

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

Tuesday, November 17, 2015

11:58:07 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. Divers do not need their passes to gain access to the Swimming Pool for practice on Thursday night.
- **WARNING:** If a school qualifies 1 athlete and the school opts to send an additional student as a companion to them at the state final, the school must use one of their school's allotted tickets. Additional passes or wristbands will not be issued.
- **Parking – Team Buses:** Teams arriving in **BUSES** should be dropped off on Essex Street north of Tennis Courts. Buses will be directed to park in the Green Bay Road Metra Station West Lot (intersection of Green Bay Road and Winnetka Avenue) or at the Northfield Campus 7 Haap Road, Northfield, IL.
- **Parking -- Spectator:**
 - Elder Lane Lot (off Sheridan Road)
 - Green Bay Lot (marked New Trier H.S. by train station)
 - On the streets north of Winnetka Ave. marked "NO PARKING ON SCHOOL DAYS."
 - Patrons are reminded to heed all local parking ordinances.
- **PARTICIPANT/COACH ENTRANCE** is Door E-26 off of Essex Street just north of the tennis courts. **Coach must accompany swimmers** at check-in 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 the intended person.

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)
- d. **NEW STATE OF ILLINOIS REQUIREMENT): The coach/athletic director must have 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.)

People caught using a pass intended for legitimate coaches and/or rostered athletes will have their pass revoked and will be removed from the facility. In addition, coaches may have sanctions placed against them from coaching the remainder of the state final series 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, New Trier High School, we thank you in advance for your cooperation with this matter.

Wristband Policy/Distribution: Qualified coaches, who 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. Every Diving Coach automatically gets one wristband upon check-in. If your school only qualifies a diver, they will be entitled to two wristbands (as long as two coaches were entered on the List of Participants). Each coach must sign for his/her wristband.

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

2. 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 official's packet.
3. If you are a coach for multiple qualifying schools, you are entitled to one wristband.
4. 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.
5. 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. Schools involved in the transfer of coaches' bands will have themselves and their program placed on probation for the following year.

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, a qualifier is an individual that actually competed in and advanced from their sectional meet):** You will receive a pass for each qualifier. If your school qualified a diver, the Participant pass will be included in the Diving Packet. If your school qualified one (or more) relays, your school will be allowed to name 1 additional athlete to serve as your school's one allowable relay alternate. This relay alternate will receive a participants pass.
- ✚ **State Final Qualifier Pins:** 1 per qualifier. Coaches are not entitled to State Final Qualifier pins.

POOL ENTRY PROCESS FOR COACHES AND PARTICIPANTS

- **Friday**—Teams and coaches are to gather in Gymnasium G-108 no later than 1:30 pm 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 pm. The G-108 Gym will open at 8:00 am 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 G-108 no later than 9:15 a.m. by **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 G-108 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 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.

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

State Final Information

Admission: No one will be allowed in the building unless they have a ticket or pass. 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 ticket.

Coat Check: Due to the limited seating capacity, spectators **must** check their coats. There will be a coat check on the Gates Gymnasium main floor. There will be no charge for this. **Persons with coats 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

Packets: Diving Qualifier packets are completely separate from the Swimming Qualifier packets. Each Diving coach will receive a coaches wristband and a participant pass for each diver.

Thursday Diving Practice: 5:00 p.m.-9:00 p.m. (participant passes or coaches wristbands are not needed for Thursday night Diving practice).

Tickets for Friday Diving: Tickets for Diving will be on sale to the public Friday morning. They are not presold.

Procedures for Friday Diving: All competitors will use the Boys Kinetic Wellness Locker Room on Friday. You must enter the building on the east side, by the tennis courts, off of Essex St., entrance E26. It will be the only door open on Friday morning at 6:00 a.m.

Procedures for Saturday Diving: If your diver qualifies for the finals on Saturday, you may immediately purchase 1 or 2 tickets for the Saturday Finals. The cost of each ticket is \$10.00 due at that time. A person from Meet Management will be on deck at the Scorer's Table (on the shallow end of the pool) to sell those tickets immediately following the diving prelims. If you qualify to compete on Saturday, you must use the locker assigned in the Kinetic Wellness 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 & Officials Hospitality: There will be a hospitality room for coaches and officials in the Small Student Cafeteria (west side of school building, first floor)

Lanes: Lanes 1-8 will be used for the Prelims and 2-7 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. (B=Boys Kinetic Wellness Locker Room, G=Girls Kinetic Wellness Locker Room). Enter via the participant door and follow the signs.
- **Divers** will use the **Kinetic Wellness Locker Room** on Friday and they will dress with their teammates on Saturday.
- **Locks/Towels:** Contestants, coaches and officials must provide their own **locks and towels**. These items will not be furnished by state final hosts.

Officials Meeting: The officials meeting will be held in the Small Student Cafeteria (west side of school building, first floor) on Friday at 2:00 p.m. and Saturday at 10:30 a.m.

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

Participant Passes: Important! Competitors **MUST** have their participant pass to enter the pool *each day*. Upon entering the pool 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, 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, street shoes and street clothes are NOT permitted on deck. Bare feet are not permitted in the lobby.

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 Room 132 adjacent to the Tunnel Hallway south of the pool. Results will be posted. Internet access 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.

Rubdown Tables: Rubdown Tables are **NOT** allowed in the locker rooms or on the pool deck. They are located in G-108 (follow the designated tape). Closed Circuit television will be provided in these rooms so athletes can follow the progress of the meet. Thank you for your compliance.

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.**

Swim Breaks: There will be a 15-minute break after the 50-Yard Freestyle on Friday and after the Diving competition on Saturday. During the preliminaries and finals there will be a 15 minute warm-up in the pool between the last heat of the 200-Yard Freestyle Relay and the first heat of the 100-Yard Backstroke.

Swimming Spectator Ticket Allocation: A spreadsheet with the following categories will be posted on the IHSA Swimming & Diving Webpage on the Monday after Sectionals. It will show how swimming tickets and coaches passes are allocated for each school during the state meet. The following key is an explanation of how IHSA determines tickets and coaches wristbands.

Spreadsheet Heading explanation:

Tickets Including Extra= Indicates the total number of tickets a school may purchase.

Sectional Swimmers, plus one alternate = The total number of qualifiers (athletes that actually swam at the sectional meet)) plus 1 alternate for any school that qualified at least one relay. Teams are allowed to purchase two tickets for their alternate, if they qualify a relay.

Has Relay = Identifies the schools who qualified a relay.

Total Swimmers, Including Alternates = Indicates the number of Swimmers on official roster. This is the number we use to allocate swimming coaches wristbands. Swimming coaches' wristbands will be determined by using only the number of swimmers qualifying from each team (a diver(s) is not included in this total).

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

Tickets (No additional) = The number of swimming state final qualifiers from each school x 2 (before the extra ticket is determined)

Extra Ticket = After determining the number of state final qualifiers, the IHSA will determine how many extra tickets are available for each qualifying school to purchase.

Participant Passes = Indicates the number of swimming participant passes that will be in the team packet at state.

LOP Head Coaches = Indicates the number of Head Coaches submitted on the List of Participants.

LOP Asst. Coaches = Indicates the number of Assistant Coaches submitted on the List of Participants.

Issued Coaches passes = Indicates the number of swimming coaches' wristbands that will be allotted for your school determined by the following formula (diving coaches are provided coaches passes in a separate packet):

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.

Swim Breaks: There will be a 15-minute break after the 50-Yard Freestyle on Friday and after the Diving competition on Saturday. During the preliminaries and finals there will be a 15 minute warm-up in the pool between the last heat of the 200-Yard Freestyle Relay and the first heat of the 100-Yard Backstroke.

Time Schedule and Practice Time: A time schedule is included. **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 swim 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 (Gates Gymnasium lobby), which is located at our spectator entrance on the **east side** of the building off of Essex Avenue, across from our outdoor running track. **You must supply your own envelope to leave tickets at Will Call. New Trier High School will not be responsible for supplying envelopes for Will Call.**

All of us at New Trier 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.

Randy Oberembt, Athletic Director

New Trier High School, Swimming and Diving State Final Manager

Ron McGraw

IHSA Assistant Executive Director, Swimming and Diving Administrator

Swimming & Diving State Final Meet Information For New Trier High School



www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

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 after both races in each event have been completed, beginning with the 12th place. Head coaches will be asked to help distribute awards during the awards presentation.

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. If an IHSA Board of Directors is present, that board member will drape medals on 12 thru 7th place. The head coach will drape medals on the 1st thru 6th place winners. If no IHSA Board Member is present, the head coach will drape all winners.

Consolation Awards Individual 12th - 7th

The Consolation Awards 12th - 7th place will be given out immediately after the Championship Finals are completed beginning with the 12th place award winner. Award recipients will receive their medal on deck, then step up onto the 6th lane starting block, the 11th place finisher to the 5th lane starting block, etc.

The Championship Awards Individual 6th - 1st

The Championship Awards 6th - 1st will be given out immediately after the Consolation medals are awarded beginning with the 6th place award winner. Award recipients will receive their medal on deck, then step up onto the 6th lane starting block, the 5th place finisher to the 5th lane starting block, etc.

Consolation Awards Relay 12th - 7th

The Consolation Awards 12th - 7th place will be given out immediately after the Championship Finals are completed beginning with the 12th place award winner. Award recipients will receive their medal on deck, then step up onto the 6th lane starting block, the 11th place finisher to the 5th lane starting block, etc.

The Championship Awards Relay 6th - 1st

The Championship Awards 6th - 1st will be given out immediately after the Consolation medals are awarded beginning with the 6th place award winner. Award recipients will receive their medal on deck, then step up onto the 6th lane starting block, the 5th place finisher to the 5th lane starting block, etc.

3rd Place Team

An IHSA Board Member (if present) or the head coach of the 3rd place team will help drape medallions. Members of the 3rd 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.

2nd Place Team

An IHSA Board Member (if present) or the head coach of the 2nd place team will help drape medallions. Members of the 2nd 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.

1st Place Team

An IHSA Board Member (if present) or the head coach of the 1st place team will help drape medallions. Members of the 1st 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.