

# Swimming & Diving State Final Meet Information For Evanston (Twp.) High School



www.ihsa.org • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

Sunday, November 16, 2014  
6:55:30 AM

- **Team Packet Pick-up:** Due to limited space/congestion at the sign-in area, we ask only for the coaches to come to the check-in area to pick-up the Team or Diving Packet. Swimmers do not need their passes to gain access to the Swimming Pool for practice on Thursday night.
- **PARTICIPANT/COACH ENTRANCE** is Door 30 off of Church Street near the tennis courts (just west of former entrance).
- One **TEAM PARKING PASS** is given at Thursday night packet pick-up to schools with 4 or more total participants. Team parking is reserved at the football stadium on Church Street. This is NOT for large buses.
- Teams arriving in **LARGE BUSES** should be dropped off on Church Street by Tennis Courts. Large bus parking is available on Lake Street between the rear driveway and Pitner Street.
- ALL School Lots are open for parking after 3:00 p.m. on Friday and all day Saturday.
- **Coach must accompany swimmers** and remain on-site.

## Notice:

We've experienced several problems as a result of coach's wristbands being provided to athletes, parents, etc.

As coaches you are well aware of the limited space available on the deck. At times it is difficult to get all of the approved personnel on deck. The passes issued to participants and the wristbands issued to coaches in the State Final packet are non-transferable, they are to be used only by rostered athlete.

**IHSA Schools Center Improvement-Coaching Requirement:** Now that every coach has a USER ID and Password assigned to them, **All Head and Assistant Coaches** MUST have the following information in their coaching profile through the IHSA Schools Center or coaches will be denied coaching credentials at the State Final Meet. Coaches can login to their coaching profile to verify that IHSA has the information.

- 1.) how they are Certified to Coach (ISBE, ASEP, etc.) and
- 2.) IHSA PES Examination Completion/Pass Date. If both of these requirements are not indicated in each coaching profile in the IHSA Schools Center, coaches will not be issued coaching credentials for the State Tournament series.

People caught using a pass intended for legitimate coaches and/or rostered athletes will have their pass revoked and removed from the facility. In addition, coaches may have sanctions placed against them from coaching the remainder of the state final and/or be placed on probation.

It is our desire to provide the greatest experience possible for the athletes, coaches, officials and fans. To do so, we must have the help of everyone involved. On behalf of the IHSA and our host, Evanston Township High School, we thank you in advance for your cooperation with this matter.

**Wristband Policy/Distribution:** Qualified coaches, who have met the above conditions and are listed on the school's On-Line List of Participants, shall be issued a coaches wristband using the following formula:

**\*\*1-5 Qualifiers = 2 bands\*\*6-10 Qualifiers = 3 bands\*\*11 Qualifiers & above = 4 bands**

Managers or Trainers with rub-down tables **will not** receive a participant pass or coaches wristband.

1. The number indicated next to each school's name on the Swimming Sign-In Sheet indicates the total number of wristbands allowed for that particular school. This is a pre-determined number set by IHSA and it is based on the number of State Final qualifiers. Once they have reached that number, they are not allowed any extra. Each coach must sign for his/her own wristband and it is placed on the wrist by check-in staff.

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- Every Diving Coach automatically gets one wristband upon check-in. If your school only qualifies a diver, they will be entitled to two wristbands. Each coach must sign for his/her wristband and is not part of the Swimming coaches wristband allotment.
- If a coach or an official is listed as part of a school's coaching staff, they are crossed off the sign-in sheet. Those people only get the Officials wristband that will be supplied in their officials packet.
- On Swimming Sign-In Sheet, the Diving Coaches are crossed out. This means they need to sign in on the Diving Sign-In Sheet.
- If you are a coach for multiple qualifying schools, you are entitled to one wristband.
- 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 in the IHSA Schools Center and on the 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.
- 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. 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 the past two 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.

### State Final Qualifier Packet Contents:

Please check with IHSA personnel, if any items are missing from your packet before you leave the check-in area. Items will not be replaced once you leave the check-in area. Participant passes for both days will be included with the team packet on Thursday/Friday.

- Friday & Saturday Participant Passes (1 per qualifier):** You will receive a pass for each qualifier. If your school qualified a diver, the Participant pass is included in the Diving Packet.
- State Final Qualifier Pins:** 1 per qualifier. Coaches are not entitled to State Final Qualifier pins.

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### IMPORTANT NOTICE: POOL ENTRY PROCESS FOR COACHES AND PARTICIPANTS

- Teams will be assigned an **Entrance Order number** based on the protocol listed below. The number will determine **the order of team entry to the pool deck for the purpose of reserving bleacher seating** for their team. The actual school entry list will be posted on the IHSA Swimming & Diving Webpage after sectional competition is completed.
- **Friday**—Teams and coaches are to gather in Gymnasium (G170) no later than 1:30 p.m. in **Entrance Order number** for the purpose of initial team entry onto the pool deck. Meet Officials will lead teams to the Pool deck no later than 1:40 p.m. The Gym will open at 9:00 a.m. but entrance to the Pool Deck will be solely on the basis of **Entrance Order number. The Entrance Order number will be the same for Friday and Saturday.**
- **Saturday**—Teams and coaches are to gather in Gymnasium no later than 9:15 a.m. in **Entrance Order number** for the purpose of initial entry onto the pool deck. Meet Officials will lead teams to the Pool deck no later than 9:45 a.m. The Gym will open at 8:30 a.m. but entrance to the Pool Deck will be solely on the basis of **Entrance Order number.**

The intent of the Entry Order is to provide the following;

1. A continued emphasis on safety in regards to deck entry for participants and coaches
2. A uniform method to enhance the efficiency team seating by seating larger groups first.
3. A reduction in the wait times required for teams to get on deck, allowing later team arrivals and better use of time by coaches and athletes.

The Entrance Order Number will be assigned based on the following criteria and posted on the IHSA website by Monday of the week following the sectional meet.

1. Host schools will be first or have their area reserved in advance.
2. Teams will then be ordered by the number of contestants they have qualified;
  - a. Relays equal four.
  - b. Each individual qualifier including divers equals one.
    - i. Multiple event qualifiers will count as one for each event i.e., swimmers in two individual events count as two.
3. Ties will be broken by awarding the next number in order of the teams place at the previous year's state meet.
4. Remaining ties will be broken by random draw from the teams that are tied.

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**Admission:** No one will be allowed in the building unless they have a ticket or pass. Upon entering the building, all spectators will be required to wear a wristband which identifies their order of entry and correlates to their order of entry into the pool balcony at the designated time. No spectator will be allowed to leave the building and re-enter once they arrive (concessions are available). Please make connections ahead of time and get this information to your parents and spectators.

**Children:** No children will be allowed on the pool deck or in the competitors' area at any time. Children are only allowed in the spectator areas, with a spectator wristband.

**Coat/Bag Check:** Due to the limited seating capacity, spectators **Must** check their coats, large bags and any hard seat back chairs. There will be a coat check on the first floor, immediately after you enter the building. There will be no charge for this. **Persons with coats, large bags and hard seat back chairs will not be admitted to the spectator area.**

**Declared False Start:** In accordance with Rule 3-2-2 any declared false start must be given to the Meet Referee no later than 15 minutes prior to the start of the race.

## Diving Coaches and Competitors

**Procedures for Friday Diving:** All competitors will use the Girls Pool Locker Room on Friday. You must enter the building at the participant/coach entrance at Door 30 on Church Street near the tennis courts. Doors open Friday morning at 6:30am.

**Procedures for Saturday Diving:** If your diver qualifies for the finals on Saturday, tickets will be on sale immediately following the diving prelims at the spectator main entrance in the Beardsley Gym Lobby. You may purchase up to two (2) tickets for the Saturday Finals. The cost of each ticket is \$10.00 and is due at that time. If you qualify to compete on Saturday, you must use the locker assigned in the Gym Locker Room.

**Filming and Video Taping:** At the State Final Meet, filming and video taping will be permitted provided that equipment is self-contained, needing no power outlet, that the equipment is compact and hand-held and can be operated from the spectator's seat with no tripod being used or space beyond that normally occupied by one spectator. Spectators who do not abide by these provisions will be prohibited from filming or videotaping during the State Final meet. Please inform your coaches, students, parents and spectators about these provisions. **Please be advised that Flash Photography is Prohibited!**

## Hospitality:

- **Coaches Hospitality:** There will be a hospitality room for coaches in the "Mole Hole". Only water will be available and food will only be served at 5:00 p.m. on Friday and 12:30 p.m. on Saturday.
- **Officials Hospitality:** There will be a hospitality room for **volunteers, officials and IHSA guests only** in Gym G175.

**Lanes:** Lanes 1-6 will be used for the Prelims and for the Finals.

## Locker Rooms

- **Coaches/Officials:** The Boys pool locker room will be reserved for use by Male Coaches and Officials. The Girls pool locker room will be reserved for Female Coaches and Officials. These persons must enter the deck area via the entrance from their respective pool locker rooms.
- **Locker Room Assignment:** You will receive your locker room assignment when you pick up your school packet at packet pick-up.
- **Divers** will use the Girls Pool Locker Room on Friday and they will dress with their teammates on Saturday.

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- **Locks/Towels:** Contestants, coaches and officials must provide their own **locks and towels**. These items will not be furnished by Evanston.

**Officials Meeting:** The officials meeting will be held in the Room G180 on Friday at 2:00 p.m. and Saturday at 10:30 a.m.

## Parking—Spectators

- Spectators will NOT be allowed to park in school parking lots until 3:00pm on Friday. All school lots are open to the public on Saturday.
- Street parking is permitted on the south side of Church Street and in front of football stadium. Street parking is not allowed on Davis Street and is limited on the east side of Dodge Avenue.
- **NEW:** on Friday only, the parking lot just west of the football stadium and the driveway of the football stadium will be open for spectator parking all day and are accessible from Church Street. There will also be parking available in the middle of the parking lot of the mall located southwest of Dempster St & Dodge Ave just two blocks south of ETHS. An ETHS activity bus will be available to shuttle spectators between these locations and the pool between Noon-2:30pm and then between 6:00pm and the end of the meet. ETHS will not monitor these parking locations so do not leave valuables in your cars.
- Patrons are reminded to heed all local parking ordinances.

## Hotel & Shuttle Information

- ETHS encourages all teams and spectators to stay at the Hampton Inn & Suites located off of I-94 on 5201 Old Orchard Road in Skokie just west of Old Orchard Shopping Mall. Call 847-583-1111 to make your reservation.
- Mention “ETHS” when making your reservation to receive your IHSA State Swim Meet discount.
- **NEW:** Hampton Inn & Suites will be providing direct shuttle service to and from the IHSA State Swim Meet at ETHS to help reduce parking problems around the high school. All guests interested in this shuttle service should tell the front desk in advance in order to best coordinate and schedule this service.

**Participant Passes: Important! Competitors MUST** have their participant pass to enter the pool **each day**. Upon entering the north side door, their participant pass will be collected and they will have their hand stamped. **If** they leave the pool and hallway area for ANY reason, they should make sure their stamp is visible in order to be allowed to return to the pool and hallway area. Competitors **May Not** enter the balcony at any time. Spectators **May Not** enter the locker rooms at any time.

**Participant Pass Seating for Swimming Prelims and Finals:** Participant passes are for pool deck seating **only** during the Swimming Prelims on Friday and the Finals on Saturday. No participant stamps will be admitted to the spectator seating areas at any time.

**Participant Pass Pool Deck Seating:** Contestants will not be admitted to the pool deck area during the State Final unless they are in competitive attire. Glass bottles, metal cans, food, large gym bags, street shoes and street clothes are NOT permitted on deck. Bare feet are not permitted in the lobby.

**Contestants Who Do Not Qualify for the Finals:** Swimmers and divers who are eliminated on Friday will be admitted to the pool deck on Saturday only by having a **New Participant Pass**. **They will be included in the packet picked-up on Thursday/Friday**. This will allow them to enter the locker room and they must be in **competitive attire**. **Under no circumstances will they be allowed in the balcony**. **Non-qualifying** contestants are asked to stay out of the water prior to the Finals. Glass bottles, metal cans, food, large gym bags, street shoes and street clothes are NOT permitted on deck. Bare feet are not permitted in the lobby.

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**Photographer:** A photographer will be available to take pictures of the winners of each event while the winners are on the blocks to receive awards. Immediately after the meet, they will take pictures of the winning team and runner-up. When contestants have their pictures taken by the IHSA Official Photographer, only a swimsuit or warm-up is to be worn. **No extra headgear or costume is permitted.**

**Press Room:** There will be a Pressroom in the Coaches office located off Beardsley Gym. Results will be posted. Phone lines will be available in that office.

**Press Interview Room and Pictures:** We will use the Boys Pool Locker Room as a Press Interview Room after each event on Saturday.

**Rub-Down Tables:** They are only allowed in the center of the roped-off areas in G170 and G160. **No rub-down tables will be permitted on the pool deck or in the locker rooms.** There will be closed circuit TV available in all of these areas.

**Spectator Entrance and Seating:** Spectators will be admitted **only** at the spectator seating areas with a ticket. **No spectators will be admitted to the locker rooms or the pool deck area.** Upon entering the building, all spectators will be required to wear a wristband which identifies their order of entry and correlates to their order of entry into the pool balcony at the designated time. No spectator will be allowed to leave the building and re-enter once they arrive (concessions are available). Please make connections ahead of time and get this information to your parents and spectators.

**Swim Breaks:** There will be a 15-minute break after the 50-Yard Freestyle on Friday and after the Diving on Saturday. During the preliminaries and finals there will be a minimum of 15-minutes in the pool warm-up after the 200-yard free-style relay.

**Time Schedule and Practice Time:** **Practice times are limited.** Coaches are asked to be considerate.

**Uniform/Suits Coach Verification of Legal Uniforms and Attire:** When the coach signs for the team or diving packet, the coach is verifying to the **Meet Referee** that the team's suits and attire are legal as required by Rule 3-3-5.

**Will Call:** Any tickets you want to leave for spectators must be left at Will Call, located at the Main Entrance of Beardsley Gym on the east side of the building on Dodge Avenue. **You must supply your own envelope to leave tickets at Will Call. Evanston Township High School will not be responsible for supplying envelopes for Will Call.**

All of us at Evanston sincerely hope you enjoy the IHSA Swimming and Diving State Final Championships. If we can be of any help, please do not hesitate to ask our staff. **Good Luck** to all of you.

Chris Livatino, Athletic Director  
Evanston (Twp.) High School  
Swimming and Diving State Final Manager

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## Procedure for Presentation of Individual and Team Awards

**Awards Presentation:** Medallions will be awarded to 12 place winners in each individual and relay event. They will be presented immediately following each event, beginning with the 12<sup>th</sup> place. Head coaches may be asked to help distribute awards during the awards presentation. **IHSA will conduct events for Athletes with Physical Disabilities. The awards will be presented to these athletes immediately prior to the award winners in the able body event of the same distance. The same procedures will be followed as seen below.**

Head coaches are invited to participate in the award ceremony. Coaches of champions should report to the awards area on the pool deck immediately following the championship race in each event.

### Consolation Awards Individual 12<sup>th</sup> - 7<sup>th</sup>

The Consolation Awards 12<sup>th</sup> - 7<sup>th</sup> will be given out immediately after the Championship Finals are completed. **The head coach of the individual champion will help drape medallions, beginning** with the 12<sup>th</sup> place awards, they will receive their medal on deck then step up onto the 6<sup>th</sup> lane starting block, the 11<sup>th</sup> place finisher to the 5<sup>th</sup> lane starting block, etc.

### The Championship Awards Individual 6<sup>th</sup> - 1<sup>st</sup>

The Championship Awards 6<sup>th</sup> - 1<sup>st</sup> will be given out immediately after the Championship Finals. **The head coach of the individual champion will help drape medallions, beginning** with the 6<sup>th</sup> place awards, they will receive their medal on deck then step up onto the 6<sup>th</sup> lane starting block, the 5<sup>th</sup> place finisher to the 5<sup>th</sup> lane starting block, etc.

### Consolation Awards Relay 12<sup>th</sup> - 7<sup>th</sup>

The Consolation Awards 12<sup>th</sup> - 7<sup>th</sup> will be given out immediately after the Championship Finals are completed. **The head coach of the individual champion will help drape medallions, beginning** with the 12<sup>th</sup> place awards, they will receive their medals on deck then step up onto the 6<sup>th</sup> lane starting block, the 11<sup>th</sup> place finishers to the 5<sup>th</sup> lane starting block, etc.

### The Championship Awards Relay 6<sup>th</sup> - 1<sup>st</sup>

The Championship Awards 6<sup>th</sup> - 1<sup>st</sup> will be given out immediately after the Championship Finals. **The head coach of the individual champion will help drape medallions, beginning** with the 6<sup>th</sup> place awards, they will receive their medals on deck then step up onto the 6<sup>th</sup> lane starting block, the 5<sup>th</sup> place finisher to the 5<sup>th</sup> lane starting block, etc.

### 3<sup>rd</sup> Place Team

**The head coach of the 3<sup>rd</sup> place team will help drape medallions.** Members of the 3<sup>rd</sup> place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received all of its medallions the team trophy will be awarded to the Head Coach and Captains.

### 2<sup>nd</sup> Place Team

**The head coach of the 2<sup>nd</sup> place team will help drape medallions.** Members of the 2<sup>nd</sup> place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received all of its medallions the team trophy will be awarded to the Head Coach and Captains.

### 1<sup>st</sup> Place Team

**The head coach of the 1<sup>st</sup> place team will help drape medallions.** Members of the 1<sup>st</sup> place team will be announced beginning with the Superintendent, Principal, Athletic Director, Head Coach, and Assistant Coaches. Athletes will be announced in the order printed in the official program. Individuals are asked to stand in line, step up on the block when their name is announced to be draped with the medal, step down when the next person is called. After the team has received all of its medallions the team trophy will be awarded to the Head Coach and Captains.