

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



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 Kraig Garber (kgarber@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 personal information 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.

Diving Officials: View Diving Rules Presentation to be eligible to serve on the State Final Diving Panels (**Deadline: September 13, 2016**).

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 presentation and follow the instructions at the conclusion of the presentation to get credit for the Rules presentation. **If you do not get credit within 24 hours, please email or call Cheryl Lowery at IHSA to help you get credit.** Each year head coaches and officials are required to review the Rules presentation to prevent probation or suspension status. The Online Girls & Boys Swimming & Diving Rules presentation begins August 8 and will be closed on September 13 (Girls Schools and Officials) and remain open for Boys Coaches until November 29.

Adopted: Terms and Conditions Item V-C – Electronic Sectional Seeding Meeting

Beginning with the 2016-2017 season, the sectional seed meetings will be done electronically. The process and timeline for the electronic sectional seeding meetings for this year are as follows:

Wednesday of the IHSA Sectional Week (Girls – November 9; Boys – February 15)

- 9:00a.m. 1. Listed team entries will be sent to teams from Meet Hosts (coaches can only see their own entries). The Meet Referee will be given a complete, preliminary heat sheet with all entries as submitted on the List of Participants.
2. The list of eligible dive coaches who have been nominated to serve on the sectional dive panel will be sent to each individual team and the Meet Referee from the Meet Hosts.
- 6:00p.m. 3. Deadline for individual teams to submit any and all corrections back to Meet Host and Meet Referee.
4. Deadline for eligible teams to vote for three nominated diving coaches to the Meet Host to serve on the Sectional Diving Panel. Failure to vote will be viewed as having forfeited the right to vote for this IHSA Sectional.
- 8:00p.m. 5. Full heat sheet with corrections sent to each team (and Meet Referee) from Meet Hosts.
6. Bullet point reminders and site specific information from the Meet Referee will be sent to each team from the Meet Hosts.

Thursday of the IHSA Sectional Week (Girls – November 10; Boys – February 16)

- 9:00a.m. 7. Any egregious errors on the Meet Hosts part, need to be addressed with the Meet Host, Meet Referee, and individual teams.

Sectional managers shall provide an opportunity for divers from competing schools to practice from 6:30 p.m. - 8:30 p.m. on Wednesday prior to IHSA Sectionals (Girls - November 9; Boys - February 15).

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

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



Each year, any diving coach who wishes to be considered to serve on the Sectional Diving Panel is required 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.

NOTE: Head coaches will be able to nominate their eligible diving coach to serve on the Sectional Diving Panel. **Eligibility Requirement:** 1) The school must have designated a Dive Coach in your School's Center 2) Dive Coach must have been added to coaching staff on the List of Participants 3) Diving Coach received credit for viewing the Diving Rules Presentation and 4) have a diver in the sectional meet. Head coach must Click on the "Coaches" tab in the "List of Participants" to select its diving coach from the pull down menu to be nominated. **If your diving coach does not appear:** See officials compliance below.

This diving rules presentation will be posted in the IHSA School Center where diving coaches will have access to receive credit for viewing this presentation (**Deadline: Tuesday at noon prior to Sectionals**).

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 judge presentation. We suggest you contact your Athletic Director to ensure you have been designated through the IHSA School's Center as your school's diving coach.

Officials Compliance (IHSA Officials Center):

- a. Become a Swimming & Diving Official
- b. View the Swimming & Diving online rules presentation. If you do not get Rules Presentation credit within 24 hours, please email or call Cheryl Lowery at IHSA to help you get credit
- c. Complete the online Swimming & Diving examination
- d. Complete the State of Illinois mandated Concussion Management Program (see details below).
- e. View Diving Rules Presentation to be eligible to serve on the State Final Diving Panels (**Deadline: September 13, 2016**).

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 for 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. State of Illinois mandated Concussion Management Program (see details below).
- e. Online Girls & Boys Swimming & Diving Rules Exam and Rules Presentation.

Important Dates for Swimming & Diving:

- August 8:** First date of Officials Online Part 1 exam/Swimming Rules Presentation and Diving Rules Presentation begin through the IHSA School & Officials Center.
- August 8:** School Manual for Coaches (School's Center and Swimming & Diving Activity web pages).
- August 10:** Season/practice may begin
- August 22:** Girls first Contest Date
- September 1:** **A change in state law requires all coaching staff to pass a new Concussion Management Program examination prior to working with students during the 2016-17 school term.**
- September 9:** 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 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

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



knowing how many kids will go out for your program in the fall. Check on your IHSA status with your school representative.

- September 13:** **Girls Swimming & Diving Schools & Swimming Officials Online Rules Presentation Deadline.** The first year of failure to redeem Rules Presentation credit will result in being placed on probation. The second year of failure to redeem will result in suspension. There will be a penalty fee of **\$50.00 payable to the IHSA Office prior to the site being re-opened.**
- September 13:** **Diving Rules Presentation Deadline for Swimming Officials who want to be considered for State Final Dive Panels.**
- September 13:** **Deadline Diving Rules Presentation for Girls Diving Coaches who wish to be considered to serve on the Girls Sectional Dive Panel.**
- September 16:** Officials Assignment Process Begins. Official's availability calendars should be updated in the Officials Center for consideration for Sectional assignments.
- October 24:** Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
- November 8:** Girls Coaches must submit their Online List of Participants by noon.
- November 9:** Girls Electronic Sectional Seeding Meetings
- November 12:** IHSA Girls Sectional Swimming & Diving Meets
- November 18-19:** IHSA Girls State Final Swimming & Diving Meet, Evanston Township High School, Evanston, IL
- November 21:** Boys season/practice may begin
- November 29:** 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.
- November 29:** **Deadline Diving Rules Presentation for Boys Diving Coaches who want to be considered to serve on the Boys Sectional Dive Panel.**
- 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 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 2:** Boys first contest date
- December 5:** Officials Assignment Process Begins. Official's availability calendars should be updated in the Officials Center for consideration for Sectional assignments.
- February 1:** Officials Deadline to volunteer working the State Final Meet should go to their Officials Center and indicate so.
- February 14:** Boys Coaches must submit their Online List of Participant by noon.
- February 15:** Boys Electronic Sectional Seeding Meetings
- February 18:** IHSA Boys Sectional Swimming & Diving Meets
- February 24-25:** IHSA Boys State Final Swimming & Diving Meet, New Trier High School, Winnetka, IL

PROCESS FOR RECEIVING CREDIT FOR VIEWING ONLINE RULES PRESENTATION—Coaches and Officials (between August 8 - September 13; The deadline for the Boys Swimming Head coach is November 29): 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. Once an official and/or head coach logs into the School or Officials Center using their USER ID and password, they will find all activities/sports they are responsible for. **If there is a sport or activity missing, it means the school hasn't added that sport or activity to your personal profile.** Please contact school administration and ask them to

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



update your profile so you can access this secure area. 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 presentation.

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.
- 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.
- d) The web browser begins the Rules Presentation on one and ends on a different web browser so it cannot track your activity.
- e) If you do not get Rules Presentation credit within 24 hours, please email or call Cheryl Lowery at IHSA to help you get credit

SWIMMING AND DIVING MAJOR RULES CHANGES <http://www.nfhs.org/sports-resource-content/swimming-and-diving-rules-changes-2016-17>

Swimming & Diving Advisory Committee Minutes: <http://www.ihsa.org/documents/adv%20minutes/15-16/16-sw-minutes.pdf>
 *IHSA Qualifying Standards 2016-17

Event	2016 Girls		Students with Physical/Visual Disabilities		2017 Boys		Students with Physical/Visual Disabilities	
	Standards	Class A	Class B	Class A	Class B	Standards	Class A	Class B
200 Medley Relay	01:48.88				200 Medley Relay	1:37.33		
200 Free	1:55.10	07:30.00	05:30.00		200 Free	1:44.48	07:00.00	05:00.00
200 IM	2:09.84				200 IM	1:57.99		
50 Free	:24.46	03:00.00	02:15.00		50 Free	:21.86	02:45.00	02:00.00
100 Butterfly	:58.23				100 Butterfly	:52.44		
100 Free	:53.08	04:45.00	03:30.00		100 Free	:47.72	04:15.00	03:00.00
500 Free	5:09.87				500 Free	4:45.38		
200 Free Relay	1:38.44				200 Free Relay	1:27.79		
100 Back	:58.81				100 Back	:53.47		
100 Breast	1:07.07	05:30.00	05:00.00		100 Breast	1:00.00	05:00.00	04:30.00
400 Free Relay	3:35.73				400 Free Relay	3:13.55		

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

A. Rule 3-3-2 Warning vs. Disqualification

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



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 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.
- B. In Illinois, temporary tattoos including body paint are prohibited during competition. In addition, permanent tattoos deemed objectionable by the meet official must be covered.

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 coach's 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: Concussion Management Risk Management Program

Who: All coaches and Officials

When: September 1

Where: Schools Center and Officials Center

How: Schools: Login to the Schools Center with your User ID and Password and click on the "Concussion Risk Program"

Officials: Login to your Officials Center and click on the words "Concussion Education Resources". This is listed under the License Status & Availability Summary, in a pink box.

Why: A change in state law requires you to pass a new Concussion Management Program examination prior to working with students in the 2016-17 school term, not later than September 1. Even though you may have already successfully taken if within the last two years. If you work as an official, athletic director, athletic coach (head or assistant), sideline cheer or dance coach, or marching band director, you must pass the Concussion Management Program examination with a score of 80% (24 out of 30) in order to be in compliance with state law. You may take the examination as many times as necessary to reach the 80% grade. You must retake the exam every two years to remain certified.

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

Who: Principal or Official Representative

When: By September 9 (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 this school term

Why: This data is what IHSA uses to assign schools to their Sectional sites.

C. What: Staff Compliance in the IHSA Schools Center: To make changes to School's Center information the Official Representative should click on the "Staff Logins & Roster" link and click the name of the person you want to edit and make necessary changes.

Who: Principal, Official Representative, Athletic Director

When: By September 8

Where: IHSa.org

How: Go to www.ihsa.org

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

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



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 for 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. **A change in state law requires all coaching staff and officials to pass a new Concussion Management Program examination prior to working with students in the 2016-17 school term, no later than September 1. (See instructions above).**

D. 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 each IHSA Swimming & Diving Activity Page and in the Schools 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 with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

E. What: Online Rules Video Presentation for Girls and Boys Swimming & Diving (Coaches and Officials)

Who: All schools entering Swimming & Diving must have each **Head Coach and Swimming & Diving Officials 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 8 through September 13 (Girls Coaches and Officials). Boys Swimming Coaches have until November 29. 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 Coaches password.

Officials: Enter your User ID and password by logging into the Officials Center.

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)**

F. 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 8 (Girls)/ February 14 (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"

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



- 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 (teams only).
- ❖ School hasn't clicked "Certify & Submit" button.

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.
- ❖ 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. 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 Sectional.

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.

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

Who: Principal or Official Representative

When: Prior to Noon, November 8 (Girls)/February 14 (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 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 and DIVING ADVISORY COMMITTEE MINUTES April 13, 2016

<http://www.ihsa.org/documents/adv%20minutes/15-16/16-sw-minutes.pdf>

2016-2017 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. 22-28	Week 22-23	Dec. 2-8
	Week 13-14	Sept. 26-Oct. 2	Week 27-28	Jan. 6-12
	Week 18-19	Oct. 31-Nov. 6	Week 32-33	Feb. 10-16
Back Group	Week 9-10	Aug. 29-Sept. 4	Week 23-24	Dec. 9-15

IHSA GIRLS and BOYS SWIMMING and DIVING RULES BULLETIN

(Last Revised August 5, 2016)



Inward Group	Week 14-15	Oct. 3-9	Week 28-29	Jan. 13-19
Inward Group	Week 19-20	Nov. 7-13	Week 33-34	Feb. 17-23
Twisting Group	Week 10-11	Sept. 5-11	Week 24-25	Dec. 16-22
Twisting Group	Week 15-16	Oct. 10-16	Week 29-30	Jan. 20-26
Twisting Group	Week 11-12	Sept. 12-18	Week 25-26	Dec. 23-29
Twisting Group	Week 16-17	Oct. 17-23	Week 30-31	Jan. 27-Feb. 2
Reverse Group	Week 12-13	Sept. 19-25	Week 26-27	Dec. 30-Jan. 5
Reverse Group	Week 17-18	Oct. 24-30	Week 31-32	Feb. 3-9

IHSA Swimming & Diving Contact Information

- www.ihsa.org • Kraig Garber, Assistant Executive Director -- kgarber@ihsa.org or Cheryl Lowery,