

EASTERN WASHINGTON SWIM & DIVE LEAGUE

STANDARD OPERATING PROCEDURES

1) League Meet General Guidelines

a) Officials

- i) There shall be a minimum of four (4) officials in place at all dual or multiple team meets. These officials cannot be a coach or assistant coach of any of the competing teams. The functions of the officials shall be:
 - (1) Starter / Referee
 - (2) Confirming starter
 - (3) Stroke/turn and relay take off judges (2)
 - (4) Designated diving referee

- ii) The above officials shall be United States Swimming and/or WIAA swimming trained and certified to perform the duties of the position they occupy. The referee must be qualified. It is permissible that the diving referee be one of the required swimming officials and/or a diving judge, provided the individual selected is knowledgeable regarding diving rules and requirements.

- iii) When possible, a dual or multiple team met shall be administered by (5) or more officials as follows:
 - (1) Starter
 - (2) Meet referee/confirming starter
 - (3) Stroke/turn and relay takeoff judges (2)
 - (4) Diving referee

- iv) The starter/referee and the confirming starter shall record the order of finish. It is permissible for the starter and referee to assume the relay takeoff judging and or assist the stroke and turn officials with this task. The referee shall designate additional officials deemed necessary to administrate conduct violations prior to the start of the meet.

- v) For specific duties of these positions, consult the current National High School Federation of Swimming/Diving and Water Polo Rule Book.

- vi) Diving Judges: A knowledgeable adult representative from each team represented in the diving event shall be provided for judging purposes. This representative may not be the diving coach unless there is mutual agreement prior to the start of the meet by the schools involved. This representative may be the swimming coach.

b) SCORING AND SCORE SHEETS

- i) The host team shall provide one copy of the meet results signed by the official referee noting time of the meet completion, to the visiting team(s) within thirty minutes after the final event of the meet.
- ii) The host team shall provide for the announcement of the running team scores periodically during the meet.
- iii) It is up to the individual schools to report their state qualifier times in accordance with WIAA procedures.
- iv) It is the responsibility of the District host to provide league win/loss records. All schools that are scored at meets will be represented in the Eastern Washington Swimming League standings.
- v) Meet results should be legible and include first and last names.
- vi) At the conclusion of the meet, team results shall be sent to the respective league swim chairperson for the purpose of determining league standings.

c) ORDER OF EVENTS

- i) Each meet may begin with diving competition/events when applicable (when competing teams include divers)
- ii) Diving will be followed by the National High School Federation recommended order of swimming events.

d) WARM-UPS

- i) Divers will be allowed a minimum of one-half hour warm-up prior to the start of the meet. Divers will be allowed one (1) warm-up entry into the pool before starting the diving event.
- ii) Prior to swimming events, there shall be forty-five (45) minutes of warm-up, concluding fifteen (15) minutes prior to the start of the competition to allow for a coaches and officials meeting. Warm-up time will start at the scheduled time and may be adjusted for late arrivals at the option of the coaches present.
- iii) At Multiple (more than 2) team meets, a staggering warm-up schedule will be provided if at all possible to accommodate all teams at least one week prior to the meet. The host teams should have the earlier warm-up to help the traveling teams.
- iv) Warm-ups will be delayed as long as pool schedule and meet completion deadline will allow. If a team does not meet the warm-up deadline, the coach of that team has the option of swimming without a warm-up deadline; the coach of that team has the option of swimming without a warm-up period or rescheduling the meet at a later time, depending on the circumstances of the delay.
- v) There will be a minimum ten (10) minute warm-up after event 5 (1 meter diving), and a minimum of five (5) minutes warm-up before event 12 (400 free relay). (Coaches must agree upon additional warm-ups.

e) ENTRIES / ENTRY CARDS

- i) All entries will be written legibly on an entry card. Information shall include both first and last names of the swimmer(s) as well as the school they are representing and designate JV swimmers.
- ii) Diving sheets from State Swimming Syllabus shall be completed in pencil and signed by the diver to be submitted to the designated diving referee before the one dive warm-up immediately prior to the diving event.

- iii) The fastest heat of the swimming events shall be run first for each swimming events including relays.
- iv) Diving entries shall be limited to (3) scoring entries that will take place in the National Federation order of events. All non-scoring diving entries shall be contested before, during or after the actual meet at the discretion of the host school and will be performing 6 dives. If the visiting dive coach has more than 3 JV divers, it is the responsibility of the visiting coach to contact the host coach at least 1 day prior to the meet to make arrangements for the scheduling of additional divers. JV divers may be limited to 3 dives due to time constraints, and up to 6, time permitting, by mutual consent before the meet. It is the responsibility of the host diving coach to contact the visiting school to determine when non-scoring diving will occur.
- v) All varsity entries must swim in the fastest heats (as determined at the start of the meet) of each event to score points in that event. Coop swimmers may only swim in varsity heats if there are open lanes as a result of either team not entering its full allotment of 3 varsity swimmers. Coop swimmers must be identified by a cap or suit of a different color than that of their sponsoring team. If swimming in a varsity heat, the coop swimmer must be identified to the referee, starter and must be identified to all competitor by the starter after being called to the starting blocks and prior to the start of the race.

f) FACILITIES/CONDITIONS

- i) All conditions of the swimming/diving facility not meeting the requirements as outlined in the National High School Federation of Swimming/Diving and Water Polo Rule Book shall be noted and agreed upon by all coaches present prior to the start of the meet.
- ii) All swimming facilities must provide a public address system for meets that can be heard by all participants and meet personnel.
- iii) There will be no points awarded for event 5 (1 meter diving) at pools, which do not normally have a 1-meter diving board. If written notice is given to opponents at least two (2) weeks prior to the first home meet, diving is not conducted and no points awarded. (See NF Rule Section 9-1-2.)
- iv) After the coaches of all teams present have been notified and agree upon the facility conditions as noted above and the first event has begun, they have accepted those conditions as noted above for the duration of the meet.

g) OTHER GUIDELINES

- i) Other guidelines shall follow the rules established in the current copy of the National High School Federation of Swimming/Diving and Water Polo Rules Book, and the Washington Interscholastic Activities Association General Guidelines and Guidelines for Swimming as noted in the current year's issue of these publications.

2) SPORTS CHAIRPERSONS RESPONSIBILITIES

a) REPRESENTATIVE:

- i) GNL 2A –Mike Davis (Pullman)
- ii) CWAC ‘2A’ League – ~~Riek Unruh~~ Eric Davis (Ellensburg)
- iii) Columbia Basin **Big 9** League 3A/4A – ~~Joe Coscarart (W. Valley Yak)~~ Southridge A.D. (TBD)
- iv) ~~Columbia Basin League 4A – John Gonzales (Eisenhower)~~

PROCEDURE FOR HOSTING DISTRICT SWIMMING - DISTRICT MEET GENERAL GUIDELINES

4) DISTRICT MEET GUIDELINES

- a) Meet information will be mailed out four (4) weeks prior to the district meet date.
- b) Starting times are listed below but individual facility requirements may dictate an adjustment in these times. Pool facilities open 30 minutes prior to coaches meeting.
District Meet schedules as follows:

FRIDAY (DAY 1), Girls	
<u>Prelims, Session 1 – A/2A & 3A</u>	
• Facility Opens:	8:00 AM
• Coaches' Meeting:	8:30 – 9:00 AM
• Warm-ups:	9:00–10:00 AM
• Official's Meeting:	9:15 – 9:45 AM
• Competition:	10 AM – 1 PM
• Building Cleared:	1:00 – 1:30 PM
<u>Prelims, Session 2 – 4A</u>	
• Coaches' Meeting:	1:00 – 1:30 PM
• Warm-ups:	1:30 – 2:30 PM
• Official's Meeting :	1:45 – 2:15 PM
• Competition:	2:30 – 4:30 PM
• Building Cleared:	4:30 – 5:00 PM
<u>Prelims, Diving (All Classifications)</u>	
• Warm-up:	4:30 –6:30 PM
• Competition:	6:30 PM–Finish
SATURDAY (DAY 2), Girls	
<u>Finals – A/2A & 3A</u>	
• Facility Opens:	7:30 AM
• Coaches' Meeting:	8:00 – 8:30 AM
• Warm-ups– A/2A:	8:30 – 9:10 AM
• Warm-ups– 3A	9:15 – 9:55 AM
• Official's Meeting:	9:15 – 9:45 AM
• Competition:	10:00 – 3:00 PM (includes last 3 dives and awards presentations)
• Building Cleared:	3:00 – 3:30 (or after awards presentations)
<u>Finals - 4A</u>	
• Coaches' Meeting:	3:30 – 4:00 PM
• Warm-ups:	4:00 – 4:50 PM
• Official's Meeting:	4:15 – 4:45 PM
• Competition:	5 PM - 8:30 PM (includes last 3 dives/awards presentations)

FRIDAY (DAY 1), Boys	
<u>Prelims, Session 1 – A/2A/3A</u>	
• Facility Opens:	8:00 AM
• Coaches' Meeting:	8:30 – 9:00 AM
• Warm-ups:	9:00–10:00 AM
• Official's Meeting:	9:15 – 9:45 AM
• Competition:	10 AM – 1 PM
• Building Cleared:	1:00 – 1:30 PM
<u>Prelims, Session 2 – 4A</u>	
• Coaches' Meeting:	1:00 – 1:30 PM
• Warm-ups:	1:30 – 2:30 PM
• Official's Meeting :	1:45 – 2:15 PM
• Competition:	2:30 – 4:30 PM
• Building Cleared:	4:30 – 5:00 PM
<u>Prelims, Diving (All Classifications)</u>	
• Warm-up:	4:30 –6:30 PM
• Competition:	6:30 PM–Finish
SATURDAY (DAY 2), Boys	
<u>Finals – A/2A/3A</u>	
• Facility Opens:	7:30 AM
• Coaches' Meeting:	8:00 – 8:30 AM
• Warm-ups– A/2A:	8:30 – 9:10 AM
• Warm-ups– 3A	9:15 – 9:55 AM
• Official's Meeting:	9:15 – 9:45 AM
• Competition:	10:00 – 3:00 PM (includes last 3 dives and awards presentations)
• Building Cleared:	3:00 – 3:30 (or after awards presentations)
<u>Finals - 4A</u>	
• Coaches' Meeting:	3:30 – 4:00 PM
• Warm-ups:	4:00 – 4:50 PM
• Official's Meeting:	4:15 – 4:45 PM
• Competition:	5 PM - 8:30 PM (includes last 3 dives/awards presentations)

* Format will switch sessions year to year for each classification based on the State Format for that year.

c) CLASSIFICATION SCORING

- i. All 1A/2A schools, all 3A schools and all 4A schools will score and compete against schools within their own classification (Girls). The boys classifications are 1A/2A/3A & 4A. For **1A/2A & 3A Girls and 1A/2A/3A Boys Districts**, ~~sixteen (16)~~ **eight (8)** place scoring will be in effect for consolations and finals for all events, including relays. **The 1A/2A/3A prelims will be combined with separated results and time standards for finals, with 8 scoring in each classification. 16 place scoring will be in effect for 4A Girls and Boys.**

2nd Team All Conference
Honorable Mention

2nd Place at Districts
3rd Place at Districts

iv. Swimmer and Diver of the year Selection

1. The swim chairman will conduct balloting for the swimmer, diver and coach of the year during the last week of the regular season. The nomination and profile form will include accomplishments for the current season and any qualifying times they have attained. The ballot will be distributed at the coaches meeting prior to the District Meet. Coaches will be allowed to say something about their nominee at that time, and ballots will be due at the conclusion of the 100 Breast Stroke (event 11). **Ties for swimmer and diver of the year will be broken utilizing the NISCA power point table(s).** The swim chairman will compile results and notify the coaches and media.

g) RESULTS

- i. Complete official results will be available to the coaches at the completion of the meet. This includes diving, swimming prelims, finals and team scoring.
- ii. Official results are mailed by the meet director, along with the state meet entries from each team, to Bob Regan.
- iii. The meet director mails official results to each athletic director in charge of the leagues represented in districts.

h) FACILITY AND EQUIPMENT

- i. Electronic timing
- ii. Facility conditions that meet national Federation and League Guidelines.
- iii. Diving Board that meets National Federation guidelines.
- iv. Public Address System
- v. Starting Blocks
- vi. Recall Device
- vii. Backstroke Flags
- viii. Starting System
- ix. Copy machine on site

i) PERSONNEL

- i. Reserve Pool
- ii. Select meet organizational committee
- iii. Meet with committee and review job descriptions
- iv. Establish budget
- v. Establish timetable for completion of goals
- vi. Order awards
- vii. Supervise committee chair people
- viii. Make arrangements for a public address announcer, ticker seller

j) TEAM EXPENSES

- i. WIAA district reimbursement policy will be applied.

k) MEET PERSONNEL

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|-----------------------|-------|
| i. Tournament Manager | \$150 |
| ii. Meet Referee | \$50 |

iii. Starter / Backup	\$25 each
iv. Diving Referee	\$18 per session
v. Public Address	\$25 or \$18 per session
vi. Ticket Seller	\$18 per session
vii. Timing System Operator	\$40
viii. Stroke & Turn Officials	Volunteers
ix. Computer Operator	\$40

l) FACILITY AND FACILITY RENTAL

- i. Facility Rental
- ii. Timing Equipment

m) Home site WIAA District secretaries will pay all expense after completion of contests when managers submit expenses.

n) WIAA District Income/Expenses

- i. Profit or loss will be shared by WIAA District based on number of participants per WIAA district.

5) STATE MEET QUALIFYING

a. Allocation

- i. State allocations are granted through WIAA. Check to see what the individual and relay allocations are for 1A/2A, 3A and 4A. (This should be part of the district information)
- ii. Athletes can advance to state competition by allocation or by meeting the state-qualifying standard.
- iii. Qualifying by allocation is determined by finish place, not the fastest time.
- iv. Each team with athletes advancing to state by either method MUST fill out a STATE MEET MASTER ENTRY FORM and submit it to the meet director at the completion of the meet. Divers must also submit their dive sheet for state. Upon request the meet director shall provide a copy of the state meet master entry form to the coach.