

2013-14

Boys/Girls
Swimming & Diving

Manual for
Schools



2013-14 Swimming & Diving Manual for Schools

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Revision History

Aug. 26	Replaced Request for Duplicate Awards
Oct. 17	Terms & Conditions III-A Revised
Nov. 8	Added Pg. 17-18, LOP Reminder Instructions
Nov. 18	Terms & Conditions XI-A-1 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 pro-

vide 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/Breach of Contract above in section III-C). The On-Line List of Participants will provide space for each participating school to list the accurate names of up to two (2) Girls/Boys entered in each individual event at their respective Sectional Meet. **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 seed-time 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 Saturday's meet must be submitted in writing by the coach before 11:00 a.m. on Saturday morning. The coaches written request must be accompanied by the written verification of the building principal or physician (licensed to practice medicine in all of its branches in Illinois), verifying the illness or injury. No contestant shall be permitted to change events in order to act as a substitute. The two (2) replaced swimmers shall not participate in any State Final Meet events. The one individual now being considered as the substitute must have been on this year's school team and must be eligible in all respects.

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

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. For the Sectional meets, the local managers shall hold 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 coaches. The pool is open for diving warm-ups at this time.

8:00 a.m.: Doors open to public and tickets go on sale for Diving Prelims. Diving Public allowed in spectator area

8:00 a.m.: Deadline for submitting Diving Sheets.

8:45 a.m.: Dive Boards Close. Diving coaches and participants meet with head diving referee on pool deck (voluntary)

9:00 a.m.: Diving Prelims and Semifinals begin.

Swimming Preliminaries:

8:00 a.m.: Swimming Public allowed in gym holding area until 2:30 pm entrance onto Pool Deck

1:30 p.m.: All participants and coaches scheduled for arrival

1:40 p.m.: Pool doors open to participants and coaches (by Entrance Order number) for Warm-ups.

2:00 p.m.: Pool opens for warm-ups.

2:00 p.m.: Officials meet with Meet Referee.
See online state final instructions for complete details.
2:30 p.m.: Swimming Public allowed in spectator area.
2:45 p.m.: One Sprint Lane opens.
3:00 p.m.: Two Sprint Lanes open.
3:20 p.m.: Pool Closes
3:30 p.m.: Swimming Preliminaries begin

**Saturday, November 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 be based on the gender appropriate WASUSA S5/U16/18 standard for Classification A and WASUSA S8/U16/18 standard for Classification B.

B. State Swim Qualifying Standards: Sectional Qualifying Standards for the 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 semi-final 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-by-play 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.

Steps To Enter and to Remain Eligible to Compete In IHSA Sectionals and the State Final

This list of steps can be used as a guide for coaches and administrators. This guideline is an attempt to help keep schools and/or its participants eligible to compete in the Swimming & Diving State Series. It is not intended to replace the Terms and Conditions or the Manual. To be fully informed, you must read the complete Manual for Schools. PLEASE DO SO!

Coaches: NEW IN 2013-2014—Passwords are issued through your school for every coach on their staff. They will need your most frequently used email address to issue you the User ID and password for your coaching responsibilities. This is the only way IHSA can effectively communicate with you on upcoming deadlines and coaching obligations.

If you receive an email from the IHSA office, please do not ignore it. If you are not the person responsible, please forward the email immediately to the appropriate person for follow up with our office. This is a “Red Flag” that IHSA needs important information from your school. If you are not the person, contact the school to remove your email from their list of school personnel.

A. What: Enter school into the Swimming & Diving State Series

Who: Principal or Official Representative

When: By September 6

Where: IHSA.org

How:

- 1) Go to www.ihsa.org.
- 2) Click on IHSA Schools & Officials Center Login.
- 3) Enter User ID (5 digits, a letter followed by 4 numbers) and Official Representative or Principal password.
- 4) Click on Submit School Entries.
- 5) Click on Activities.
- 6) Click on Girls and/or Boys Swimming & Diving.

Why: This is how the IHSA knows the school wishes to participate in the Girls and/or Boys Swimming & Diving State Series.

B. What: Review the Online Manual for Schools

Who: Coach and/or Athletic Director

When: Mid August

Where: Manual for Schools **will be posted on the respective IHSA Swimming & Diving Activity Page:**

How:

- 1) Go to www.ihsa.org.
- 2) Click on “IHSA Sports & Activities”.
- 3) Click on Girls or Boys Swimming & Diving.
- 4) In the Resource Section, Click on the “Manual for Schools”.

Why: This is how the coaches and athletic directors learn what is necessary in order for their athletes to participate in the Girls and/or Boys Swimming & Diving State Series. Failure of coaches and athletic directors to become familiar with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

C. What: Online Rules Video Presentation for Girls and Boys Swimming & Diving

Who: All schools entering swimming & diving must have each Head Coach view the online rules video. By-Law 2.120 requires schools entering a sport as teams or individuals must view the online rules video.

When: Available August 13, 2013 through September 10, 2013. A \$50.00 penalty will be assessed after the deadline and placed on probation the first year and/or suspended the second year for failure of redeeming credit for online rules video. Boys coaches have until December 10, 2013 to view and obtain rules video credit.

How:

- 1) Go to www.ihsa.org.
- 2) Click on “School & Officials Center Login”.
- 3) Enter User ID (5 digits, a letter followed by 4 numbers) and Coaches password as assigned by your schools administration through the IHSA Schools Center.
- 4) Click on “Rules Video”.
- 5) View the online Rules Video to receive credit.

Why: This is a yearly requirement for ALL SCHOOLS ENTERING SWIMMING & DIVING (TEAM OR INDIVIDUAL).

D. What: Entering Participants into the State Series Meets: “Online List of Participants”

Who: Coach

When: Deadline is Noon, November 12 (girls)/February 18 (boys) - If a school does not submit their Online List of Participants by the deadline, coaches and/or 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 do so and are consequently ruled ineligible for the State Final Series and must email tcraig@ihsa.org a letter indicating they are withdrawing from the Swimming & Diving State Series by noon on the day of the Online List of Participants deadline or a \$100.00 penalty will be assessed to your school.

Where: www.ihsa.org; click on School & Officials Center Login; enter your User ID and Coaches password (Boys and Girls Coaches have different passwords); click on List of Participants and type in all the required information.

How:

- 1) Go to **www.ihsa.org** .
- 2) Click on “School & Officials Center Login”.
- 3) Enter your User ID and Coaches password (each respective Coach were issued their own password), issued through your school administration through the IHSA Schools Center.
- 4) Click on the “List of Participants” link.
- 5) Type in the requested information and save your page(s).
- 6) **Print a copy before the deadline! You will not have access to this page, if you try to print it after the deadline.**

Why: This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

Reasons for the “Red Box” to appear in the Sport/Activity Tracker:

- ❖ School may not have competitors for every swimming & diving event.
- ❖ Schools with Individual entries only wouldn’t compete in 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 Seeding Meeting, in case of computer or file download error (very rare). 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.
- ❖ 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 List of Participants.

E. What: Withdrawal from the Swimming & Diving after being entered

Who: Principal or Official Representative

When: Prior to Noon, November 12 (girls)/February 18 (boys)

Where: IHSA Office

How: Email Tammy Craig (tcraig@ihsa.org) a letter indicating the desire to officially withdraw.

Why: Schools that fail to participate after entering and who fail to formally withdraw will be fined \$100.00 (additional penalties may apply, refer to Terms and Conditions). The fine is necessary to encourage schools to make us aware of their intent not to participate. When schools do not show up it adversely affects the balance in the numbers of teams assigned to each Regional and/or Sectional. This can create situations that are unfair to others. When you become aware that your school will not participate in the State Series, please withdraw immediately!

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:



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](#).

D6723
 Harold Dough
 0000
 IHSA (Test School)
 MAIN MENU



jackie

Enter new selection:

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	

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.

Quick Links

[change password](#) | [rate official](#) | [ScoreZone](#) | [submit Special Report](#)
[FAQ](#) | [Where do I find...?](#)

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 calls** 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.

	Status in IHSA State Series	Status of Sport/Activity Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
BOYS FOOTBALL	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.

	Status in IHSA State Series	Status of Sport/Activity Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
BOYS BASEBALL	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 Seeding Form opens 11 am on 5/5 deadline is noon on 5/6		
email task reminder to coach					
			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.

Schools Are Required to Use the IHSA Schools Center to File ONLINE LIST OF PARTICIPANTS (Sectional Event Entry List)

November 12, 2013 @ noon (Girls Swimming)
February 18, 2014 @ noon (Boys Swimming)

NEW INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS

Go to www.ihsa.org – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school administration. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “List of Participants” – Type in requested information and save your page(s) as you proceed.

New in 2013-2014: A school may enter into the IHSA Swimming and Diving State Series one relay team in each relay event. In the 200-yard freestyle relay, the 400-yard freestyle relay, and the 200-yard medley relay, 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.

Confirmation of receipt of Online List of Participants: Once you have completed the Online List of Participants link will say completed (if you checked the box indicating you are finished with the report when completing the Online List of Participants). If it doesn’t indicate “Completed”, then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished.

After completing and submitting the *Online List of Participants* to the IHSA Office, print out a copy of the completed *List of Participants* for your records. You are advised to take a copy of this list with you to the Sectional Seeding Meeting to serve as your proof of entries in the unlikely event there is any need to provide documentation. **Once the deadline passes you will no longer be able to access the List of Participants to print a copy.** Once the deadline passes, the Activity Tracker will indicate so. It does not indicate that you failed to complete the List of Participants. It does mean the deadline has expired and IHSA is now importing your information for your sectional manager to use to score their meet.

Schools are required to complete their online *List of Participants* to enter their team members or individual(s). The Online List of Participants requires you to list all participants into the events to which they will be competing during the sectional meet. Schools are allowed two entries per individual event and one of each relay. Any change(s) to the online list can be made online prior to noon on the above dates.

Filling out the List of Participants Form is a critical part of the entry process. Failure to complete may jeopardize your school’s participation in the state series and could result in the suspension of the head coach for one or more contests.

Relays: Make sure you list any possible alternate(s), in case of unforeseen circumstances. The people listed are the only ones who will be eligible to swim in that respective relay.

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 are permitted.

Coaches: If you are receiving notifications from our office, please do not ignore them. You are receiving communications because you are entered into the state series and we require/expect for you to meet all deadlines to stay eligible.

Also, if you are receiving emails and your school is not going to participate in the Swimming & Diving State Series, this is a “Red Flag” that IHSA has your school entered to participate. To avoid penalty fees, you must have your official representative withdraw your school by emailing tcraig@ihsa.org by noon the day of the Online List of Participants deadline.

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.

INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS

- 1) Go to www.ihsa.org
- 2) Click on “Schools & Officials Center login”
- 3) Enter “User ID” (5 digits, a letter followed by 4 numbers) and “Password”
- 4) Under the Sport & Activity Tracker, Click on “List of Participants”
- 5) Type in requested information and save your page(s).
- 6) Print a copy of 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.

Reasons for the “Red Box” to appear in the Sport/Activity Tracker:

Some schools will not have a competitor in every event offered. Schools with individuals 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. 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.

IHSA will supply all Sectional Managers a file with *List of Participants* for each school assigned to their meet.

(If you experience any problems, please call the IHSA Office and ask for Cheryl Lowery.)

**2013 IHSA
Online List of Participant/ Schools Center Changes
Girls Swimming & Diving**

I have put together this page to help in the process of completing your schools Online List of Participant/ Schools Center Changes for Swimming & Diving. This is probably the most important job as a coach to ensure your athletes are listed on the IHSA State Series. Please proof-read your work and double-check **all of the boxes (8) when completing each relay**. Please see time and time again, errors that can be avoided, if time is given to them (they become ineligible because the coach didn't include them in the Online List of Participants). **PRINT A COPY OF EACH PAGE OF YOUR ONLINE LIST OF PARTICIPANTS BEFORE THE DEADLINE!** (press CTRL+P on your keyboard). **This is the proof of who you entered and which event(s) they will be competing in!**

You must complete every page and save it when complete.

Page 1=Instructions

Be sure to fill out each page of the List of Participants Form by clicking through the links in the page.

On the Roster page, you should enter the names of rishtu de compete in the state series.

On the Participants page, you can then designate which of actual by u compet with the state series.

You may move back and forth between the pages and make changes at any time before the deadline.

When you are finished, review the Participants page and then "Certify & submit" the form (You may do so any time before the deadline to make changes.)

Please be aware that in order to be listed on this form, an athletic coach must be listed in the IHSA Schools Center and meet both qualification standards (ISBE/ ASEP certification and PES exam)

Page 2 = Coaches Page

Please be aware that in order to be listed as a coach on this form, an athletic coach must be listed in the IHSA Schools Center and meet both qualification standards (ISBE/ ASEP certification and PES exam). **If the name of your coach doesn't appear in the drop-down menu, it is an indication that all or part of their coaching requirement is missing from their IHSA Schools Center. Until their coaching profile in the IHSA Schools Center is complete, their name will not appear and they are an ineligible coach (contact your Athletic Director for the information). Coaches will not receive coaching credentials for the state series unless their profile is complete.**

On this page you should enter the names of the coaches who will be active during the (by SA) state series. Be sure to press the button to save your changes.

Head coach(es)	<input type="text" value="--- NO NAME ---"/>	<i>If a name does not appear in the drop-down menu, the person you are looking for is not listed on your school's roster members or has not met all the qualification standards. Please talk to your Athletic Director or Activities Director. <u>MUST meet all qualification standards before his or her name will appear on the list, and no coach may be listed without meeting those standards</u></i>
Diving coach(es)	<input type="text" value="--- NO NAME ---"/>	
Assistant coach(es)	<input type="text" value="--- NO NAME ---"/>	
	<input type="text" value="--- NO NAME ---"/>	
	<input type="text" value="--- NO NAME ---"/>	
	<input type="text" value="--- NO NAME ---"/>	

Page 3 = Roster

On this page you should enter the name of any individual competitor in the IHSA state series.

TIPS Tab between the fields. Hit "S" twice for "So." Tab over to the button and hit Enter to add

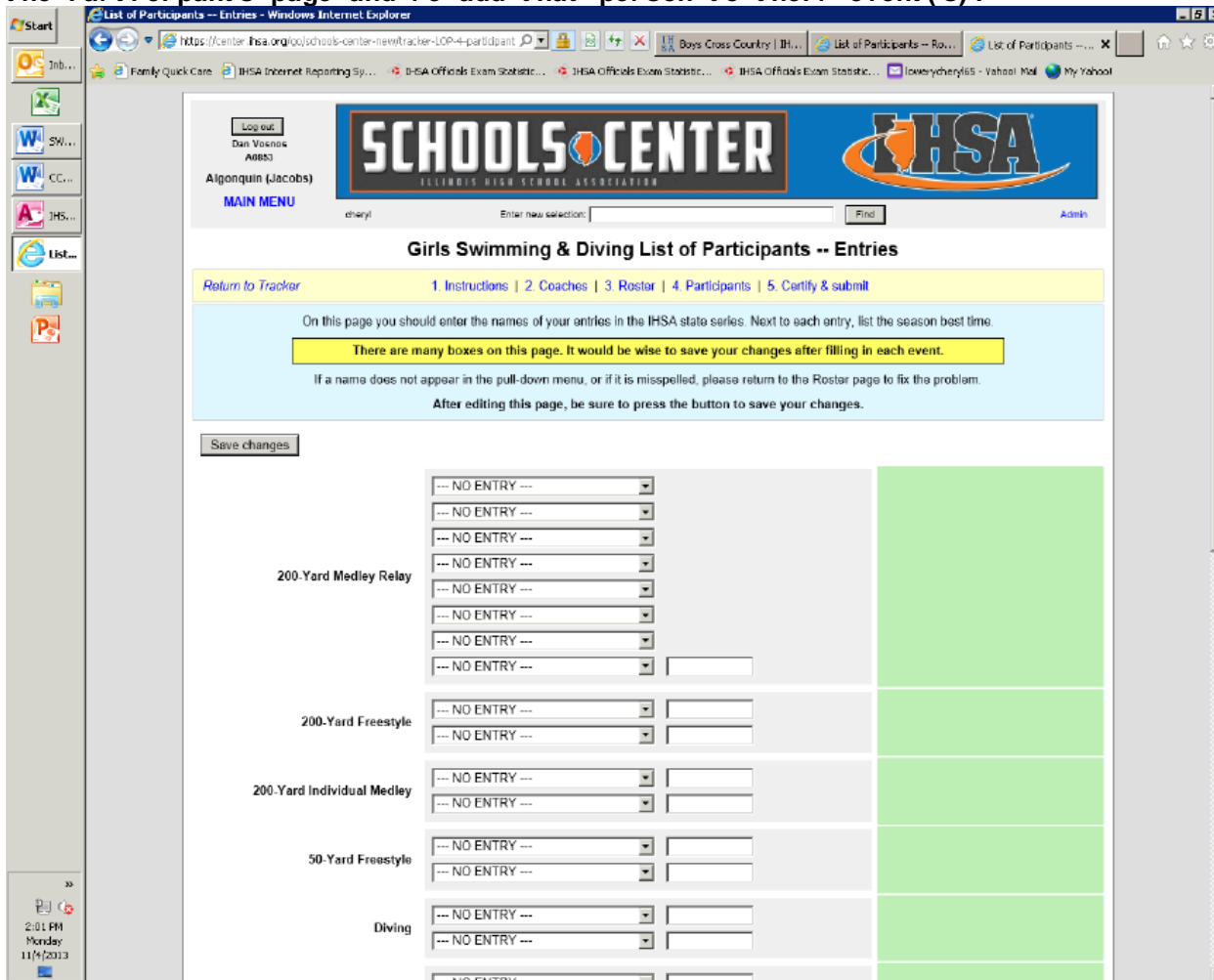
First Name	Last Name	Year in School	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add name"/>

Page 4 = Participants

On this page, you can then designate which of these actually compete in the state series.

There are many boxes on this page. It would be wise to save your changes after filling in each event.

If a name does not appear in the pull-down menu, or if it is misspelled, please return to the Roster and return to this page to select **IMPORTANT**. If you make any changes in the Roster, you **MUST** go back to the **Participants page** and re-add that person to their event(s)!



After editing this page, be sure to press the button to save your changes.

Page 5 = Certify, Submit & PR **Deadline 11/12/2013 at noon**

If you have any questions, please don't hesitate to call.

Cheryl Lowery

IHSA Swimming & Diving Administrative Assistant

Phone: 309-663-6377 or - Email: clowery@hsa.org



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
Phone: (309) 663-6377
E-mail: rmcgraw@ihsa.org
Bloomington, IL 61704
FAX: (309) 663-7479
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**

- | | | |
|--|---|---|
| <input type="checkbox"/> Start-Up (Required) . . . \$ 99.00 | <input type="checkbox"/> Award/Improv. Labels . \$ 49.00 | <input type="checkbox"/> Predict Results \$ 49.00 |
| <input type="checkbox"/> Deck/Card Labels \$ 49.00 | <input type="checkbox"/> Record/Time STD. . . . \$ 49.00 | <input type="checkbox"/> Graph/Stats \$ 49.00 |
| | <input type="checkbox"/> Entry/Card Labels \$ 49.00 | <input type="checkbox"/> 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** **Upgrade to MM 2.0 - \$ 189.00**
 Start-Up (Required) . . . \$ 249.00 Ribbon Labels \$ 99.00 Site/Org. License - \$ 250.00 per Year
 Deck/Card Labels \$ 49.00 Mailing/Reg Labels \$ 49.00

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** _____

<input type="checkbox"/> 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 : <input type="checkbox"/> \$7.00 - 2-Day FedEx (\$15.00 to Hawaii and Alaska)		
Shipping/Handling Outside USA : <input type="checkbox"/> \$10.00 - Postal Service Global Priority with No Tracking		
<input type="checkbox"/> Express with Tracking - Call/E-Mail (office@hy-tek.com) for Quote		\$ _____
TOTAL AMOUNT DUE		\$ _____

PAYMENT and BILLING INFORMATION

VISA/MC/Discover Card #: _____ Exp. Date: _____ Card ID #: _____
 Address of Card Holder: _____ 3 digits On Back of Card
 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. Fax: 252.633.5122
 P.O. Box 12789 Toll Free: 866.456.5111 252.633.5111
 New Bern, NC 28562 www.hy-tek.com sales@hy-tek.com



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.



2013-2014 STATE FINAL TICKET DISTRIBUTION/POLICY

The **ticket order form** for Participating or State Final Qualifiers is **no longer needed**.

New in 2013-2014: 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 order two (2) Swim Events tickets per swim qualifier. Any school qualifying at least one relay for the state final 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. **Spectator 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, they (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 qualifier spectator's tickets approaches the maximum capacity of the swimming and diving venues.

On the Tuesday prior to the State Final, IHSA will post in the IHSA Schools Center the number of tickets each qualifying school is entitled to. This will allow the school's business office to issue checks for the correct amount prior to the state final.

Coop schools: Only the host school of the coop will be granted permission to purchase a ticket. Other schools within the coop agreement will not be granted permission to buy ticket.

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.

Swimming Tickets: The cost of State Swim Event tickets is \$20.00 (Friday & Saturday); the cost of a single (one day) ticket is \$10.00.

Diving tickets: Are **only sold at the door** each day for \$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 on Friday.

Important Ticket Changes!

- a. All tickets will be held at the State host school until picked up.
- b. There will be no Advanced Ticket Sales for participating schools
- c. **Payment for Qualifier Spectator Tickets will be expected at the time of pick up. Do not mail payments to the State Final Host. ALL transactions will be made at the host schools during the week of the meet through the ticket managers. School Spectator tickets not picked up by 10:00 a.m. on Friday morning will be offered to general public.**
- d. The coach, athletic director, faculty representative, or an official representative who has a letter of authorization from the high school principal may pick up ticket(s) during the week of the meet at the specified time/place below. The designated person will be asked to sign for ticket.

Will Call

Coaches & official representatives may ask the Ticket Manager to put tickets in Will Call beginning on Thursday before the state meet. There will be no Will Call on Monday-Wednesday. Those picking up Will Call tickets must have identification and/or a letter of authorization.

If you have further questions, you can email the State Final ticket manager:

2013 Girls State Meet Ticket Sale Dates

Monday-Wednesday, November 18-20: 8:30 a.m. – 4:00 p.m.

Thursday, November 21: 8:30 a.m. – 7:00 p.m.

Randy Oberembt, Ticket Manager (Email: oberembr@newtrier.k12.il.us)

New Trier High School, 385 Winnetka Avenue, Winnetka IL 60093

Phone: 847-784-2225 Fax: 847-446-8247

2014 Boys State Meet Ticket Sale Dates

Monday-Wednesday, February 24-26: 8:30a.m. - 4:00 p.m.

Thursday, February 27: 8:30 a.m. – 7:00 p.m.

Ann Carra, Ticket Manager (Email: carraa@eths.k12.il.us)

Evanston Township High School, 1600 Dodge Avenue, Evanston, IL 60204

Phone: 847-424-7299 Fax: 847-492-5806

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

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

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

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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





Return to Play (RTP) Policy

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA’s Return to Play (RTP) Policy before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

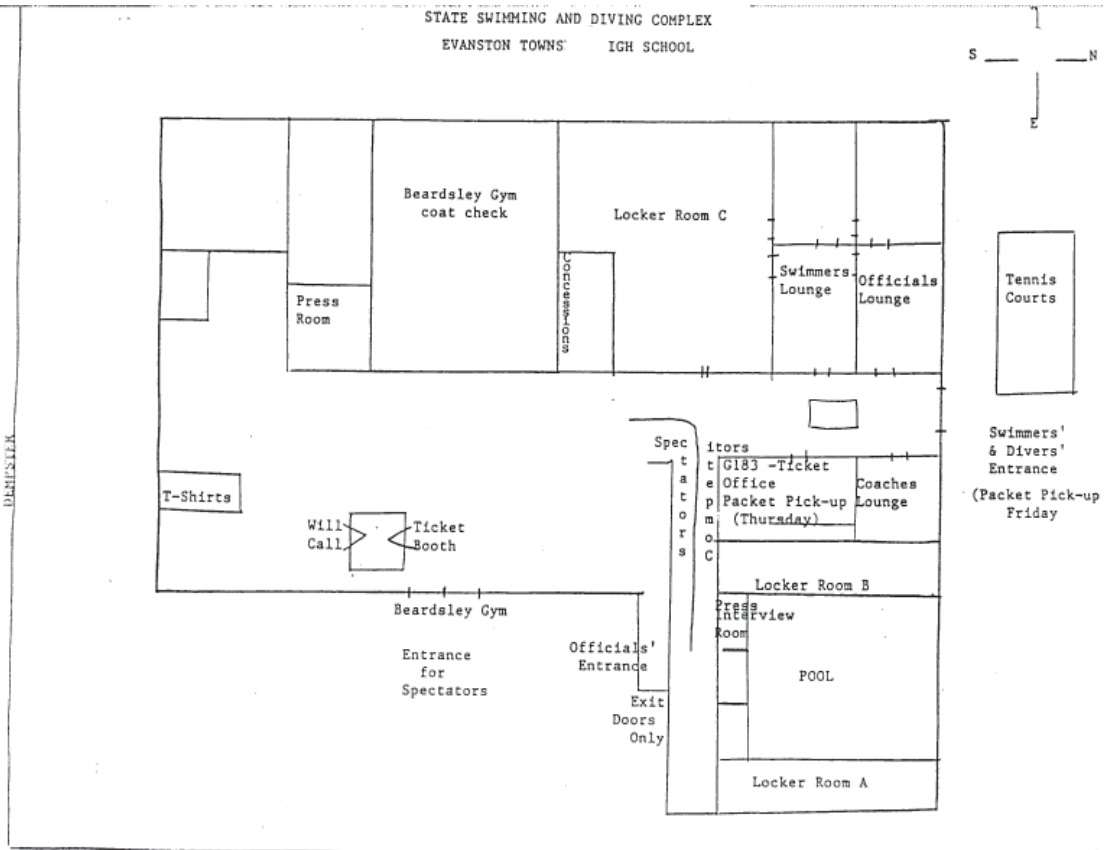
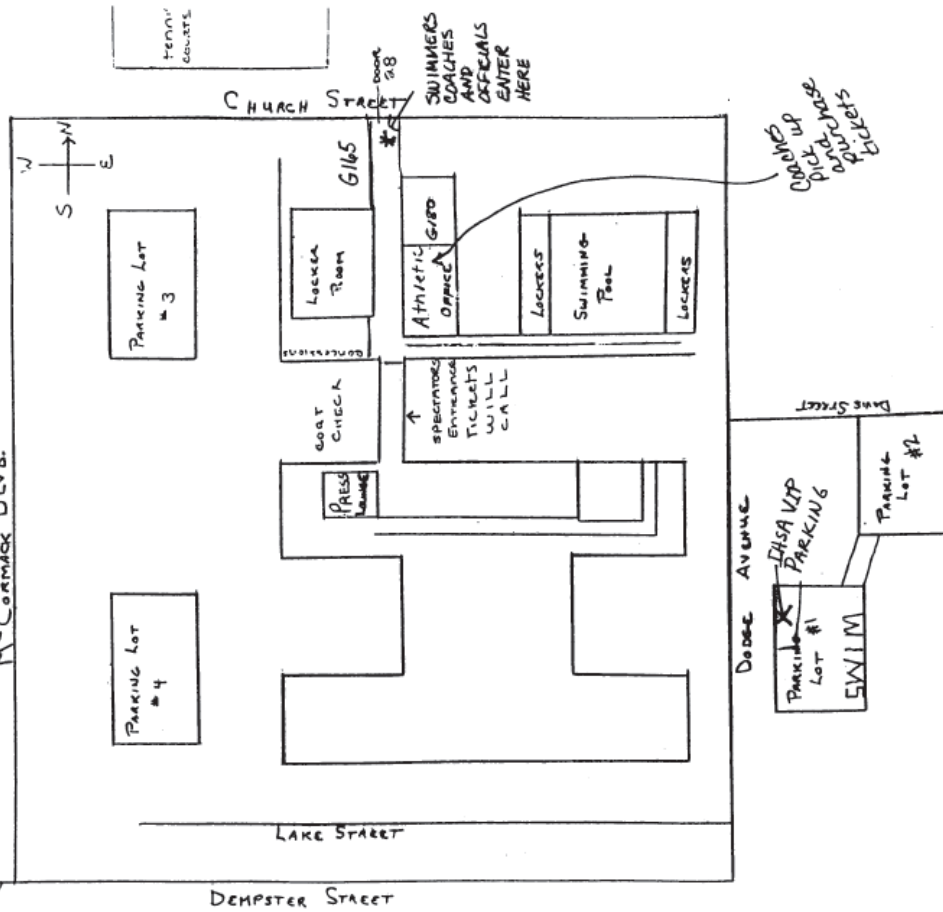
Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Evanston (Twp.) Map

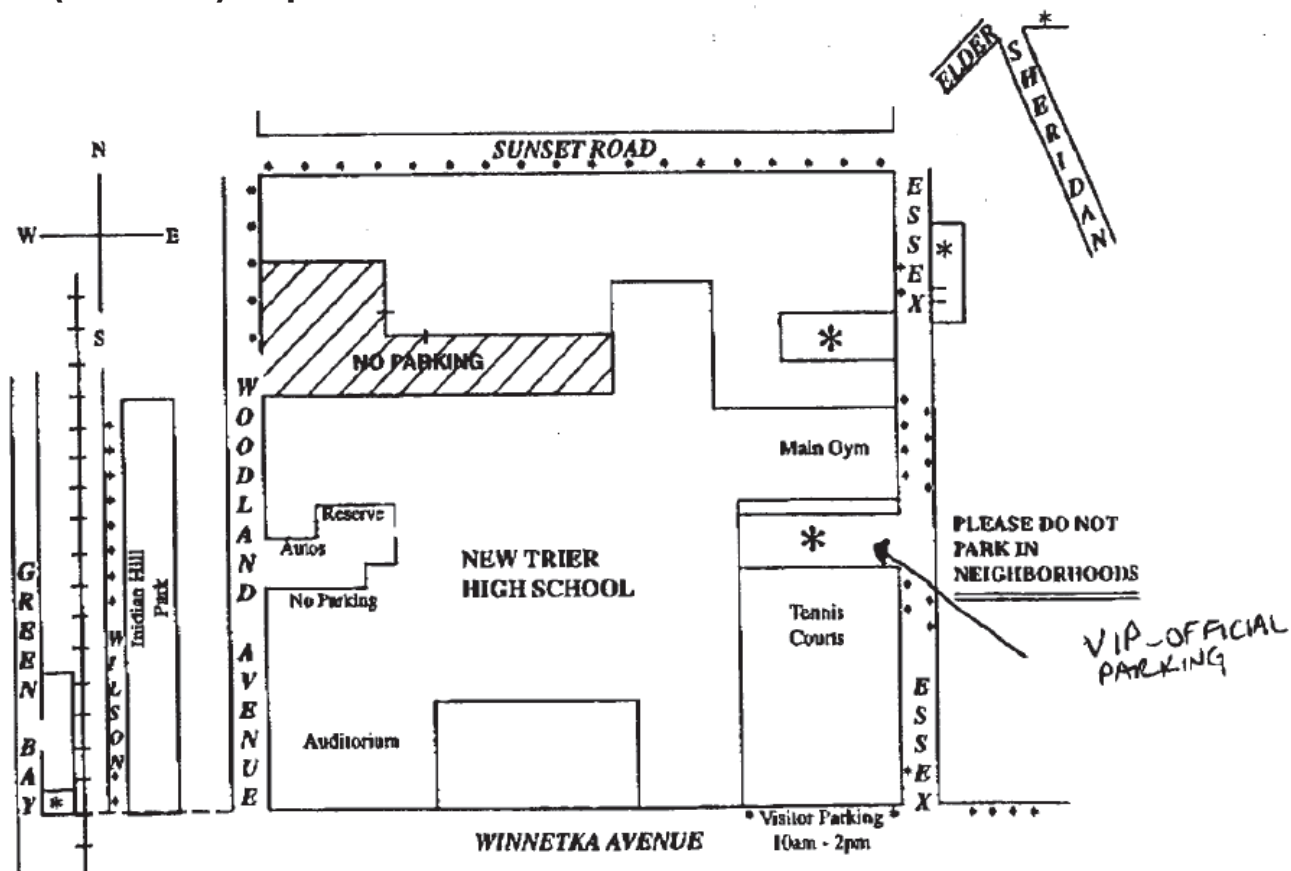
* PLEASE NOTE AND OBSERVE THE NEW SWIMMERS/COACHES/OFFICIALS ENTRANCE MARKED BELOW!!!!!!

EVANSTON TOWNSHIP HIGH SCHOOL
1600 DODGE AVENUE, EVANSTON

TRI-STATE
EDENS EXPRESSWAY
McCormack Blvd.



Winnetka (New Trier) Map



ACHIEVEMENT **COMPETITION** TENACITY
STRENGTH TEAMWORK ABILITY
TRIUMPH COURAGE GOALS SPEED
DETERMINATION PERSEVERANCE
DREAMS SPIRIT **ENTHUSIASM**

Challenge yourself

You have an incredible influence on students.

And your actions definitely impact their lives and the values they develop.

Encourage kids to participate.

2013-2014 IHSA Request To Purchase Additional/Replacement State Series Awards

- 1.) To ensure an accurate order of replacement awards, please complete the form below.
- 2.) Please fax this completed form to Cheryl Lowery @ 309-663-7479.
- 3.) An invoice containing the following information will be emailed to you. The awards company will not process duplicate orders without an invoice from IHSA and payment.
- 4.) Mail payment and invoice to A & M Products.

◆ **This form is to be used only, if your school is purchasing duplicate awards for the following reasons (check one):**

Team Roster exceeds the number of allowed medallions per the T&C's

Coop School
 Dual Campus
 Lost
 Broken

Sport or Activity: _____ Year: _____ Qty.: _____ Place: _____

Classification

<input type="checkbox"/> 1A	<input type="checkbox"/> 5A	<input type="checkbox"/> Class A
<input type="checkbox"/> 2A	<input type="checkbox"/> 6A	<input type="checkbox"/> Class AA
<input type="checkbox"/> 3A	<input type="checkbox"/> 7A	
<input type="checkbox"/> 4A	<input type="checkbox"/> 8A	

Gender:

Girls Boys

Level of Competition:

Regional Sectional Super-Sectional State

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Replacement Trophy Part (check below): <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-Up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figures (#1)	<input type="checkbox"/> Gold State 3rd/4th Place (#1)-top figure <input type="checkbox"/> State 3 rd /4 th Place Gold #2 side figure <input type="checkbox"/> Girls Soccer-Gold #3 size 3rd and 4th <input type="checkbox"/> Music Lyre – Gold #3 size 3rd Place <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
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Ind. Event Medals (indicate Event name): _____
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:
Email Address:
School:
Address:
City, ZIP Code:
Phone Number:
Fax Number:

**2013-2014 IHSA Request To Purchase
Additional/Replacement State Series Awards**

◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company— **Do Not Use the form above.**

Extra Medal Pricing for Schools:

Qty:	Finish	State Medallion	Reg./Sect Medal	Shipping
1 – 5	Goldtone (1 st)	\$4.25	\$3.75	\$6.50
	Nickel Silver (2 nd)	\$4.75	\$4.25	
	Bronze (3 rd)	\$4.40	\$3.95	
6 – 12	Goldtone (1 st)	\$4.00	\$3.50	\$7.00
	Nickel Silver (2 nd)	\$4.50	\$4.00	
	Bronze (3 rd)	\$4.15	\$3.65	
13 – 24	Goldtone (1 st)	\$3.75	\$3.25	\$7.50
	Nickel Silver (2 nd)	\$4.25	\$3.75	
	Bronze (3 rd)	\$3.90	\$3.45	
25 or more	Goldtone (1 st)	\$3.50	\$3.00	\$8.00
	Nickel Silver (2 nd)	\$4.00	\$3.50	
	Bronze (3 rd)	\$3.65	\$3.20	

Extra Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque	\$48.00
Sectional and Super-Sectional Champion Plaque	\$64.00
Third/Fourth place trophy	\$255.00
Champion/Runner-Up	\$285.00

Gold top figure Replacement Pricing (\$10.00 shipping per figure)

(\$61.00 for oxidized bronze finish pre 2008-09 school year, if available)

Gold State Champion-top figure (#1)	\$47.00
Gold State Champion-side figure (#1)	\$47.00
Gold State Runner-Up-top figure (#1)	\$47.00
Gold State Runner-up-side figures (#1)	\$47.00
Gold State 3rd/4th Place (#1)-top figure	\$47.00

Gold side figures and lasered plate replacement pricing

(\$40.00 for oxidized bronze finish pre 2008-09 school year, if available)

State 3 rd /4 th Place Gold #2 size-side figure	\$27.00, plus \$10.00 shipping
Girls Soccer – Gold #3 size 3rd and 4th Place	\$27.00, plus @10.00 shipping
Music Lyre – Gold #3 size 3rd Place	\$24.50, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate lasering	\$30.00, plus \$10.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$ 8.50, includes shipping

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery. Thank you.



2013-2014 Diving Panel Volunteer Availability Form



Attention: Diving Coaches

We are looking for Diving Coaches to Volunteer for Diving Panel No. 1 and Diving Panel No. 2 at the IHSA Girls and Boys Swimming and Diving State Finals. Diving Panel No. 1 will judge rounds 1, 2, 3, 6, 7 and 8 on Friday. Diving Panel No. 2 will judge rounds 4 and 5 on Friday and Rounds 9, 10 and 11 on Saturday.

If you are interested in volunteering, please complete this form, check the box next to the appropriate state final and email it to Mike Hutton (mdhutton@ameritech.net) no later than the deadline shown below. We realize coaches will not know by the return deadline listed below if he/she will have a diver qualify for the state final. If that situation arises after you have made yourself available for the Diving Panel, we will automatically discard your availability.

Selected Dive Panel Judges will be contacted by Mr. Hutton upon selection after the sectional meet with any last minute instructions. All Dive Panel Judges, who have been selected will have a packet (includes a polo and a pass) to pick up at the Officials Entrance at the state final.

Thank you for your consideration!

Sincerely,

Ron McGraw
Assistant Executive Director

Girls Diving State Final

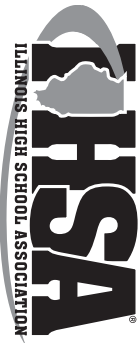
New Trier High School
Winnetka, Illinois
November 22-23, 2013

Boys Diving State Final

Evanston Township High School
Evanston, Illinois
February 28-March 1, 2014

*Please email the following information to Mike Hutton (mdhutton@ameritech.net)
not later than November 1 (Girls State Final) and/or February 1 (Boys State Final)*

Name:	
Daytime Phone No.:	
Email Address:	
School:	
Home Phone No.:	
Indicate Men's or Women's Polo shirt size:	



Name _____

(Last)

(First)

Diving Order _____

School _____

(Town)

(Name of School)

Yr. in School _____

OFFICIAL DIVING SCORE SHEET

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

Diver's Signature _____
 Coach's Signature _____
 Official's Signature _____

Meet: Sectional _____ Place _____
 State _____ Date _____