Entry Deadline to participate in the State Series (Principal or Official Representative password required) through their IHSA Schools & Officials Center login. **Coaches**: Double Check to make sure the Official Representative or Principal from your school entered your school. This is the only way your school will be assigned to a Swimming Sectional. If you notice your school is not listed on the Sectional assignments, it indicates your school is not entered in the IHSA State Series. **If your school is listed on the Regional and Sectional Assignments and your school will not be competing in the IHSA Sectional Competitions, send an email to tcraig@ihsa.org** and indicate your school needs to withdraw from Swimming & Diving. Check on your IHSA status with your school representative.
February 18:	Boys Coaches must submit their Online List of Participant by noon.
February 19:	Boys Sectional Seeding Meeting – Voluntary Attendance
February 21:	Boys Coaches Deadline for consideration to serve on State Final Diving Panel contact Mike Hutton (mdhutton@ameritech.net)
February 22:	IHSA Boys Sectional Swimming & Diving Meets
February 28-Mar. 1	IHSA Boys State Final Swimming & Diving Meet, Evanston Township High School, Evanston, IL.

Sectional Meet Manager Information

Phone: (309) 663-6377 Fax: (309) 663-7479
Email: rmcgraw@ihsa.org (Ron McGraw)
clowery@ihsa.org (Cheryl Lowery)

TAPING DIVING COMPETITION

In an effort to improve the scoring consistency of the Sectional Diving Competition, and to provide future training resources, we are asking each sectional manager to tape the diving portion of sectionals. School personnel or a volunteer may perform this duty. Footage should include the actual dive and each judge's score of that dive. This footage may also be used in the future to train officials to properly score diving. Please mail the completed footage *immediately* to the IHSA office.

**** If you CANNOT tape the Sectional Diving Competition, please contact Cheryl Mitchell at the IHSA office. ****

1. **Terms and Conditions**: Please read carefully the Terms and Conditions for the 2011-2012 IHSA Girls/Boys State Swimming Meet Series, which are also posted on-line at IHSA.org.

2. **Seed Meeting Invitation:** Each meet manager should send information to each school entered in their Sectional meet, regarding the location, date and time of the Seed Meeting as well as pertinent information concerning the administration of the Sectional Meet.

3. **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.

4. **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. **Sectional Managers must check the List of Participants to be sure the relay entry limitation is not violated**.

5. **Sectional Seeding Meeting**: A seeding meeting shall be held at each Sectional site on Wednesday at 6:30 p.m., prior to the Sectional Meet. Sectional Managers will receive Diving Sheets in the mail from IHSA approx.. 2 weeks prior to meet. Two Diving Score Sheets must be distributed to each school assigned to your Sectional at the Sectional Seeding Meeting. Coaches attendance at the seeding meetings is NOT REQUIRED, but is highly recommended. Coaches not in attendance forfeit their opportunity to challenge others entries and to defend their own entries. The meet will be seeded fairly by those in attendance with the information at their disposal.

6. **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 in attendance at the seed meeting.

7. **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 Ron McGraw, in the IHSA Office. Recommendations must be submitted to the IHSA Office by the deadline, to be reviewed by the Advisory Committee at its next meeting.

8. **Financial Reports**: Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. One copy of the Financial Report is to be sent to the IHSA Office, within ten (10) days following your meet.

9. **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".

10. **Officials**: The Referee, Starter, Diving Referee and Turn/Stroke Judge for the Sectional meets shall be appointed by the IHSA Office. Note: **The Referee, Starter, Diving Referee and Turn/Stroke Judge must work ALL DAY (Diving and Swimming).**

11. **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**.

12. **Judges Panel for Diving at the Sectional Meet**: The panel of judges for diving shall be comprised of five (5) persons, including at least two (2) of the officials assigned by the IHSA Office and swimming and/or diving coaches from the schools participating in the Sectional meet.

Note: A vote conducted by the Sectional Meet Manager must occur at all seed meetings to choose three coaches to serve as judges on the sectional diving panel. Only coaches that have divers competing and are interested in serving on the panel should be included on the ballot.

13. **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**.

14. **Diving Practice During the Sectional Seeding Meeting**: 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 during the Sectional Seeding meeting. Proper supervision must be provided by the schools of the divers practicing. **(Please be sure schools know the water depth for diving)**.

15. **Winner Report Form**: Winner report must be submitted to the IHSA Office via the Internet immediately following the completion of the Sectional. Please see instructions located elsewhere in this manual.

16. **Sectional Meet Time Schedule**: Please see Item VI-B of the Terms and Conditions for the Time Schedule for all Sectional meets.

17. **Deck Restrictions**: Only Certified Coaches who have met By-Law 2.070 and its subsections and are listed on the List of Participants, 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**!

18. **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 the Sectional is available on the IHSA Web Site.

19. **No Children Allowed on Deck**: No Children will be allowed on deck at the Sectional Meet. Only authorized meet personnel, coaches, and participants are permitted on deck. **NO EXCEPTIONS!**

20. **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.

21. **Checklist**: Refer to the enclosed "Sectional Meet Manager Checklist" to assist you in completion of hosting responsibilities.

22. **Inquiries**: Any inquiries about the IHSA Girls/Boys State Swimming Meet Series should be directed to Ron McGraw, 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.

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.

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,

Ron McGraw
IHSA Assistant Executive Director
For Swimming and Diving

School Hy-Tek Letter

Illinois High School Association
2715 McGraw Drive **Bloomington, IL 61704**
Phone: (309) 663-6377 **FAX: (309) 663-7479**
E-mail: rmcgraw@ihsa.org **Web: http://www.ihsa.org**

Illinois High School Association (25% Discount on New Purchase with exclusions)

Hy-Tek's Products Order Form For Swimming

TEAM MANAGER . . . .☐ **With All Standard Options $ 295.00** ☐ **Upgrade to TM 4.0 - $69.00**

☐ Start-Up (Required) . . .$ 99.00
☐ Award/Improv. Labels . $ 49.00
☐ Record/Time STD. . . . $ 49.00
☐ Entry/Card Labels . . . . $ 49.00
☐ Predict Results . . . . . $ 49.00
☐ Graph/Stats . . . . . $ 49.00
☐ Journal/Recruiting . . . $ 49.00

TEAM MANAGER Total (Including Options) . . . . . _____

Pro Network Option . . . . . ☐ **$ 99.00** _____

Workout Manager Basic Option (Requires TM Start-Up) . . . . . ☐ **$ 99.00** _____
- Workout Manager Training Option (Requires WM Basic) . . . . . ☐ **$ 99.00** _____
- Workout Manager Pace Clock Option (Requires WM Basic) . . . . . ☐ **$ 99.00** _____
Workout Manager *for Dos* Upgrade to Windows . . . . . ☐ **$ 89.00** _____

MEET MANAGER . . . . ☐ **With All Standard Options $ 395.00**

☐ Start-Up (Required) . . . $ 249.00
☐ Deck/Card Labels . . . . . .$ 49.00
☐ Ribbon Labels . . . . . $ 99.00
☐ Mailing/Reg Labels . . . . .$ 49.00
☐ **Upgrade to MM 2.0 - $ 189.00**
☐ **Site/Org. License - $ 250.00 per Year**

MEET MANAGER Total (Including Options) . . . . . _____

Pro Network/Web Results Option . . . . . ☐ **$ 495.00** _____
THE INTERFACE for Timing Consoles (CTS, DAK, Omega, IST) . . . . . ☐ **$ 295.00** _____
THE INTERFACE for Alpha Scoreboard (Swimmers' Names) . . . . . ☐ **$ 495.00** _____

Sports BUSINESS MANAGER . . . . . ☐ **$ 295.00** ☐ **DOS-BM Upgrade to Windows - $ 189.00**

☐ Quick Billing Option . . . . $ 99.00 ☐ Checkbook/Ledger Option . . .$ 99.00 ☐ Email Invoices Option . . .$ 99.00

Pro Network Option. . . . . ☐ $99.00

Sports BUSINESS MANAGER Total (Including Options) . . . . . _____

Personal SWIM MANAGER Reloaded . . . . . ☐ **$ 39.95** _____

☐ CD Replacement $10.00
for: _____

Sub Total $ _____
Discount (If Applicable) _____ $ _____
New Sub Total $ _____
State TAX (Include 7% ONLY in North Carolina) $ _____

Shipping/Handling **in USA**: ☐ $7.00 - **2-Day FedEx** ($15.00 to Hawaii and Alaska)
Shipping/Handling **Outside USA**: ☐ $10.00 - Postal Service Global Priority with **No Tracking**
☐ Express **with Tracking** - Call/E-Mail (office@hy-tekltd.com) for Quote $ _____

TOTAL AMOUNT DUE $ _____

PAYMENT and BILLING INFORMATION

VISA/MC/Discover Card #: _____ Exp. Date: _____ Card ID #: _____ (3 digits On Back of Card)
Address of Card Holder: _____
Phone Number on record with card issuer: _____
Purchase Order Number (Copy Required): _____ **Check Number**: _____

LICENSE and SHIPPING INFORMATION

LICENSE Name: _____ (Max 40 Char)
Contact Person's Name: _____
Home or Team Address: _____ Day Tele: _____
City/State/Postal/Country: _____ Eve Tele: _____
E-Mail Address: _____

Mail Or FAX To:

Hy-Tek, Ltd.
P.O. Box 12789
New Bern, NC 28562

Fax: 252.633.5122
Toll Free: 866.456.5111 252.633.5111
www.hy-tekltd.com sales@hy-tekltd.com

HY-TEK LTD Sports Software

December 2004

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

Important Notice: Immediately following the completion of the Sectional meet and after the Meet Referee has reconciled the official meet results, **you are to post the results online through the Schools Center Web Site (see complete instructions later in this manual).** Once the required report is complete, one push of the button and the results are released for public viewing. Results are due immediately after the Sectional.

Meet Managers: In preparation for faxing these items to the IHSA Office, the following must be completed at the Sectional meet:

( ) On Tuesday prior to the Seeding Meeting, please check the Schools Center Web Site for the announcement and instructions on how to download the entries from schools assigned to your sectional.

( ) As the Sectional meet progresses, the Sectional manager is responsible for having someone input the Sectional Winners and Additional Qualifiers report. **Reminder: Diving Portion Should Be Video Taped. The meet manager must mail the diving video to the IHSA Office on Monday after the meet.**

( ) **Immediately** following the Sectional meet, the **Meet Referee** will reconcile the official meet results and will oversee posting the Winner Report on the web site:

( ) The Meet Referee will reconcile (proof read) all of the information included on the Sectional Winner and Additional Qualifiers Report with the official meet results.

( ) Meet Managers are required to fax/email the IHSA with 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 in determining 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 these times from all sectional sites.

( ) Meet Managers: You are asked to keep a copy of the official complete meet results from your Sectional Meet with you (at home and at school), in case the IHSA Office has any questions and needs to contact you following the Sectional Meet.

The IHSA encourages you to evaluate the officials assigned to your Sectional. Please complete the evaluation form online (www.ihsa.org) and submit to the IHSA following the completion of the Sectional.

Note: Please announce at your Sectional Seeding meeting that no balloons will be allowed at the Sectional and State Final Meets. In addition, at the State Final, no signs or banners will be allowed in the coach and competitor seating area. No balloons will 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 and accurate and **immediately** submitted to the IHSA Girls/Boys Swimming and Diving web site.

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.

IHSA® Illinois High School Association

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.

IHSA®
Illinois High School Association

Do What's Right!
Sportsmanship

DWR! EXPECTATIONS

- *Represents their school and community well with positive interaction with opposing fans and players.*
- *Uses positive yells, chants, songs or gestures.*
- *Display modesty in victory and graciousness in defeat*
- *Respect and acknowledge the integrity/judgment of officials.*
- *Exhibit positive behavior with opponents and fans before, during and after the contest.*

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.
- Booing 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.

ILLINOIS HIGH SCHOOL ASSOCIATION

IHSA School Center Website Login Instructions
Sport/Activity Tracker Information

Access to Swimming & Diving Web Page

To access the Swimming & Diving Web page, school password and ID number is not required.

Please follow the steps below:

1. On the World Wide Web Go to: www.ihsa.org
2. Click on the pull down menu under Sports & Activities.
3. Click on Girls and/or Boys respective sports page.

Click on State Series Information and Results to access:

Sectional Sites
Sectional Assignments
Sectional Results
State Final Information

Announcements on the respective Swimming & Diving Sport page, you will find:

5-Year Sectional Site Rotation

At their regularly scheduled meeting on September 10, the IHSA Board of Directors approved the Terms & Conditions for the girls swimming & diving program for students with physical/visual disabilities. In addition, the Board has released the qualifying standards, which can be viewed by clicking below:

Girls Swimming Qualifying Standards

State Final Information:

State Finals: Fri.-Sat., Nov. 22-23, 2013

Site: Winnetka (New Trier) | Directions

Information: New Trier State Final Swimming Web Site

Apparel & Souvenirs: Minerva

Resources:

Quick Facts
State Series Information & Results
Terms & Conditions
Terms & Conditions for Athletes with Disabilities
Paralympic Classification Descriptors
Manual for Schools
Manual for Managers
Rules Meeting Information/Bulletin
Rules Presentation
State Final Qualifiers Information
State Final Time Schedule
State Final Qualifiers Ticket Order Form
2013-14 Dive Schedule
2013-14 Qualifying Standards
Dive Panel Volunteer Availability Form

Access to IHSA Schools Center Web Page

New in 2013: To access the School Center, the User ID number and respective coach password is required.

The School's Center Web Site can only be accessed with your User ID and respective coach password. Your school is required to generate and email each coach a user ID and password. If a coach password is misplaced or forgotten, the coach should contact their school administration to reset their password through the IHSA Schools Center. An active/frequently used email address must be on file at the high school for coaches to receive their password.

Coaches can Access the Schools Center with their unique Coaches password by following the steps below:

1. On the World Wide Web Go to: www.ihsa.org
2. Click on School's and Officials Center login
3. Enter your schools User ID
4. Enter Coach password
5. With this access, coaches will be able to view and complete items and watch for important deadlines to keep your team/individuals eligible to compete in any IHSA sport/activity.
6. Rules Bulletin
7. Rules Video
8. Online List of Participants
9. State Final Information
10. Manual for Schools

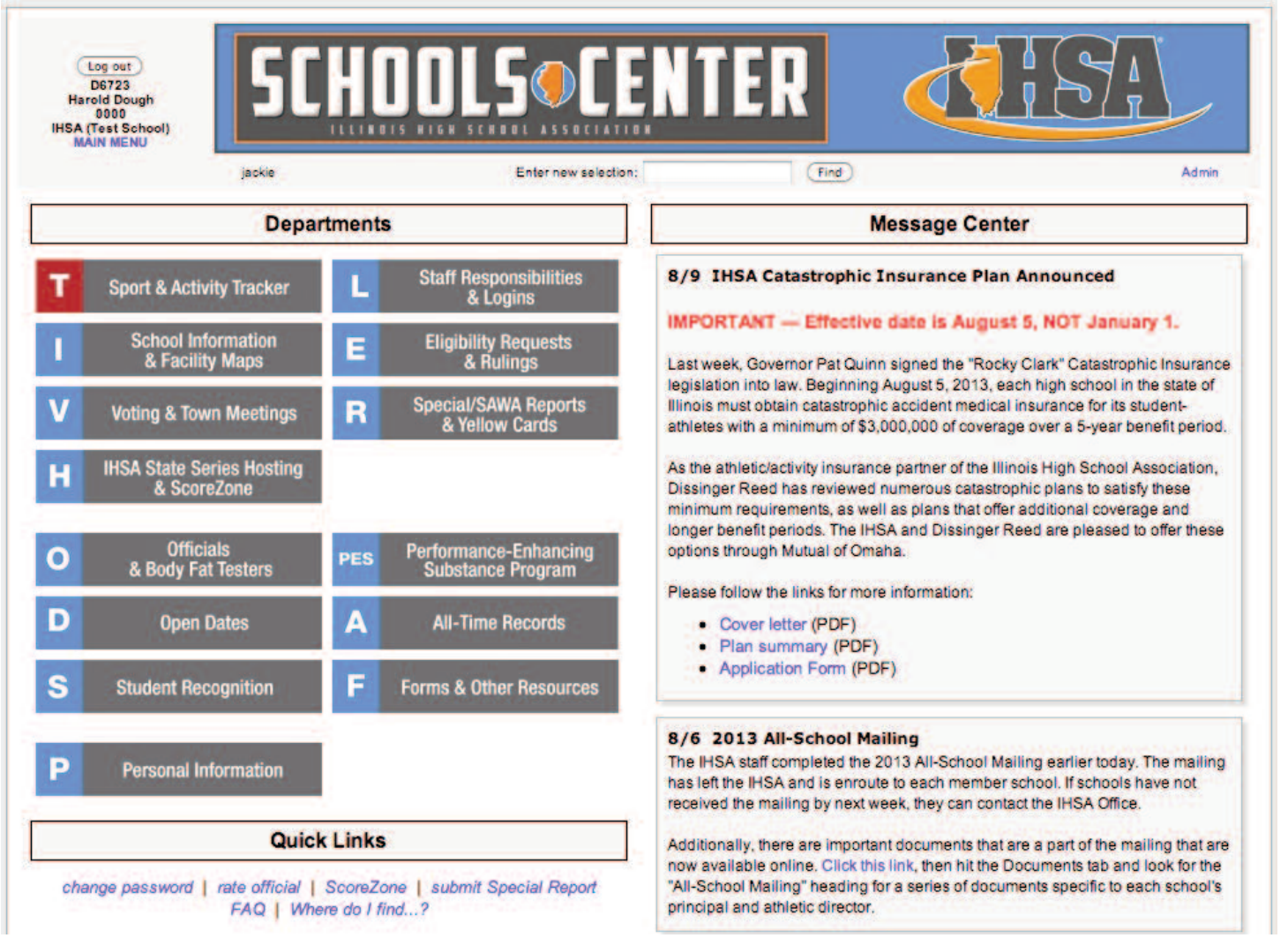
Sport and Activity Tracker within the Schools Center

Once logged-in to your Schools Center, you will notice important dates and deadlines pertaining to coaching responsibilities.

Important: There is no qualifying tournament to be eligible to compete in the first qualifying level of any IHSA State Series Tournament. Once deadlines pass, the Sport and Activity Tracker will show if your school has met the required Sport/Activity deadlines. It will show:

1. Entry Status (indicates if your school team/individuals are signed up to participate in the current sport(s)/activity(s)
2. View the Rules Video and get credit
3. Check to see if your school was given credit for watching the Rules Video
4. Program Status (whether your school is on probation or suspension)
5. Review/print the Manual for Schools for the respective Sport/Activity (this should be reviewed by all coaches)
6. Participation Survey
7. Top 15 List (If applicable)
8. Deadline dates for Required Forms for the respective Sport/Activity and verification that those reports have been sent to the IHSA Office.
9. Rating Officials (If applicable)

Enter user ID:
Enter password:
Log in
THE FUTURE PLAYS HERE!
IHSA
ILLINOIS HIGH SCHOOL ASSOCIATION
Welcome to the IHSA Schools & Officials Center
To log in, please type your user ID in the upper box and your password in the lower box, then click the button.
Forgot your password? You can reset your password via email.
OFFICIALS: Your password may contain upper-case letters; be sure to type them as such.
Have a question about clinics or rules meetings or other Officials Center items?
Contact the IHSA Officials Department.
The Schools & Officials Center is closed every morning between 3 and 4 am Central Time.
Please report problems to the IHSA Technology Department.


Log out
D6723
Harold Dough
0000
IHSA (Test School)
MAIN MENU
SCHOOLS CENTER
ILLINOIS HIGH SCHOOL ASSOCIATION
IHSA
jackie
Enter new selection:
Find
Admin
Departments
T Sport & Activity Tracker
L Staff Responsibilities & Logins
I School Information & Facility Maps
E Eligibility Requests & Rulings
V Voting & Town Meetings
R Special/SAWA Reports & Yellow Cards
H IHSA State Series Hosting & ScoreZone
O Officials & Body Fat Testers
PES Performance-Enhancing Substance Program
D Open Dates
A All-Time Records
S Student Recognition
F Forms & Other Resources
P Personal Information
Quick Links
change password | rate official | ScoreZone | submit Special Report
FAQ | Where do I find...?
Message Center
8/9 IHSA Catastrophic Insurance Plan Announced
IMPORTANT — Effective date is August 5, NOT January 1.
Last week, Governor Pat Quinn signed the "Rocky Clark" Catastrophic Insurance legislation into law. Beginning August 5, 2013, each high school in the state of Illinois must obtain catastrophic accident medical insurance for its student-athletes with a minimum of $3,000,000 of coverage over a 5-year benefit period.
As the athletic/activity insurance partner of the Illinois High School Association, Dissinger Reed has reviewed numerous catastrophic plans to satisfy these minimum requirements, as well as plans that offer additional coverage and longer benefit periods. The IHSA and Dissinger Reed are pleased to offer these options through Mutual of Omaha.
Please follow the links for more information:
Cover letter (PDF)
Plan summary (PDF)
Application Form (PDF)
8/6 2013 All-School Mailing
The IHSA staff completed the 2013 All-School Mailing earlier today. The mailing has left the IHSA and is enroute to each member school. If schools have not received the mailing by next week, they can contact the IHSA Office.
Additionally, there are important documents that are a part of the mailing that are now available online. Click this link, then hit the Documents tab and look for the "All-School Mailing" heading for a series of documents specific to each school's principal and athletic director.

Log out
D6723
Harold Dough
0000
IHSA (Test School)
MAIN MENU

SCHOOLS CENTER
ILLINOIS HIGH SCHOOL ASSOCIATION

IHSA

jackie Enter new selection: Find Admin

IHSA Sport & Activity Tracker

TRACKER: Action items only | All sports & activities | Fall sports | Winter sports | Spring sports | Activities
Entry form | Coop teams | Emerging sports | Participation summary | Ratings summary

This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series.
Red cells indicate action items. It is your responsibility to get the red out!

You may still enter your programs in IHSA state series for the current school term. In some cases a late penalty may apply.

BOYS FOOTBALL	Status in IHSA State Series	Status of Sport/Activity Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
	team entry has been received	status OK if rules video is viewed by deadline	Participation Survey should be submitted on fifth day of practice	Top 15 List needs to be updated, last submitted 11 months ago	
Rick Quinn		view rules video starting 8/13 until 9/10	submit scores in ScoreZone home team is responsible		
email task reminder to coach					
			State Qualifier Data Form opens 8 am on 10/21 deadline is midnight on 11/23		No case situations are viewable at this time.

BOYS BASEBALL	Status in IHSA State Series	Status of Sport/Activity Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
	team entry has been received	status OK if rules video is viewed by deadline	Participation Survey should be submitted on fifth day of practice	Top 15 List has never been submitted	
Cain Ableson	you may withdraw without penalty on or before 5/5	view rules video starting 2/18 until 4/4	Season Summary Form opens 8 am on 3/24 deadline is 10 am on 5/5		
email task reminder to coach			Seeding Form opens 11 am on 5/5 deadline is noon on 5/6		
			State Qualifier Data Form opens 8 am on 5/3 deadline is midnight on 6/3		No case situations are viewable at this time.

Status of Sport/Activity Program: Your program is on probation if rules video not watched, suspension if two years in a row.

Rules Videos and Meetings: Head coach is required to view rules video (or attend a meeting) every school term, or probation will result.

Online Forms: Shows number of pages completed and due date; in most individual sports, list of participants must be submitted; in wrestling, roster must be submitted; in team sports, season summary and seeding forms must be completed, and the state qualifier data form must be submitted if your team has advanced to round preceding state final.

Participation Survey: Should be completed after the fifth day of practice and before the first contest.

Rating of Officials: Required for every official in every varsity contest.

Top 15 List: Must have been submitted in last two years (24 months) to be included in officials' rankings.

Documents and Other Forms: Terms & Conditions and other documents posted in PDF format.

Sectional Managers Winner Report Instructions

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

IHSA will supply each Manager a file with all the participants eligible to compete in their meet. The file supplied by the IHSA Office is the Official File and is the only file to be used for the meet. Managers must login to the IHSA School's Center using their respective school ID and password (approximately noon, Wednesday of Week 16).

All Manager's are required to complete their Winner Reports on-line, no later than 4:00 p.m. on the day of their meet. This will allow Manager's for the next level of competition immediate access to the team and individual qualifiers for the next level of competition.

Log-In Instructions for Access to the IHSA School's Center for filing Winner Reports

1. On the World Wide Web Go to: www.ihsa.org
2. Click on Schools & Officials Center login
3. Enter your schools User ID number (5 digits, a letter followed by 4 numbers)
4. Enter your Athletic Director or Official Representative password.
5. Click on the respective Winner Report link
6. Complete the online form as prompted by the directions on the web page.
7. Email a set of complete results to rmcgraw@ihsa.org.

NOTE: Meet Managers are required to fax/email Ron McGraw (rmcgraw@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 in determining 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 and will need to be assembled. **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.

Ron McGraw
Asst. Executive Director

2013-2014 IHSA Tournament Manager Duplicate Medal 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 Class A Class AA Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal 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 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.

- **Recipient Town/School (Must supply both):** _____
  Name of Recipient: _____ **Place**: _____
  I=Individual Medal/Event Name*_____

- **Recipient Town/School (Must supply both):** _____
  Name of Recipient: _____ **Place**: _____
  I=Individual Medal/Event Name*_____

- **Recipient Town/School (Must supply both):** _____
  Name of Recipient: _____ **Place**: _____
  I=Individual Medal/Event Name*_____

- **Recipient Town/School (Must supply both):** _____
  Name of Recipient: _____ **Place**: _____
  I=Individual Medal/Event Name*_____

- **Recipient Town/School (Must supply both):** _____
  Name of Recipient: _____ **Place**: _____
  I=Individual Medal/Event Name*_____

the future plays here!
Illinois High School Association

ILLINOIS HIGH SCHOOL ASSOCIATION

Name _____ Diving Order _____
(Last) (First)

School _____ Yr. in School _____
(Town) (Name of School)

OFFICIAL DIVING SCORE SHEET

RND. NO.	DIVE NO.	WRITTEN DESCRIPTION	POS TPSF	JUDGES AWARDS 1	2	3	4	5	6	7	TOTAL PTS	DEG DIFF	TOTAL AWARD	BALK	DD CHG
1															
2															
3															
4															
5															
											PRELIMS				
6															—26—
7															
8															
											PRELIM PLUS SEMIFINALS				
9															
10															
11															
												TOTAL VOLUNTARY DD		TOTAL POINTS	

—26—

Diver's Signature _____

Coach's Signature _____ Meet: Sectional _____ Place _____

Official's Signature _____ State _____ Date _____

IHSA Licensed Vendor

• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

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

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.