

## NORTH DAKOTA STATE SWIMMING & DIVING MANUAL

### I. Meet Management

- A. The meet shall have a designated meet manager/co-meet manager to be responsible for the organization of the State Meet. The Managers shall have the authority to delegate person(s) knowledgeable in the sport to assist with meet management. The meet manager/co-meet manager shall:
1. Be available at the State Meet.
  2. Be other than a head coach or assistant coach of a team participating in the state competition.
  3. Four weeks prior to the State Meet, send a letter of information to competing schools concerning the warm-up procedure. Pictures, rosters, etc. are available on the NDHSAA website.  
Coaches addresses will be made available to manager.
  4. Designate the size of an area for team posters that each team may display at the state meet.
  5. Supply a lifeguard on **deck at all times**
  6. To prevent overcrowding of a particular lane view the field of competitors to determine lane assignments for warm-up. **Warm-up to include an equal amount of time in the competition pool. The process would include 30 minutes per team in the competition pool and then a rotation of teams at the 30 minute mark.**
  7. Be responsible for running the coaches and officials scratch meeting. The agenda shall include but not be restricted to the following:
    - a. Take roll. (Each team must have a representative at the meeting.)
    - b. Distribute team packets with necessary materials for coaches and swimmers to **include coach of the year and senior athlete ballots.**
    - c. Explain all procedures for administration of the meet.
    - d. Call for diving sheets to be turned in to the diving referee.
    - e. Ask for scratches in order of events.
- B. The organization of the meet will follow meet management rules as outlined in the National Federation Book and the North Dakota State High School Swimming and Diving Manual.

## II. Meet Schedule

- A. Thursday: There will be no practice allowed at meet site unless the facility is the normal practice site for a team.
- B. Friday: 11:00 AM - Coaches Meeting  
11:00 AM – Diving Warm-Ups Begin  
11:15 AM - Diving Sheets Due  
12:30 PM – Diving Preliminaries  
2:15 PM – Swim Warm-Ups Begin  
3:15 PM – Clear Pool - Swimming prelims

**NOTE: There will be a 15 minute break immediately following the 50 yard freestyle and a 10 minute break immediately following the 500 yard freestyle.**

- C. Saturday: 9:30 AM - Diving warm-ups  
10:30 AM - Diving semi-finals  
11:00 AM - Diving Warm-ups @ pool without separate diving well  
11:45 AM - Coaches and Officials Meeting  
12:15 PM -Swimming warm-ups  
1:15 PM - Clear pool  
1:30 PM - All Finals

**NOTE: There will be a 5 minute break immediately following the Medley Relay.**

## III: State Meet Entries

- A. National Federation rules shall govern all entries.
1. It is the responsibility of the coach to see that each swimmer/diver's full name, grade and seed time appears on the official entry form that is submitted electronically to the Association office. (Note: an illegal entry shall result in a disqualification.)
  2. All official entry sheets shall be submitted electronically to the NDHSAA for seeding of the State Meet. All diving sheets shall be submitted electronically at the same time.
- B. Qualifying times are mandatory, using 105% girls and 107% boys of the 20th place cumulative time from previous three state meets. These times cannot exceed 1% faster or slower than the preceding year's qualifying time. The times are to be updated each year and will be posted on the NDHSAA website.
- C. The lead-off swimmer of each relay shall be eligible to qualify for state as well as stand as a pool record, conference record state record or national record.
- D. Consideration times will no longer be used in swimming events.
- E. Qualifying times must have been achieved in a regular swimming/diving meet during the season.
1. All qualifying times shall be submitted electronically to the NDHSAA no later than 5 days following the date of the meet.
  2. The qualifying times of all exhibition swimmers shall be used for qualifying for the state meet. Any participant

in a meet who meets the standards shall be placed on the qualifying sheet.

E. Relay Entries

1. National Federation Rules shall apply to relay entries.
2. Names are to be submitted for the final event results.
3. Declaration of relay personnel shall be as follows:
  - a. At the scratch meeting scheduled on the day of finals, each coach will indicate the four people in each relay. (There will be no verbal declaration.)
  - b. If there is a change in personnel of a relay team after the scratch meeting, the change must be noted using any name on the team's roster. This change must be acknowledged by the referee and must be completed before the swimmers are called up to the blocks. There will be no delay of the meet to make this change.

F. Diving

1. Qualifying Standards
  - a. Divers shall qualify for state with a total of 275 points (girls)/235 (boys) in an 11-dive meet. Consideration is 250 (girls)/220 (boys) for an 11-dive meet or 150 (girls)/135 (boys) for a six-dive meet.
  - b. This scoring must be during a regular season meet with a minimum of 3 judges scoring.
2. Diving rules are in accordance with the National Federation Rule Book.
3. Each coach shall see that each diver is properly entered and their dives listed on the official state meet entry sheets and submitted on or before the deadline.
4. Diving sheets shall be reviewed and returned to the diving referee no later than the specified time and will remain confidential throughout the entire event.

IV. State Meet Officials

A. Standards

1. All officials must register and attend a swimming and diving rules clinic/workshop conducted by the NDHSAA. Officials serving in any other capacity are encouraged to attend each year.
2. Officials shall also take the National Federation Swimming and Diving Rules Test. This test is mandatory for all registered officials.
3. The NDHSAA shall compile a list of officials who are registered with the NDOA and make this list available on the web.
4. Officials must be NDOA registered and should have worked a minimum of two meets during the regular season before they are allowed to work at the State Meet.

B. Nominations

1. Each coach will receive a ballot via e-mail

2. Selections will be compiled from this ballot using a ranking system for each category.

C. Positions

NDOA registered officials will serve some combination of the following positions as assigned by the NDHSAA:

1. Starter
2. Referee
3. Stroke Judge
4. Turn Judge
5. Diving Referee
6. Diving Judge

V. Safety Precautions

Because of the concern for safety following the conclusion of the State Meet, it is required that:

- A. No swimmers are allowed in the pool during diving competition and no diving is allowed during the swimming competition.
- B. The pool be cleared immediately following the 400 Yard Freestyle Relay.
- C. The entire pool area be cleared of all swimmers, divers, and spectators immediately following the awards ceremony.

*PENALTY:* Violating team(s) may be subject to loss of team awards.

Only authorized personnel shall be in the pool area.

VI. State Meet Programs

- A. Programs are the responsibility of the meet manager to prepare, finance and distribute.
- B. Information prepared for said program by the NDHSAA shall be included in the program format.
- C. It is suggested that the meet management consider including the following information:
  1. Team pictures of each team entered in the State Meet.
  2. All program publications (prelims, finals and final results) recommended to include information about:
    - a. State Champions from previous years
    - b. State Qualifying times of each event
    - c. State Record of each event
    - d. Top three team scores and places of past state meets with previous year team scores listed in full
    - e. Full name, grade and school of competitor
    - f. NDHSCA All-State Teams and Honorable Mention Teams from previous 6 or more years
    - g. Coach of the Year and Senior Athlete of the Year Award winners
    - h. Preliminary ranking on seed sheets with area for times to be written following heats, relays included. This will be provided by NDHSAA office.

- i. Score sheet in final program
3. It is recommended that the final results sheet shall include:
  - a. Seed times, and preliminary times of all contestants entered as well as final times for consolation and championship events.
  - b. Newly named All-State and Honorable Mention Teams
  - c. Coach of the Year and Athlete of the Year.

## VII. State Meet Awards

### A. Team Trophies

1. The top four teams at the State Meet shall receive a trophy as provided by NDHSAA.
2. Team trophies shall be awarded after the individual awards for the 400 yard Freestyle Relay and Coach of the Year.
3. Individual team plaques shall be awarded to each competing member of the first and second place teams. These awards will be ordered for these two schools following the State Meet.

### B. Individual Awards

1. First through eighth place winners in each event shall receive an individual plaque.
2. Ninth through sixteenth place winners in each event shall receive individual ribbons.
3. Presentation of consolation and final awards will take place immediately following the completion of the next event.

### C. Relay Awards

1. The top four relay teams will be awarded individual plaques for each member of the relay. Places five through eight will receive ribbons.

### D. If an athlete obtains first or second team all-state, there will an attempt to announce the designation during the meet and displayed on the video board when available.

NOTE: Proper team identifying attire is required for the participants in all awards ceremonies. A representative of the NDHSAA shall be present for the awards ceremony.

## VIII. Timing Systems and Other Officials

- A. An electronic timing system is mandatory at all State Meets.
- B. The meet manager shall have one person for the backup button and one or more backup timers for each lane. It is recommended they be in some type of uniform dress for identification purposes.
- C. The meet manager of the State Meet shall have two finish judges; one at each side of the pool to call finishes.
- D. The meet manager of the State Meet shall assign workers accordingly to run an effective State Meet.

## IX. Other Awards

### A. Coach of the Year

1. Each conference will vote for their own conference Coach of the Year.
2. At the state meet the conference coaches of the year along with the EDC and WDA champion coaches will be on the open ballot.

3. Announcement of Coach of the Year shall be made during the awards ceremony following competition.

### **ALL STATE PROCEDURE**

- A. A time/score sheet must be achieved in one event during a meet approved by the NDHSAA. (This does not include intra-squad meets, alumni meets, time trial, etc.)
- B. Only individual events must be considered.
- C. Grades 7 - 12 are eligible.
- D. To qualify for the award an athlete must be eligible at the conclusion of the state meet.
- E. 1st Team: The time/score standards are computed by averaging the 4th place finish in the finals for the past 5 state meets. The standards will not change by more than 1% year to year.  
2nd Team: The time/score standards are computed by taking 102% of the 1st team standards (diving=98%).
- F. All-state team members will be determined from the list of state meet qualifiers as published by the NDHSAA. It is imperative that coaches make sure that all information concerning state meet qualifiers is correct.
- G. All-state certificates will be presented to coaches at the conclusion of the state meet.
- H. Any problems or unique situations that arise during a season will be handled by the advisory committee.

### **Swimmer/Diver Senior Athlete of the Year:**

- A. The swimmer/diver senior athlete of the year will be voted on by the coaches from a list of seniors who make the 1st and 2<sup>nd</sup> team All State, along with WDA and EDC senior athlete of the year.
- B. The voting will take place at the Saturday scratch meeting at the state meet.
- C. The winner will be announced at the state meet.