

August 14, 2013

Dear Swimming & Diving Officials:

Greetings from the Illinois High School Association! This contract will serve as a request for you to volunteer during the 2013-2014 Girls State Swimming & Diving Meet. It takes countless volunteers to make that happen and we need your help.

The Girls Swimming & Diving State Final Meet will be held at New Trier High School on Friday & Saturday, November 22-23, 2013. If you are available and willing to lend your time and skills, you must accept this assignment online instead of receiving/replying to correspondence through the mail. By accepting this assignment to volunteer, you are volunteering for both days of the Girls State Meet

- 1.) If for some reason you cannot volunteer both days, please email Mike Hutton indicating so. His email address is mdhutton@ameritech.net. If your plans change after you have volunteered, please be considerate and let Mike or Cheryl know. **Officials who sign up to work and do not show to work the State Final will not be considered to work future State Final Meets. A lot of work goes into job assignments and when an official doesn't show, it causes problems to effectively staff our meet. Officials who are late for, or miss the mandatory meetings (2:00 on Friday and 11:30 on Saturday) will be removed from their assigned positions and utilized elsewhere.** Your officials pass as well as your shirt will be mailed to you prior to the meet as long as you respond **no later than Monday, October 28, 2013.**
- 2.) If you are assigned to either **Dive Panel** or **one of the Head Officials positions**, accept the Dive panel or Head Official assignment through your personal officials center only, decline the volunteer assignment.

Officials wristband: The official's wristband is non-transferable. It is being issued specifically to you and cannot be used by anyone else. If you issue your officials wristband to somebody else, it could result in sanctions against the official who violated the policy for future state series assignments.

Uniform: Please wear the polo supplied on Friday with black pants. We request that all officials wear the traditional white swimming official's uniform on Saturday for the finals (clean white shoes, socks, shirt and long pants).

It is important that you arrive on time, be in uniform and attend all officials meetings. The head officials selected by the IHSA ask that you do not discuss items that might be contradictory to the operations of this meet. We should act and appear professional, let competitors keep focus on why they are there. Don't talk to swimmers or divers unless they talk to you first. You know many coaches, divers, swimmers and parents. It's ok to wish them well, but please don't discuss situations that might have happened at this meet. It could be misunderstood. Treat all competitors with respect. Remember this is their day, not ours. The meet referee is the only person who can answer questions regarding meet situations.

2013 Girls State Final Time Schedule

Thursday, November 21, 2013

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

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 for Divers and diving coaches

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

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.

Officials assignments at the State Meet will be provided at the Officials meeting at the State Meet. If you have any questions throughout the season, please feel free to contact either myself, or my assistant Cheryl Lowery. Thank you in advance for your consideration.

Sincerely Yours,

Ron McGraw

IHSA Swimming & Diving Administrator