

**2008-09**

**POLICIES AND PROCEDURES**

**FOR**

**SWIMMING AND DIVING**



**NHIAA SWIMMING AND DIVING COMMITTEE**

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### POINTS OF EMPHASIS

- **All Athletic Directors must post their roster on the DirectAthletics website prior to the first meet using Team Manager or Team Manager Lite. It is expected that all host schools will upload meet results to the DirectAthletics website within 72 hours. All inquiries regarding DirectAthletics must be directed to Leslie Farmer at [lfarmer@sau29.org](mailto:lfarmer@sau29.org). Please note that DirectAthletics will use a unique ID that has the same format as a USS ID. For this reason it is very important that you use Team Manager to establish a USS # for all of your athletes. This does not have any link with USA swimming, so swimmers do not need to be registered with USA swimming, only the format is important.**
- State Meet Information will be placed on the NHIAA website in mid January.
- Diving sheets must be faxed to the NHIAA office at 225-7978 by February 6, 2009 by 12 p.m.
- TRAINERS – Schools requesting medical services are to provide the necessary supplies for the trainer at all regular season and tournament events.
- Infectious Disease Notification:  
In the event that a school has an athlete(s) that has been diagnosed with an infectious disease (i.e. MRSA/Staph infection), the Athletic Director must notify the school nurse, the NHIAA and all other opposing school teams on their schedule.
- **SCHOOLS THAT HAVE INDIVIDUAL SWIMMERS**  
**If you have an individual athlete swimming with another school, it is the responsibility of the Athletic Director of the “home school of the athlete” to submit ALL information necessary for the State Meet. In addition the Athletic Director must request a waiver of By-Law Article I Sect. 8 A. from the NHIAA so this athlete can practice with another school.**
- Athletic Directors are responsible for making sure that all schools that attend your meets are registered with the NHIAA. Please use the list of schools in this manual. If the school is not listed, call the NHIAA for clarification.

## POLICY AND PROCEDURES

### 1. CLASSIFICATION OF SCHOOLS: (41 Boys and 44 Girls)

<b>Division I (1201+)</b>	<b>Division II (1-1200)</b>
<b>18 Schools</b>	<b>27 Schools</b>
Pinkerton	Bedford
Nashua South	Portsmouth
Salem	Souhegan
Manchester Memorial	Hollis/Brookline
Manchester Central	Kingswood
Nashua North	John Stark
Concord	Milford
Londonderry	Laconia
Manchester West	Monadnock
Spaulding	Lebanon
Keene	Hanover
Dover	St. Thomas
Exeter	Oyster River
Merrimack	Coe-Brown
Alvirne	Pelham
Winnacunnet	Bow
Goffstown	Stevens
*Bishop Guertin	Kearsarge
	Somersworth
	Campbell
	Gilford
	Conant
	Trinity
	Belmont
	Mascenic
	Bishop Brady
	Derryfield

\*By Petition

### 2. INDIVIDUALS/TEAMS:

**Section 1:** Teams recognized by the NHIAA Swimming and Diving Committee will be allowed to compete.

#### **Section 2: Teams**

A team shall be defined as one (1) or more individuals from one school competing as a unit. The NHIAA Swimming and Diving Committee recognize boys and girls as separate teams and shall compete accordingly.

- A. Member schools that wish to enter their team in regular season meets should follow these procedures:
  1. The Athletic Director will attend the swim scheduling meeting.
  2. The team must be accompanied by an eligible coach appointed by the principal of the sending school.
  3. The member school, which the swimmer/diver attends and represents, must meet all NHIAA requirements prior to the team participating in any competition sponsored by the NHIAA or its member schools.
- B. Members of teams shall be allowed to enter the State Tournament provided that the following criteria are met:
  1. The swimmer/diver be designated eligible by the school principal.

2. The team must be registered with the NHIAA.
3. The swimmer/diver has competed (swim or dive) in a minimum of four (4) interscholastic meet dates between member schools during the season.
4. Qualifying times/scores must be attained during the qualification period at NHIAA sanctioned meets.

3. **SCHEDULING GUIDELINES:**

All official heats of boys and girls shall be swum before the exhibition heats of that event. All official heats shall be swum fastest to slowest. Host teams must provide meet information to visiting team (s) in writing five (5) days before the meet.

Any meet where a diving facility is available the diving event must be run and scored as stated in the NFHS Rule Book.

- **If a school does not attend a meet that is on their swim schedule the swim coach must notify his/her Athletic Director. The Athletic Directors from both schools involved must submit a letter to the NHIAA.**

Exhibition swims/dives count as an official entry. (NFHS Rule 3; Sect. 2; Article 1)

4. **FIFTY/FIFTY (50/50) RAFFLES**

Fifty/Fifty drawings are permitted by the New Hampshire Interscholastic Athletic Association (NHIAA); at the site of an NHIAA member school hosting any round of an NHIAA tournament event (s). Fifty-fifty raffles will not be permitted at "neutral sites" that are not NHIAA Member School sites.

5. **BLOOD SPILLAGE AND BODY FLUIDS:**

The NHIAA Sports Medicine Committee suggests that each school develop a local policy in cooperation with their local medical personnel, on how to handle blood spillage.

**Housekeeping Procedures for Blood and Body Fluids**

Disposable latex gloves should be worn to avoid contamination of the hands of the person cleaning spillages involving blood or other body fluids and secretions. Persons involved in cleaning contaminated surfaces should avoid exposure of open skin lesions or mucous membranes to blood or body fluids. A freshly prepared solution of dilute household bleach (one quarter cup of bleach diluted in one gallon of water) or other disinfectant labeled as *virucidal*, *Tuberculocidal*, *staphylocidal* is useful.

Allow the disinfectant to stand wet for a minimum of one minute to start killing pathogens and disinfecting the area (10 minutes of disinfection time guarantees surface sterility). Whenever possible, disposable towels, tissues, and gloves should be used and properly discarded and mops should be rinsed in disinfectant.

**INTERPRETATION OF EXCESSIVE BLEEDING**

National Federation Rules call for a player, who is bleeding, has an open wound or excessive blood on the uniform, to leave the court/field.

The NHIAA interprets "excessive blood on the uniform" to mean that part of the uniform is saturated with blood. Saturated does not mean a wet spot. Saturated means a major portion of the garment is covered and soaked with blood. For this to occur, significant bleeding would have had to take place. For any blood on uniform less than "saturated", the uniform does not have to be changed. School personnel have the responsibility of treating the blood area with the appropriate disinfecting solution

before the athlete may participate. If the uniform is "saturated" with blood, the uniform must be changed before the athlete may participate. This interpretation is to be followed in the conduct of all NHIAA athletic events.

6. **NHIAA SITE SELECTION CRITERIA POLICY**

NHIAA Swimming and Diving Committee will be responsible for determining all State Tournament Sites.

- a. Health and safety of participants.
- b. Comfort and safety of spectators (including adequate seating and parking, and restrooms).
- c. Handicapped accessible for spectators.
- d. Relative travel requirements of participating schools.
- e. The ability to sell, collect and account for ticket sales.
- f. Host sites must meet pool, lane and equipment specifications as defined in Rule 2 in the National Federation Swimming and Diving Rulebook.
- g. Facility rental charge (if applicable).
- h. Sufficient parking.
- i. Other costs associated with running the event.
  - Public Safety – Approximate costs
  - Custodial
- j. Receptivity and cooperativeness of personnel working at site.
- k. Provide concessions (Facility keeps all sales).
- l. Provide area for NHIAA memorabilia sales.

7. **UNIFORMS**

All teams must conform to Rule 3; Sect. 3; Article 1 of the National Federation Swimming and Diving Rulebook with regards to uniforms.

8. **SCHOOL DESIGNATED COACH**

In order to compete in a regular season/tournament event an athlete must be accompanied by a school-designated coach/adult who has met the coaches' eligibility standards.

9. **ADMISSION AND FEES**

**Friday ticket sales start at 3:30 p.m.**

**Saturday's ticket sales start at 7:00 a.m. and 3:00 p.m.**

**Friday – Student/ Seniors \$5.00 Adults \$7.00**

**Saturday – Division II Student/Seniors \$7.00 Adults \$10.00**

**Saturday – Division I Student/Seniors \$7.00 Adults \$10.00**

**Sunday – Meet of Champions Student/Seniors \$7.00 Adults \$10.00**

10. **An athlete who has been removed from the meet is not to be sent to the locker room or out of the pool area unsupervised. If no supervision is available for the athlete being removed from the meet, the athlete shall remain on the bench and become the coach's responsibility to supervise.**

**Regular Season Meet Formats**

I. It is expected that if a meet is seeded as an invitational, it will be scored as and invitational. If the meet is seeded as a dual meet, it should be scored as a dual meet.

II. Required Dive Rotation

The required dive for each week of competition during the season where the 6 dive format is used is as follows:

<b>12/08-12/14</b>	<b>Forward Group</b> Dives in the 100 group
<b>12/15 - 12/21</b>	<b>Back Group</b> Dives in the 200 group
<b>12/22 - 12/28</b>	<b>Inward Group</b> Dives in the 400 group
<b>12/29 – 01/04</b>	<b>Twisting Group</b> Dives in the 5000 group
<b>01/05 – 01/11</b>	<b>Reverse Group</b> Dives in the 300 group
<b>01/12 - 01/18</b>	<b>Forward Group</b> Dives in the 100 group
<b>01/19 - 01/25</b>	<b>Back Group</b> Dives in the 200 group
<b>01/26 – 02/01</b>	<b>Inward Group</b> Dives in the 400 group
<b>02/02 - 02/08</b>	<b>Twisting Group</b> Dives in the 5000 group
<b>02/09 - 02/15</b>	<b>State Meet</b> 11 dive protocol

The voluntary and optional dive requirements are outlined on the entry sheet for an 11 dive competition. Week #1 of competition begins 12/8 through 12/14 (Monday through Sunday), therefore, week #1 includes the first day to hold a meet, 12/12 and the weekend as well.

Week #2 of competition begins 12/15 through 12/21 and so on throughout the season.

VII. All Athletic Directors must post roster on Direct Athletics, [www.directathletics.com](http://www.directathletics.com) prior to first meet using Team Manager or Team Manager Lite. Please note that Direct Athletics will use a unique ID that has the same format as a USS ID. For this reason it is very important that you use Team Manager to establish a USS # for all of your athletes. Please note that if your team does not have Team Manager Lite, it can be downloaded from the Hy-Tek website,

[http://www.hy-tektd.com/Demos/Swim\\_TEAM\\_MANAGER\\_Lite.exe](http://www.hy-tektd.com/Demos/Swim_TEAM_MANAGER_Lite.exe).

All additions/changes/deletions must be made prior to an athlete competing.

Host schools must upload meet results to Direct Athletics immediately following meet. Host schools may use Hy-tek Meet Manager to upload meet results, or may hand enter the times on the Direct Athletics Website if Meet Manager is not available.

VIII. Each coach must bring copy of school roster, as printed from Direct Athletics, to each meet.

**Divisional Tournament Information**

- The NHIAA Swimming and Diving Committee shall administer the State Tournament.
- Member schools must have competed on an interscholastic basis to be eligible to participate.
- If a team is ineligible to meet the four (4) meet requirements because of extenuating circumstances the school may petition to the Swimming and Diving Committee for a waiver.
- If a team member is ineligible for state competition because of an injury and has not met the four (4) meet requirements, the coach may complete an Injury Petition Form, submit it to the Committee, and request a waiver.

## **ENTRY PROCESS:**

- Entries shall be declared on Direct Athletics website no later than 1:00p.m. on February 6, 2009 [www.directathletics.com](http://www.directathletics.com)
- Diving sheets must be faxed to the NHIAA office at 225-7978 by February 6, 2009 by 12:00 p.m.
- If you have an individual athlete swimming with another school, it is the responsibility of the Athletic Director of the “home school of the athlete” to submit ALL information necessary for the State Meet on Direct Athletics
- **The committee will review and consider requests for a late entry for causes until 1:00 p.m. February 6, 2009.**

## **RELAY ENTRIES:**

All relays will be swum as timed finals. All relay teams must include one or more qualified athletes entered in the meet. All relay cards with relay designations shall be submitted at the times stated in the meet information. Any swimmer on a team’s roster is eligible to swim relays. NO team may enter more than three (3) male and three (3) female relay only swimmers.

## **SCRATCH TIMES:**

The scratch time for all entries is 30 minutes prior to start of session.

## **AWARDS:**

Official NHIAA championship and runner up plaques and medals will be awarded to the respective champion and runner up teams for both boys and girls. Medals will be awarded to the top six (6) competitors in each event for boys and girls and ribbons will be awarded to the 7<sup>th</sup> through 12<sup>th</sup> place competitors in each event for boys and girls.

- **NFHS recognizes the top ten (10) honor roll performances in each event and they are published in the National High School Sports Record Book. Athletic Directors may obtain a form from the NHIAA to submit individuals for consideration. This must be submitted by June of ending school year.**

## **PROTEST PROCEDURE AT STATE TOURNAMENTS:**

During State Tournament play, there shall be no appeals of protests to the Executive Director. All protests shall be resolved at the State Meet at the time of the protest by the NHIAA protest Swimming and Diving Committee. An eligibility protest shall be made no later than 30 minutes after the competitor’s first event of the trial session. NO protests shall be made as to the competitors eligibility thereafter.

<b>Event</b>	<b>Boys</b>	<b>Girls</b>
50 Freestyle	25.69	28.09
100 Freestyle	58.29	1:01.99
200 Freestyle	2:09.99	2:15.99
500 Freestyle	6:01.99	6:15.99
100 Butterfly	1:08.99	1:11.69
100 Backstroke	1:09.29	1:11.89
100 Breaststroke	1:15.19	1:20.89
200 Individual Medley	2:28.39	2:36.29

**Tournament Qualification Standards  
Swimming: Division II**

<b>Event</b>	<b>Boys</b>	<b>Girls</b>
50 Freestyle	25.69	28.19
100 Freestyle	58.29	1:02.89
200 Freestyle	2:12.89	2:19.99
500 Freestyle	6:11.49	6:15.99
100 Butterfly	1:08.59	1:13.99
100 Backstroke	1:10.99	1:11.99
100 Breaststroke	1:16.99	1:21.99
200 Individual Medley	2:29.99	2:39.49

**DIVING:**

Divers shall have successfully completed (a score greater than zero) a minimum of eleven (11) different dives in competition throughout the season.” Two (2) different dives from each of the five (5) categories and one (1) additional optional dive from any of the five (5) categories to total a minimum of eleven (11) different dives. NO diver shall attempt a dive at the State Championship Meet that he/she has not competed at least once during the qualification period.

Divers will complete preliminary rounds of eight (8) dives, including one dive from each of the five (5) categories. The top six (6) male and female divers will advance to the finals to complete the remaining three (3) dives. Divers finishing in places seven (7) thru twelve (12) after eight dives shall complete their remaining three dives and may move up into the top six places based on total scores after the final dives on Saturday. The final twelve places shall be determined by the overall score for eleven dives. Divers shall submit their dive sheets for preliminaries and finals at the times designated in the Meet Entry.

**MEET OF CHAMPIONS:**

- The NHIAA Swimming and Diving Committee shall administer the Meet of Champions.
- The top nine (9) qualifiers from each event (individual events and relay events) in both the Division I and Division II Tournaments will qualify for the Meet of Champions.
- An individual athlete who has qualified in either an individual event or as a member of a qualified relay, at the Divisional Tournaments, will be eligible for the Meet of Champions relay teams.
- Official NHIAA place medals will be awarded to the top six (6) finishers in each event, including relays for boys and girls.

**TOURNAMENT EVENT POSTPONEMENTS (WEATHER)**

- **Neutral Site – During the Week:** The decision to postpone a tournament meet during the week will be made by the NHIAA. Schools, Supervisor of Officials, Game Directors, Police and Trainers will be notified by the NHIAA.
- **Neutral Site – Weekends & Holidays:** The decision to postpone a tournament meet on weekends and holidays will be made by the NHIAA. **SCHOOLS WILL NOT BE NOTIFIED.** It will be the responsibility of the schools playing to check the NHIAA website (visit [www.nhiaa.org](http://www.nhiaa.org) and click on the “Special Alert” link).

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**NHIAA SWIMMING/DIVING COMMITTEE**  
**INJURY PETITION FORM**  
**(DEADLINE: ONE (1) WEEK PRIOR TO STATE MEET)**

**No later than Friday, February 6, 2009 at 12:00 p.m.**

SWIMMER/DIVER NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ COACH'S NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

REASON FOR PETITION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p style="text-align: center;"><b>SAMPLE FORM</b></p> <p><b>Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.</b></p>
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1. Photocopy of High School Meets attended this year with Referees' Signatures.
2. Written verification by a doctor of illness or injury including the date of injury.
3. All petitions will be reviewed and acted upon before the State Meet.

\_\_\_\_\_  
**Coach's Signature**

\_\_\_\_\_  
**Athletic Director's Signature**

\_\_\_\_\_  
**Principal's Signature**

## NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION REPORT OF NEW OR TIED RECORD IN SWIMMING AND DIVING

COMPETITOR'S NAME		COMPETITOR'S SCHOOL	
EVENT		DATE	
LOCATION		MEET NAME	
NEW/TIED RECORD TIME	: .		
Automatic Time		Watch Times	: .
NEW/TIED RECORD TIME	: .		
Automatic Time			
NEW/TIED RECORD TIME	: .		
Automatic Time		Watch Times	: .
			: .
			: .
<b>Signatures (One Coach must be the HOST Coach)</b>			
Competitor Coach		Opposing Coach	
Referee/Starter			

SAMPLE FORM

Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.

- Times certified at State Meet shall be automatically considered for NH State records.
- This form must be submitted to the NHIAA Swimming and Diving Committee within 30 days of the record being set.

**REGULAR SEASON MEET  
FORMAT INFORMATION**

Date:		Host School:	FAX:
Directions to pool: Include Phone #			
Host Coach:			
Phone Number:			
E-mail Address			

**GREETINGS:**

We have a swim meet scheduled to be held at:				
The meet date is:				
Warm-Up time begins at:				
Warm-Up Assignments:				
The meet will begin at:				
Team (s) attending:	1.		2.	
	3.		4.	
Diving Facility Available?	Yes		No	

- Enclosed is the format sheet to be used for our meet.
- Please read it and email the coach with your lane preferences five (5) days prior to the meet.
- Include any questions at that time.
- The NFHS procedure for entries and scoring in a \_\_\_ lane pool will be used.
  
- A manual / automatic timing system. (Please circle appropriate system)
- Three (3) digital watches will be used for each lane with a digital back up watch in case of failure.
- Please have entry cards made out prior to sending swimmer(s) to the blocks. The timers at the blocks will not make out cards.
- Each meet is scored as a dual meet.
- Meet result sheets, entry cards, scored diving sheets may be available at the end of the meet, signed by the meet referee.

**Please advise of possible places to eat for the athletes after the meet.**

**NHIAA SWIMMING AND DIVING**

**REGULAR SEASON MEET  
FORMAT SHEET**

Team Lane Assignments:	
Lane 1	
Lane 2	
Lane 3	
Lane 4	
Lane 5	
Lane 6	

**SCORING**

Individual Events: (Diving is an individual event)		Relays: (Can not sweep relays)	
1st	6	1st	8
2nd	4	2nd	4
3rd	3	3rd	2
4th	2	4th	0
5th	1		
6th	0		

- **DIVING: Immediately following the conclusion of the 50 freestyle event ten (10) minutes warm-up following the diving event.**
  
- **EVENTS WILL RUN ACCORDING TO THE NHIAA SWIMMING POLICIES AND PROCEDURES MANUAL:**
  - **Fastest heats to slowest followed by exhibition heats**
  - **Please note that all exhibition heats count as an official entry for each swimmer/diver in the meet although they are not scored, just officially timed.**



ORDER:

NHIAA Swimming and Diving Championships

OFFICIAL DIVE SHEET

DIVE	Dive # & Ltr.	Written Description	Pos. (t.p.s.f.)	D.D.	Judge's Awards					Net Score	Cumulative Total Awards	
					1	2	3	4	5			
1												
2												
3												
4												
5			<p><b>SAMPLE FORM</b></p> <p>Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.</p>									
6												
7												
8												
9												
10												
11												
<b>Signatures:</b> Diver: _____ Coach: _____ <b>Referee:</b> _____											<b>Final Score</b>	

No later than Friday, February 6, 2009 at 12:00 p.m.

School \_\_\_\_\_

**EVENT CARDS**

SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ **BOY/GIRL**

HEAT: \_\_\_\_\_ LANE: \_\_\_\_\_

EVENT DISTANCE: **50 100 200 400 500**

EVENT:

**FLY BACK BREAST**

**FREE IM MEDLEY**

**RELAY**

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

**SAMPLE FORM**

**Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.**

SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ **BOY/GIRL**

HEAT: \_\_\_\_\_ LANE: \_\_\_\_\_

EVENT DISTANCE: **50 100 200 400 500**

EVENT:

**FLY BACK BREAST**

**FREE IM MEDLEY**

**RELAY**

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ **BOY/GIRL**

HEAT: \_\_\_\_\_ LANE: \_\_\_\_\_

EVENT DISTANCE: **50 100 200 400 500**

EVENT:

**FLY BACK BREAST**

**FREE IM MEDLEY**

**RELAY**

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ **BOY/GIRL**

HEAT: \_\_\_\_\_ LANE: \_\_\_\_\_

EVENT DISTANCE: **50 100 200 400 500**

EVENT:

**FLY BACK BREAST**

**FREE IM MEDLEY**

**RELAY**

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_