1. LEAGUE MEET GENERAL GUIDELINES

A. OFFICIALS

There shall be a minimum of four (4) officials in place at all dual or multiple (more than 2) team meets. These officials cannot be a coach or assistant coach of any of the competing teams. The functions of the four officials shall be:

- Starter/referee (1)
- Confirming starter
- Stroke/turn and relay takeoff judges (2)
- Designated diving referee

The above officials should be United States Swimming and/or WIAA swimming trained and certified to perform the duties of the position they occupy. The referee must be certified. 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.

When possible, a dual or multiple team meet shall be administered by five (5) or more officials as follows:

- Starter (1)
- Meet referee/confirming starter (1)
- Stroke/turn and relay takeoff judges (2)
- Diving referee (1)

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 and 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.

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

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
1. The host team(s) shall provide one copy of the meet results signed by the official referee noting time of meet completion, to the visiting team(s) within thirty minutes after the final event of the meet.

2. The host team shall provide for the announcement of the running team scores periodically during the meet.

3. It is up to the individual schools to report their state qualifier times in accordance with WIAA procedures.

4. It is the responsibility of the District host to provide win/loss records. All schools that are scored at meets will be represented in the Eastern Washington Swimming League standings.

5. Meet results should be legible and include first and last names.

C. WARM-UPS
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.

At multiple (more than 2) team meets, a staggered 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.

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 period or rescheduling the meet at a later time, depending on the circumstances of their delay.

There will be a minimum ten (10) minute warm-up after Event 5 (1 meter diving) and a minimum of five (5) minutes before Event 12 (400 free relay). (Additional warm-ups must be agreed upon by coaches.)

Divers will be allowed a minimum of one-half hour warm-up during the general warm-up period. Divers will be allowed one (1) warm up entry into the pool before starting the diving event.
D. ENTRIES/ENTRY CARDS

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.

Diving sheets from State Swimming Syllabus shall be completed in pencil and signed by the diver to be submitted to designated diving referee before the one dive warm-up immediately prior to the diving event.

The fastest heat of the swimming events shall be run first for each swimming event including relays.

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 diving coach has more than 3 JV divers, it is the responsibility of the visiting coach to call the host team at least one day prior to the meet to make arrangements for the scheduling of those additional divers.

All varsity entries must swim in the first heat 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 and 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 competitors by the starter after being called to the starting blocks and prior to the start of the race.

E. FACILITIES/CONDITIONS

All conditions of the swimming/diving facility not meeting the requirements as outlined in the National Federation of State High School Associations Swimming & Diving and Water Polo Rules Book shall be noted and agreed upon by all coaches present prior to the start of the meet.

All swimming facilities must provide a public address system for meets that can be heard by all participants and meet personnel.

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 NFHS Rule Section 9-1-2.)
After the coaches of all teams 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.

F. OTHER GUIDELINES
Other guidelines shall follow the rules established in the current copy of the National Federation of State High School Associations 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. REPRESENTATIVES:

Jim Missel (Cheney)  
GSL (Frontier) "3A"

Mike Davis (Pullman)  
GNL "2A"

Rick Unruh (Ellensburg)  
Mid Valley "3A"

Don Erickson (Yakima)  
Columbia Basin Big Nine

B. COORDINATE LEAGUE MEETING
Coordinate the yearly swimming league meeting with boys/girls coaches and swim chairpersons for early spring of each year. Site: Moses Lake

C. DUTIES INCLUDE:
Recording meeting minutes
Finalization of league schedules at the April meeting
Update yearly league, school and coaches directory
Update standard operating procedures
Distribution of information to schools
Development/Update District Operating Procedures
Coordination of the District Tournament

3. SCHEDULING CRITERIA:

A. Priority must be given to schools with outdoor pools in September:
Richland, Hanford, Kennewick, Kamiakin and Southridge.

B. Schedule weekday meets when it can be done geographically without a considerable loss of school time.

C. HOME MEET SITES:

Wenatchee  
Wenatchee High School

Eastmont  
Eastmont YMCA
Kennewick, Kamiakin, Southridge  Kennewick City Pool (Outdoor)
Richland, Hanford  Richland City Pool (Outdoor)
Yakima (Davis, Eisenhower, Selah, Wapato, West Valley, Sunnyside, East Valley)  Lions Pool
Moses Lake  Moses Lake High School
Cheney  Eastern Washington Univ.
Clarkston, Pullman  Washington State Univ.
Ellensburg  Central Washington Univ.
Walla Walla  Whitman College

D. WARM-UP TIMES - As per schedule - by host school

E. DISTRICT QUALIFYING TIME STANDARDS
1. The qualifying standards for the Girls District Championships will be based on the average of the 16th and 20th place preliminary times from the previous three years District Championships.

2. The qualifying standards for the Boys District Championships will be based on the average of 12th and 16th place preliminary times from the previous three years District Championships.

2. Separate standards for "4A" and "3A". (3A includes A and 2A)

3. A designated coach will maintain records of qualifying times.

F. DISTRICT DIVING QUALIFICATIONS
1. All divers must have a legal 11-dive entry sheet and have participated in an 11-dive meet. (Regardless of District allocations)

2. No diver can enter the District Meet without meeting the above qualifications.
PROCEDURE FOR HOSTING DISTRICT SWIMMING AND DIVING CHAMPIONSHIPS

4. DISTRICT MEET GENERAL 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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaches meeting</td>
<td>2:00 - 2:30 PM</td>
<td>12:00 - 12:30 PM</td>
</tr>
<tr>
<td>Warm-ups</td>
<td>2:30 - 3:30 PM</td>
<td>12:30 - 1:10 PM (3A)</td>
</tr>
<tr>
<td>Warm-ups</td>
<td></td>
<td>1:10 - 1:50 PM (4A)</td>
</tr>
<tr>
<td>Swimming Prelims</td>
<td>3:30 - Conclusion</td>
<td>2:00 - Conclusion</td>
</tr>
<tr>
<td>Diving Warm-ups</td>
<td>Following Swimming Prelims</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diving Warm-ups</td>
<td>8:30 - 10:00 AM</td>
<td>8:00 - 10:00 AM</td>
</tr>
<tr>
<td>Diving Competition (8 dives)</td>
<td>10:00 - 12:30 PM</td>
<td>10:00 - 2:00 PM</td>
</tr>
<tr>
<td>Swimming warm-ups</td>
<td>1:00 - 2:00 PM</td>
<td>2:00 - 3:00 PM</td>
</tr>
<tr>
<td>Swimming Finals (Final 3 dives)</td>
<td>2:00 - Conclusion</td>
<td>3:00 - Conclusion</td>
</tr>
</tbody>
</table>

C. DUAL CLASSIFICATION
   1. All schools through "3A" will score and compete against each other.
   2. The "4A" schools will score and compete against each other.
   3. For Girls Districts, sixteen (16) place scoring will be in effect for consolation and finals for all events, including relays. For Boys Districts, twelve (12) place scoring will be in effect for consolation and finals for all events, including relays.

D. ENTRY ALLOCATIONS
   1. Each team is allowed two (2) allocations per individual swimming event.
   2. The two allocations are NOT in addition to any entries which meet the District qualifying time standard.
   3. Each team is allowed a maximum of four (4) entries in each individual event and one (1) entry in each relay event.
4. All divers must have a legal 11-dive entry sheet and have participated in an 11-dive meet. (regardless of District allocations)

E. ENTRY PROCEDURES
1. Each school must complete the league adopted entry form. Include athletes full name, year in school, and qualifying time for each event (including relay entry form).

2. Entries must be postmarked to the tournament director no later than midnight on the Saturday preceding the District meet.

3. Fax (or email) entries must be received no later than the Monday preceding the District meet.

4. State guidelines REQUIRE a copy of your District entry be mailed to Bob Regan, PO Box 713, Bellevue, WA 98009.

5. Diving sheets must be submitted with the master entry forms. Divers will be allowed to make corrections on their sheets prior to the diving event.

6. Each athlete is limited to a maximum (2) individual and (2) relay events or (1) individual and (3) relay events. Being listed as an alternate for a relay does not count as an event unless that person actually swims that event. Athletes must enter the individual events they plan to swim at state (WIAA Requirement).

F. AWARDS
1. Sixteen (16) place scoring will be in effect for all events in the Girls District Championships. Twelve (12) place scoring will be in effect for all events in the Boys District Championships. All relays score double points.

   Girls:
   Individual places: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
   Relay places: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

   Boys:
   Individual places: 16-13-12-11-10-9-7-5-4-3-2-1
   Relay places: 32-26-24-22-20-18-14-10-8-4-2

2. To order awards, call Bill Gant, the WIAA District 5 Secretary. Medals are for first place, with ribbons for 2nd through 6th/8th place (depending on number of swimmers in finals).
3. All conference selections are based on the following criteria:
   - 1st Team All Conference: 1st place at District
   - 2nd Team All Conference: 2nd place at District
   - Honorable Mention: 3rd place at District

4. During the last week of the season, the swimming chairperson shall mail/fax a nomination and profile form to each girls’ head swim coach or each boys’ head swim coach. The coach will nominate candidates from his/her team for the outstanding female or male Swimmer/Diver of the Year. The swimmer/diver of the year award will be given to the female or male swimmer who demonstrates the most outstanding overall swimming performance over the course of the current season. The nomination and profile form will include accomplishments for the current season, state qualifying times, All-American qualifying times, and additional information the coach feels is necessary to include. The swimming chairperson will then compile the nominations for distribution at the district swim meet. At the coaches meeting before the district finals, each head swim coach will have the opportunity to say something about his or nominee and will vote for one swimmer from an opposing team. The swimming chairperson or designee will tally the votes and the swimmer/diver receiving the most votes will be awarded the Outstanding Swimmer/Diver of the Year.

G. RESULTS
1. Complete official results will be available to the coaches at the completion of the meet. This includes diving, swimming prelims, finals and team scoring.
2. Officials results are mailed by the meet director, along with the state meet entries from each team, to Bob Regan.
3. Official results are mailed by the meet director to each athletic director in charge of the leagues represented in Districts.

H. FACILITY AND EQUIPMENT
1. Electronic Timing
2. Facility conditions that meet National Federation and League guidelines.
4. Public Address System
5. Starting Blocks
6. Recall Device
7. Backstroke Flags
8. Starting System
9. Copy machine available

I. PERSONNEL
1. Reserve pool
2. Select meet organizational committee
3. Meet with committee and review job descriptions
4. Establish budget
5. Establish timetable for completion of goals
6. Order awards
7. Supervise committee chair people
8. Make arrangements for a public address announcer, ticket seller

J. TEAM EXPENSES
   WIAA District reimbursement policy will be applied

K. MEET PERSONNEL
   Tournament Manager $150.00
   Meet Referee $50.00
   Starter/Back-up Starter $25.00 each
   Diving Referee $18.00 per session
   Public Address $25.00 or $18.00 per session
   Ticket Seller $18.00 per session
   Timing System Operator $40.00
   Stroke & Turn Officials Volunteers
   Computer Operator $40.00

L. FACILITY AND FACILITY RENTAL
   Facility Rental
   Timing Equipment

M. Home site WIAA District secretaries will pay all expenses after completion of contests when expenses are submitted by game managers.

N. WIAA District Income/Expenses
   Profit or loss will be shared by WIAA District based on number of participants per WIAA District.
5. STATE CHAMPIONSHIP MEET QUALIFYING

A. ALLOCATION

1. State allocations are granted through WIAA. Check to see what the individual and relay allocations are for "3A" and "4A". (This should be part of the District information)

2. Athletes can advance to state competition by allocation or by meeting the state qualifying standard.

3. Qualifying by allocation is determined by finish place, not the fastest time.

4. 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.