

2015-16 IHSA GIRLS/BOYS SWIMMING AND DIVING BULLETIN

(Last Revised August 13, 2015)



INTRODUCTORY NOTE: This bulletin has been prepared to give you a quick study guide for the upcoming Swimming & Diving Season. Complete information will be included in the Terms & Conditions and the Manual for Schools on the IHSA Swimming & Diving Website. **The Following Information** deserves your special attention. If you have questions about official interpretations or recommendations for rule changes for next year, please email IHSA Assistant Executive Director Ron McGraw (rmcgraw@ihsa.org).

It is important to make sure your IHSA Schools and Officials Center is up-to-date with contact information.

Coaches: Each Swimming & Diving coach has been issued a unique password through their High School Administration. If you are a new coach, your high school will need your valid email address to issue the password to you. 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 the IHSA believes that your school is entered and planning to participate. To avoid penalties, you must have your official representative withdraw your school by emailing tcraig@ihsa.org by the Online List of Participants deadline.

Officials: Login to the Officials Center to make sure your email address is current.

This information is required for IHSA to effectively communicate with its coaches and officials. 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 remain eligible.

NOTICES:

Each school's Girl's Head Coach and each school's Boy's Head Coach (Schools with Teams and Schools with Individual Entries) and every Swimming & Diving official must review the complete online rules video and follow the instructions at the conclusion of the presentation to get credit for a Rules video. Each year head coaches and officials are required to review the Rules video presentation to prevent probation or suspension status. The Online Girls & Boys Swimming & Diving Rules Video begins August 11 and will be closed on September 15, 2015 (Girls Schools and Officials) and remain open for Boys Schools until December 1.

Recommendation Adopted: Terms and Conditions Item III E- Rules Meeting Presentation

Require any diving coach, who wishes to be considered to officiate in the state series, to view an additional diving rules presentation which will be specific to diving rules and protocols. The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.

This new diving rules presentation will be posted in the IHSA School Center where interested coaches will be able to access and receive credit for viewing this presentation.

The IHSA Official Representative for each school must go to their school center (select L – Staff Responsibilities and Logins) and specifically designate who represents the school team as the diving coach. This must be done now so that the dive coach will have access to the new diving judging presentation. A message has been sent to school AD's, however we suggest you share this important detail to ensure the task is accomplished now.

Rationale:

The members of the committee would like to see more consistent practice in the scoring of diving events. The belief from the committee is that this online educational tool will assist in reducing the disparity among scored divers in the state series, with primary focus on improving the sectional events.

The IHSA has committed to providing an avenue for participation for IHSA member school athletes with disabilities in swimming & diving. Contact the IHSA if you wish to enter an athlete from your school.

Coaching & IHSA Member School Staff Compliance: This IHSA Schools Center staff page is very important because if any information is missing from the coaching profile, the coach (head and/or assistant) will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

- a. Who has been listed as coaches for your school (School Administrator only)
- b. How each coach on your staff is certified to coach (School Administrator only)
- c. If the coach has completed the PES Exam (one time requirement - Coach)

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d. STATE OF ILLINOIS REQUIREMENT): If the coach/athletic director has passed the Concussion Exam (every two years) (Coach/Athletic Director)

(To make changes to this information, the School Administration should click on the "Staff Logins & Roster" link and click the name of the staff member needed to be edited and make necessary changes.)

I. 2015-16 Important Dates for Swimming & Diving:

- August 11: First date of Officials Online Part 1 test/ Rules Meeting Presentation will be available through the IHSA Schools & Officials Center login (FOR GIRLS AND BOYS SCHOOLS AND OFFICIALS).
- August 12: Season/practice may begin
- August 24: Girls first Contest Date
- September 11: 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 15: 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 15: Last date of Officials Online Part 1 exams
- September 15: 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 16: Officials Probation/Suspension Calculated, Power Ratings Posted
- September 16: 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 17: Officials Availability Deadline/Officials Assignment Process Begins – Calendars should be updated in the Officials Center
- October 26: Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
- November 10: Girls Coaches must submit their Online List of Participants by noon.
- November 11: Sectional Seeding Meeting – Voluntary Attendance
- November 13: Girls Coaches Deadline for consideration to serve on State Final Diving Panel should contact Mike Hutton (mdhutton@ameritech.net)
- November 14: IHSA Girls Sectional Swimming & Diving Meets
- November 20-21: IHSA Girls State Final Swimming & Diving Meet, New Trier High School, Winnetka, IL
- November 23: Boys season/practice may begin
- December 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.**
- December 4: Boys first contest date

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- December 1: 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 7: Power Rating Posted/Officials Availability Deadline/Officials Assignment Process Begins – Calendars should be updated in the Officials Center
- February 3: Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
- February 16: Boys Coaches must submit their Online List of Participant by noon.
- February 17: Boys Sectional Seeding Meeting – Voluntary Attendance
- February 19: Boys Coaches Deadline for consideration to serve on State Final Diving Panel contact Mike Hutton (mdhutton@ameritech.net)
- February 20: IHSA Boys Sectional Swimming & Diving Meets
- February 26-27: IHSA Boys State Final Swimming & Diving Meet, Evanston (Twp.), Evanston, IL.

PROCESS FOR RECEIVING CREDIT FOR VIEWING ONLINE RULES PRESENTATION (between August 11-September 15. (The deadline for the Boys Swimming Head coach is December 1): The Boys AND Girls Head Coach and every official must login to the IHSA Schools and Officials Center to view the Rules Presentation yearly by using their USER ID and password to access the IHSA School and Officials Center. Remember that a **password is required** to enter these secure areas. Once there, select the link to “find meeting, redeem credit.” At the end of each video, coaches and officials will automatically be given credit for watching the rules meeting video.

Schools: Failure to view and interact with the required Rules Presentation will result in no credit. Any Head Coach that does not redeem credit for the Rules Video within this time period will either be placed on Probation or Suspension. The school must pay a penalty fee to get the probation or suspension lifted. It is a requirement that **all** Head coaches take the few minutes necessary to familiarize themselves with the current IHSA Swimming & Diving rules and procedures.

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

- a) 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. Our software is not capable for giving credit for people using a tablet or iPad.
- b) 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.
- c) **Do not use a tablet or iPad for viewing Rules Meetings. Our software is not capable for giving credit for people using a tablet or iPad.**

2015-2016 SWIMMING AND DIVING MAJOR RULES CHANGES <http://www.nfhs.org/sports-resource-content/swimming-and-diving-rules-changes-2015-16/>

3-3-5, 6: The prohibition of wearing jewelry has been removed from the rules for swimming and diving competition. As in previous years, the wearing of a medical alert with the alert visible continues and is encouraged for the purposes of risk minimization.
Rationale: The prohibition of jewelry is not necessary in swimming and diving. The wearing of jewelry ordinarily presents little risk of injury to either the competitor or opponents. Elimination of the rule allows officials to focus on meet administration directly related to competition. Coaches continue to have the obligation to see that competitors are properly equipped.

4-1-7: Requires swimming and diving officials dress in the same uniform attire as approved by the state association and no longer considers white as the default uniform.

Rationale: Due to the many variations in the officials uniform, it is more practical that the state association determine the appropriate swimming and diving uniform for officials (Illinois will be making no changes to the IHSA Official Swimming & Diving Officials Uniform.).

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4-3-1a, b: The starter may designate another individual to sound a device for the lead swimmer during the 500-yard/400-meter freestyle when the lead swimmer has two lengths plus 5 yards remaining in the race.

Rationale: During the 500-yard/400-meter freestyle event, the starter may have multiple tasks occurring at the same time. The starter may designate another individual to sound a device for the lead swimmer during the 500-yard/400-meter freestyle with two lengths plus 5 yards remaining to swim in the race.

9-6-1: The judging panel in diving may or may not include the diving referee.

Rationale: Clarifies the diving referee may be one of the judges on the panel or a separate official.

IHSA TERMS AND CONDITION CHANGES:

*Adjust the start time of Saturday's state finals as follows:

SWIM STATE FINAL SCHEDULE FOR 2015-16

Saturday, Swimming and Diving Finals:

8:30 a.m.: Outside Entrance opens to coaches/participants

8:30-9:30 a.m.: Pool doors open to divers/coaches only for diving warm-ups

9:15 a.m.: All participants and coaches scheduled for arrival

9:30 a.m.: Doors open to public

10:15 a.m.: Pool doors open to participants and coaches (by Entrance Order number) for Warm-ups.

10:30 a.m.: Pool opens for warm-ups

10:30 a.m.: Officials Meeting See online state final instructions for complete details.

11:00 a.m.: Spectators allowed in pool seating area

11:15 a.m.: One Sprint Lanes open

11:30 a.m.: Two Sprint Lanes open

12:00 p.m.: Swimming and Diving Finals begin

*IHSA Qualifying Standards 2015-16

<http://www.ihsa.org/documents/adv%20minutes/14-15/15-sw-minutes.pdf> Direct link to Qualifying Standards

*Terms and Conditions Item III E- Rules Meeting Presentation

Require any diving coach, who wishes to be considered to officiate in the state series, to view an additional diving rules presentation which will be specific to diving rules and protocols. The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.

Rationale:

The members of the committee would like to see more consistent practice in the scoring of diving events. The belief from the committee is that this online educational tool will assist in reducing the disparity among scored divers in the state series, with primary focus on improving the sectional events.

This new diving rules presentation will be posted in the IHSA School Center where interested coaches will be able to access and receive credit for viewing this presentation.

IHSA/NFHS Rule Variations: These variations are well documented in the IHSA required online Rules Video. Officials, please review the online rules video prior to taking the required part I online examination.

Rule 3-3-2 Warning vs. Disqualification

1. In Illinois, if the swimmer or diver is observed in illegal attire prior to the start of the heat/dive the competitor cannot participate until in legal attire has been removed. If this could be done without delaying the competition the competitor could then participate.
2. In Illinois if the illegal attire is observed on the swimmer/diver after the start of the heat/dive the competition continues and at the completion of the heat/dive it is necessary to warn the coach and athlete that they will not be allowed to

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compete again until they are in legal attire. In Illinois, the athlete would not be immediately disqualified from the event just completed. This interpretation is different than that of the National Federation. A subsequent violation will result in a disqualification from the meet for Unsporting Conduct.

Important Procedures for Participating Schools To remain Eligible to Compete In the IHSA State Series

This following 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 for Schools. It is the coaches responsibility to check their online Activity Tracker for information and to meet all required deadlines. To be fully informed, coaches must make themselves familiar with **the Online Manual for Schools. PLEASE DO SO!**

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

Who: Principal or Official Representative

When: By September 11 (Girls), November 1 (Boys)

Where: www.ihsa.org

How: Click on IHSA Schools & Officials Center Login

- 1) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 2) Click on Sport & Activity Tracker
- 3) Click on "enter your programs"
- 4) Click all applicable sports your school will participate in for 2015-2016

Why: This data is what IHSA uses to assign schools to their Regional and/or Sectional sites.

B. What: Staff Compliance in the IHSA Schools Center

Who: Principal, Official Representative, Athletic Director

When: By September 11

Where: IHSa.org

How: Go to www.ihsa.org

- 2) Click on IHSA Schools & Officials Center Login
- 3) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 4) Click on Staff Compliance

Why: This page is very important because if any information is missing from the coaching profile, the coach will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

- a. Who has been listed as coaches for your school
- b. How each coach on your staff is certified to coach
- c. If the coach has completed the PES Exam (one time requirement)
- d. If the coach has passed the Concussion Exam (every two years)

(To make changes to this information you should click on the "Staff Logins & Roster" link and click the name of the person you want to edit and make necessary changes.)

C. What: Review the Online Manual for Schools

Who: Coach and/or Athletic Director

When: Mid August

Where: The Manual for Schools **will be posted on the respective IHSA Swimming & Diving Activity Page and in the Schools and Officials Center (by logging in):**

How: Go to www.ihsa.org

- 1) Click on "Activity Tracker"
- 2) Click on Manual for Schools (If the Swimming & Diving Manual for Schools doesn't appear, you are not listed as the coach and/or your school isn't entered to participate this year).

Why: This manual has information for coaches and athletic directors as to 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

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with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

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.

D. **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 11 through September 15. Boys Swimming Coaches have until December 1. 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.

How: Go to www.ihsa.org

- 1) Click on “School & Officials Center Login”
- 2) **Boys & Girls Head Coaches:** Enter your User ID (5 digit ID, a letter followed by 4 digits) and your boys or girls Swimming & Diving Coaches password.
- 3) Click on “Rules Video” next to Girls or Boys Swimming & Diving (in the activity tracker)
- 4) View the online Rules Video to view, interact and receive credit.

Why: This is a yearly requirement for **EVERY HEAD BOYS AND GIRLS SWIMMING & DIVING COACH** (TEAM & INDIVIDUAL ENTRIES)

E. **What: Entering Participants into the State Series Meets: “Online List of Participants”—Do not wait until the last minute, you can always make changes up until the deadline.**

Who: Coach

When: Deadline is Noon, November 10 (Girls)/ February 16 (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: Go to www.ihsa.org

- 1) Click on “School & Officials Center Login”
- 2) Enter your “User ID” (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. IHSA login ID and your unique Swimming & Diving Coaches password (Boys and Girls Coaches have different passwords), issued through your school administration through the IHSA Schools Center.
- 3) Click on Sport & Activity Tracker
- 4) Click on the “List of Participants” link
- 5) Type in the requested information and save your page(s).
- 6) **Certify & Submit your Form**
- 7) **PRINT EACH PAGE (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**

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:

- ❖ Schools would not verify to have competed in at least 6 Contests (team honors only).
- ❖ School hasn’t completed the “Certify & Submit” page.

Verification of IHSA Receiving List of Participants:

- ❖ Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Meeting.
- ❖ Make sure you click the “CERTIFY & SUBMIT” link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

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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 host of your Regional/Sectional Managers.

After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.

F. What: Withdrawal from Swimming & Diving after being entered

Who: Principal or Official Representative

When: Prior to Noon, November 10 (Girls)/February 16 (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!

BOYS/GIRLS SWIMMING/DIVING ADVISORY COMMITTEE MINUTES April 15, 2015

<http://www.ihsa.org/documents/adv%20minutes/14-15/15-sw-minutes.pdf>

2015-2016 Diving Schedule:

Dive Group	IHSA Standardized Calendar Week Number 8 (First Contest)	Girls (Mon.-Sun.)	IHSA Standardized Calendar Week Number 22 (First Contest)	Boys (Fri.-Thurs.)
Forward Group	Week 8-9	Aug. 24-30	Week 22-23	Dec. 4-10
	Week 13-14	Sept. 28-Oct. 4	Week 27-28	Jan. 8-14
	Week 18-19	Nov. 2-8	Week 32-33	Feb. 12-18
Back Group	Week 9-10	Aug. 31-Sept. 6	Week 23-24	Dec. 11-17
	Week 14-15	Oct. 5-11	Week 28-29	Jan. 15-21
	Week 19-20	Nov. 9-15	Week 33-34	Feb. 19-25
Inward Group	Week 10-11	Sept. 7-13	Week 24-25	Dec. 18-24
	Week 15-16	Oct. 12-18	Week 29-30	Jan. 22-28
Twisting Group	Week 11-12	Sept. 14-20	Week 25-26	Dec. 25-31
	Week 16-17	Oct. 19-25	Week 30-31	Jan. 29-Feb. 4
Reverse Group	Week 12-13	Sept. 21-27	Week 26-27	Jan. 1-7
	Week 17-18	Oct. 26-Nov. 1	Week 31-32	Feb. 5-11

IHSA Swimming & Diving Contact Information

- www.ihsa.org • Ron McGraw, Assistant Executive Director -- rmcgraw@ihsa.org or Cheryl Lowery, Administrative Assistant -- clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •