



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

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Sectional Swimming and Diving Managers LeVar Ridgeway, Assistant Director

On WIAA Website, must be logged in:

- Substitution and Scratch Sheet
- Officials Tournament Competition Information
- Instructions for Diving Judges
- Electronic Entry Procedure

This includes information and reminders relative to the swimming and diving sectional you and your school will be conducting for the WIAA. If you have additional questions, you are encouraged to call me at 715-344-8580 ext. 1172 or email me at <lrldgeway@wiaawi.org>.

Awards are to be given out one event later. Complete details on page 5 of this document.

Schools have been notified of tournament assignments and time schedules are posted on the WIAA website. Meet managers should communicate other pertinent information directly to the involved schools. Please include a map and/or directions on how to get to your site for each participating school.

All competitors, once officially entered, must compete in all heats and rounds of competition (excluding swim-offs) for which they entered except:

- a. With a declared false start.
- b. When illness or injury certified by a physician or the referee forces a competitor to withdraw.
- c. In both situations, the event counts as an entry withdrawn and no replacement is allowed.
- d. A competitor who withdraws because of injury or illness may be reinstated by the referee or a physician at any time.

OFFICIALS

1. The four officials offered contracts for your sectional tournament **have been emailed to you**.
2. Officials have been notified of their tournament site, individual responsibilities, and driving assignments.
3. **Please issue contracts immediately** to the officials informing them of starting times, parking area, and any other pertinent information.
4. **NEW THIS YEAR:** WIAA will be issuing the payment to the contracted officials via Arbiter Pay.

As a sectional host, you *may* be contacted by USA Swim Officials, wanting to observe from the deck. Please allow them access to observe the swim sectional. We do have USA officials on deck at the State Meets.

TOURNAMENT PROCEDURES

3.d. Individuals must compete in **four (4) meets throughout the regular season** to be eligible for the WIAA tournament series.

Please carefully review the Tournament Procedures for Officials (posted on the Swimming page of our website), particularly the following sections:

1. Tournament Competition
2. Seeding
3. Substitutions and Scratches
4. Meet Committee
5. Timing

These procedures are to assist you with your meet. Please follow them carefully. It is also vitally important that all individuals helping understand the rules and regulations governing their area of responsibility.

ENTRY FORMS/CHANGES

1. Entries by schools will be done electronically via the SwimCloud website. A step-by-step guide is also posted on the swimming page of the web.
2. Online entries are due on the SwimCloud website by **Noon on Tuesday, Nov. 4**. The WIAA will email sectional hosts the entries file that are imported into Hy-Tek Meet Manager. Substitutions are NO longer allowed. All entries are final unless there is an illness, injury, or reason of school discipline. All substitutions and/or scratches must be provided in writing to the meet manager 10 minutes prior to the coaches meeting.
3. Events will not be reseeded unless a time is submitted incorrectly.
4. Schools may not make a change in an event not originally entered after the Noon Tuesday entry deadline.
5. Omitted entries may be added to the sectional entry list. (The deadline for adding omitted athletes or relay teams is the conclusion of the coaches meeting conducted prior to the start of the Sectional meet.) The added athlete(s)/relay team(s) will not be seeded. The penalty will be loss of per diem for each athlete advancing to the State Meet and a letter of reprimand to the school. The following criteria would apply:
 - a. 18 individual entries has not been met.
 - b. Cannot replace a previously entered athlete.
 - c. Relay team was omitted.
 - d. Athletes may not be switched from one event to another.
6. A team that enters more than 18 entries must scratch any individual who is entered incorrectly (i.e. more than four total events, more than two individual events, etc.)
7. The event that will be scratched is the one that exceeds the allowed maximum following the published order of events. Example--John Smith is entered in Diving, 200 Medley Relay, 50 Freestyle, and 400 Freestyle Relay. John Smith will automatically be scratched from the 50 Freestyle.

Note: If a diver becomes ill or injured, is disciplined by the school, or due to extenuating circumstances after the entry deadline of Noon Tuesday, a coach would be allowed to substitute for that diver(s) and enter a swimmer(s) in any event to reach the 18 entry allowance if the school has no other diver(s) eligible for entry into the sectional meet. The new swimmer would be placed in the outside lane of the slowest heat - no reseeding of any event(s). The request to substitute must be made to the WIAA prior to 3 p.m. on Friday of sectional week. Final approval would rest with the WIAA.

RELAYS

When entering electronically, schools need to list at least four swimmers and a seed time. Relay names submitted with SwimCloud entry are unofficial.

- a) Relay seed times should consist of the actual best achieved time of the students listed, not the fastest season relay time. Coaches should estimate if necessary.
- b) At the sectional meet, coaches must complete a relay card listing a maximum of eight individuals and declaring on the relay card the four swimmers, including the lead-off swimmer, who will compete in each relay.

- c) Relay cards must be completed and turned in to the meet referee before coaches leave from the coaches sectional meeting. Coaches will be allowed to change the designated four swimmers until:
- | | |
|-----------------------------|---------------------------|
| i. 200-yd Medley Relay | End of coaches meeting |
| ii. 200-yd Freestyle Relay | End of the 100 freestyle |
| iii. 400-yd Freestyle Relay | End of the 100 backstroke |

SECTIONAL DIVING INFORMATION

The WIAA Diving Sectionals are held at five/six locations instead of at each Sectional site. This was approved due to reports of escalated scoring at some sectionals. In addition, combining Division 1 Sectionals with Division 2 Sectionals will provide enough coaches for seven-member judging panels to be used at all Sectional Diving Competitions.

When necessary, divers from the Division 1 schools and those from the Division 2 schools will be integrated into one competition. Divers from Division 1 Sectionals will compete only against the other divers in that Sectional. Divers from Division 2 Sectionals will only compete against the divers in their Division 2 Sectional. The order of dives shall be determined by lot and the same relative position of divers shall be maintained for all levels of the competition per NFHS Rule 9-2-2.

All divers will be allowed 11 dives.

Judging Panel Selection Criteria:

Judges will be *selected* by the WIAA based upon experience:

1. Number of years judging at a WIAA State Diving Meet.
2. Number of years as a WIAA school team coach.
3. Exam score from the NFHS Diving exam.

An application for diving coaches to judge at the sectional meet will be emailed to the Athletic Directors (if necessary). Deadline will be 4 p.m., on sectional entry Tuesday. Applications received after this time will not be considered.

Providing Results

Immediately following the diving competition, meet managers are asked to email final results of the diving competition to mobrien@wiaawi.org. Included in the results needs to be the name of the diver, the school they represent, their point total and the point totals for each school team. When your diving meet has concluded, with Hy-Tek Meet Manager running, go to File > Backup. Click OK (Copy Backup to C:/sweets). Click No (do not include message with backup). Click OK (Backup Utility Completed!). Locate the file you just created, SwmmBkup (name of meet), in the sweets folder and email as an attachment.

LIFEGUARD REQUIRED

A lifeguard must be on duty during the entire meet. This includes diving warm-ups, diving competition, swim warm-ups, and swimming competition. The pool shall be closed during the swimming coaches meeting.

GENERAL WARM-UP PROCEDURE

Specific lanes for sprints, turns and circle swimming should be assigned during the last 30 minutes of warm-ups.

Suggested swimming warm-up schedule (feet first entry):

30 minutes	All lanes	Circle swim
30 minutes	Outside Lanes	Sprints
30 minutes	Lanes 1, 2, 3, 4	Horn Starts

Lanes 5, 6, 7, 8
Lanes 5, 6, 7, 8

Relay Starts
Turns

NO PRACTICE AT FACILITY

Host schools are not permitted to allow participating schools to practice at their facilities prior to tournament competition.

PHYSICAL CONDITIONS AT SECTIONAL MEET SITE

On the day of the sectionals, physical conditions at each site must be standardized as much as possible. Standardization gives each competitor an equal opportunity to qualify for the State Meet regardless of the site the athlete is assigned.

Your special attention to the physical conditions and meet management items that directly affect swimming will be greatly appreciated by all the coaches and athletes competing at your sectional.

1. *Pool Conditions*
 - a) Water temperature between 78 degrees and 82 degrees.
 - b) Water level should be at the overflow rim of the pool.
 - c) Starting platforms must be in their constructed form. Towels are prohibited from being used during WIAA tournament series on platforms.
 - d) Lane markers properly stretched between the end walls.
 - e) Water clarity at maximum.
 - f) Pool chemistry at lowest possible safe reading.
 - g) Best possible lighting available.
2. *Fan Seating*
 - a) Please attempt to reserve an area for competitors and coaches to sit which is separate from fans.
3. *Meet Management*
 - a) Each sectional, besides having fully automatic judging and timing equipment, must also have a full complement of three qualified timers per lane operative for all races as a back-up system. Do not start your swimming competition unless this requirement is totally adhered to.
 - b) Head timers and takeoff judges should be adults if at all possible.
 - c) If there are automatic equipment malfunctions where manual times must be used, the ballot system must be used to determine places. On the official result sheet, ballot decisions must be noted. Times should not be adjusted.

Meet managers are reminded of their responsibility to inform schools and enforce the following prohibitions:

1. Mascots on the diving boards are prohibited.
2. Stereo tape decks and related radio equipment are prohibited. "Walkmans" are allowed.
3. Temporary banners are allowed, with some restrictions. Banners must be hand held or stationary. These banners may NOT have offensive language, be used to disrupt swimmers/divers or officials, interfere with spectators or be carried around the facility during an event. Banners may not be hung from balconies, ceilings, etc. Permanent banners of the host school are allowed, such as those hanging in a gym depicting conference schools, sportsmanship themes or with welcoming messages.
4. **Shaving at the tournament site is prohibited.**
5. Oil-based lotions can be applied only in an area designated by the meet manager.

TOURNAMENT FINANCES

NEW THIS YEAR: Each host school will complete the [Girls Swim Financial Statement](#) with the WIAA officials number & exact mileage paid to each official, this information will be recorded on the financial statement and then the WIAA will pay the officials. We ask that you complete the financial information in a timely manner so payment can be sent to the officials by the WIAA.

1. FINANCES

Officials Swimming & Diving* **\$135** plus 55¢ per mile (round trip) mileage
Swimming Only* **\$95** plus 55¢ per mile (round trip) mileage

Officials shall travel together when geographically feasible with mileage paid to one official. If they choose to travel separately, the mileage for the longest trip may be split between the officials.

Host School Allowance **\$770** This allowance includes a manager fee of **\$150** and lifeguard fee of **\$110**)

Ticket Prices Child/Student/Adult \$7

2. Free admission should be provided only for:

- Athletes actually competing.
- Three additional individuals (coaches/managers, etc.).
- One administrator (district administrator, principal, etc.).
- The athletic director from a participating school will be allowed free admission (one ticket).

He/she should call the host school athletic director to request a ticket.

3. All other individuals accompanying the team (junior varsity swimmers/divers, additional coaches/managers, etc.) must pay admission.

4. Meet managers having questions regarding tournament finances should contact the WIAA. Additional information can be found in the WIAA Season Regulations.

AWARDS

- All award recipients must wear their official sweat top to participate in the awards ceremony. A plain top/T-shirt or a shirt with their school name is acceptable. Hats are not allowed.
- Diving awards should be given out immediately after the diving competition is completed or prior to the start of the swimming competition.
- Following each event, awards are given out **one event later**. The next event starts five (5) minutes after completion of the last heat of the previous event. Referees will manage this time and have it placed on a scoreboard.
- One exception – Prior to the 100-yd butterfly, there shall be a 20-minute break with 15 minutes in water should be taken.
- Discourage post-meet celebrations. Spectators should not be allowed to enter the water to join in a post meet celebration.

You will be receiving directly from our jeweler, Erffmeyer & Son, plaques for the championship and runner-up teams plus medals for first place finishers in all events. Medals for second place finishers and all additional State qualifiers will be mailed to the appropriate schools from the WIAA office. Please open your awards immediately upon arrival and check for damages. If there are any damages, please keep the original packing, carton and contents intact and call the WIAA. The medals are taped to the back of the plaque.

-----TOURNAMENT POLICIES-----

Tournament managers are permitted to sell merchandise spotlighting tournament activity. Such items may contain WIAA logos and include the acronym "WIAA" or the complete name of the Association (Wisconsin Interscholastic Athletic Association). The items may also have appropriate sport specific artwork and can identify the tournament site, but the design must have prior approval of the WIAA.

WIAA schools acting as host tournament sites will be exempted from royalty payments when selling tournament merchandise using the Association's name or logos, but must first secure written permission from Todd Clark at the WIAA. Permission granted will only be for event(s) specified in the request and will not extend from one school year to a succeeding year.

Any non-editorial, commercial or other unauthorized use of any transmission, internet stream, photo, image, film, videotape, audio tape, any play-by-play depiction or description of any competition and/or game action and/or any non-editorial or commercial use of any team school name or logo, is prohibited without written consent of the WIAA.

SECTIONAL MEET RESULTS

Sectional Managers **must** submit sectional meet results only by Hy-Tek (via email), **IMMEDIATELY after your meet is complete on Saturday. PLEASE....do not change the order of events or the abbreviations.**

Sending Hy-Tek (via email to mobrien@wiaawi.org):

1. Use the Hy-Tek Meet Manager file for your sectional which will be provided by the WIAA via email (team abbreviations are included on the file - **do not** change them).
2. All meet entries must include grade, name (first name first and last name last), and school abbreviation for all individuals entered in swimming and diving events, and all relays.
3. Hy-Tek Meet Manager will calculate the team scoring as you run the meet and your Backup file will automatically contain final team results (there is NO need for tournament managers to create a separate electronic file for the team scoring).
4. When your meet has concluded, with Hy-Tek Meet Manager running, go to File > Backup. Click OK (Copy Backup to C:/sweets). Click No (do not include message with backup). Click OK (Backup Utility Completed!). Locate the file you just created, SwmmBkup(name of meet), in the sweets folder and email as an attachment.

I will be in the office Saturday afternoon and evening. Please call 715-344-8580 ext. 1173 (Molly) if you have problems.

The WIAA wishes to thank you and your school for your time and effort in hosting a swim sectional!!!

STATE MEET INFORMATION

1. The State Meet will be held on Fri., Nov. 14 (Div. 2) & Sat., Nov. 15 (Div. 1) at the Waukesha South Natatorium.
2. **Lost and/or stolen items:** Any items that are lost and/or stolen will be the responsibility of the member school involved. The WIAA will not be responsible for these items or responsible for reimbursement.
3. **Locker rooms:** State law (175.22) prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations.
4. There are no entry forms for schools to complete after sectionals. Schools who qualified relay teams will be asked to complete relay cards at the State Meet.

5. Qualifying Standards and a tentative qualifier list will be posted (Saturday evening) on the WIAA website, after all sectionals have been completed. Details regarding the State Meet list will be available on the WIAA Website on Sunday.

*****Spelling errors, etc., should be forwarded to the WIAA (mobrien@wiaawi.org) prior to 9 a.m. Monday, Nov. 10**

PARTICIPATING IN THE STATE MEET

- Swimming
 - a. Winners in each event at each sectional. Division 1 - 6 sectionals, Division 2 - 4 sectionals.
 - b. Next 18 (Division 1) and 12 (Division 2) fastest individuals /relay teams (not including sectional winners) from all sectionals.
- Diving
 - a. Winners at each sectional. Division 1- 6 sectionals, Division 2 - 4 sectionals.
 - b. Next 18 (Division 1) and 12 (Division 2) best individuals (not including sectional winners) from all sectionals.