



**2016-17**

**POLICY AND PROCEDURES**

**FOR**

**SWIMMING AND DIVING**



**NHIAA SWIMMING AND DIVING COMMITTEE**

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**POINTS OF EMPHASIS**

➤ **2016-2017 Corresponding Dates**

First practice	First date to play	Last date to schedule/play	Min. # of games/events	Max. # of games/events
11-14	12-9	2-1	4	16

**State Tournament:**

- Monday, January 23, 2017 – State meet entry opens
- Friday, February 3, 2017 – State meet entry closes at noon
- Friday, February 10, 2017 – Diving Preliminaries
- Saturday, February 11, 2017 – Division II Championship
- Sunday, February 12, 2017 – Division I Championship

➤ **2016-17 Rule Revision:**

**1-5-2, 3-6-1d** – Deck changing is defined as “changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes.” Any team personnel/competitor involved in deck changing will be assessed a penalty for unsporting conduct, which would disqualify an individual from further participation in a meet. Suits, uniforms and other attire should be put on or removed only in locations designated as “changing” areas.

- The 16.4 yards/15-meter mark must be visible (Per NFHS Rule 2-4-5)  
 Preferred location on deck on each side of pool using bright paint or tape.

**Individuals/Teams:**

➤ **Section 3:**

If you have individual athletes swimming with another school (piggybacking), it is the duty of the Athletic Director of the “home school of the athlete” to ensure that all information necessary for managing the individual’s team entries and results for both the regular season and state meet are submitted. In addition the Athletic Director will need to request a waiver of By-Law Article I: Policy; Sect. 8 A from the NHIAA if the athletes will be practicing with another school.

➤ **Section 4:**

A team who has less than four (4) swimmers of the same gender may combine with swimmers of the same gender from another school for a relay. This relay and all swimmers will be disqualified and no times may be entered into Direct Athletics from this swim. It may not be classified as an exhibition race. The race will count as an entry in a swimmers total number of events. These relays may not be allowed by the meet manager due to facility or time constraints.

- Divers listing and competing less than 6 dives on a dive sheet in a dual meet will be considered as disqualified, not exhibition. However, any dives successfully competed will still count as achieved for purposes of qualification at the state meet. Signed dive sheets will still serve as verification of achieved dives for the state meet competition.

**By-Law Article II: Eligibility; Sect. 9 Out of Season Competition, D:**

5. That where a conflict exists between the participation on a school sponsored team and an outside team; the school team will receive priority consideration.

\*Please reference the complete By-Law on page 44 of the 2016-17 NHIAA Handbook\*

- It is the responsibility of the athletic director to see that the following are completed
- All schools are required to use Hy-tek Team Manager or Team Manager Lite. Athletes should not be hand-entered into meets.
  - All schools must use Team Manager to post their roster(s) to the Direct Athletics website seven (7) days prior to the first day to play (December 2, 2016). Please note that all athletes must be uploaded to Direct Athletics with a USA style ID number established in Team Manager.
    - Please use the school codes found with the Divisional Alignments found on pages 4 and 5 when entering schools into Team Manager and Direct Athletics.
  - Schools hosting meets are responsible for uploading the meet results to the Direct Athletics website within 72 hours of the completion of the meet.
  - Visiting schools are responsible for checking their results on Direct Athletics following every meet, and reporting any errors to the host school.
  - All schools are responsible for entering the State Meet on Direct Athletics prior to the posted deadline.
  - Inquiries regarding Direct Athletics should be directed to Chrystena Ewen at [cewen@londonderry.org](mailto:cewen@londonderry.org). In addition all schools should receive a copy of the “How to packet for Coaches” which includes directions for using Team Manager and Direct Athletics. Email Chrystena Ewen to request this packet or it can be accessed under the Athletic Directors’ Administrative Log-In section.
- State Meet Information will be placed on the NHIAA website in mid January.
- NHIAA Official dive sheets shall be sent via email to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org) or fax to the NHIAA office at 1-844-800-3058 by February 3, 2017 by 12:00 p.m. Divers shall be entered into Direct Athletics, as well. Coaches can obtain their official forms through their Athletic Director.
- **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

I. DIVISIONAL ALIGNMENTS OF SCHOOLS:

2016-17 Swimming and Diving Divisional Alignment

<b>Division I (1200+)</b>			<b>Division II (1-1199)</b>		
<u>School Code</u>			<u>School Code</u>		
PIA	Pinkerton	3167	WNC	Winnacunnet	1109
NSO	Nashua South	1875	GOF	Goffstown	1106
NAS	Nashua North	1748	POR	Portsmouth	1098
EXT	Exeter	1741	MAW	Man. West	949
CHS	Concord	1714	MIL	Milford	857
MAC	Man. Central	1688	WND	Windham	851
MAM	Man. Memorial	1583	SOU	Souhegan	828
LON	Londonderry	1579	HOL	Hollis/Brookline	815
BED	Bedford	1484	KIN	Kingswood	814
SPG	Spaulding	1416	OYR	Oyster River	715
KEE	Keene	1388	CBA	Coe-Brown	702
DOV	Dover	1349	HAN	Hanover	702
ALV	Alvirne	1315	JHN	John Stark	700
TIM	Timberlane	1240	SAN	Sanborn	686
MER	Merrimack	1231	PEL	Pelham	628
SAL	Salem	1215	LEB	Lebanon	609
BIG	*Bishop Guertin	743	BOW	Bow	595
TRI	*Trinity	398	LAC	Laconia	590
			KEA	Kearsarge	566
			STE	Stevens	545
			MON	Monadnock	531
			SAI	St. Thomas	527
			GIL	Gilford	510
			CAM	Campbell	509
			WNQ	Winnisquam	492
			CNA	Conant	435
			BIB	Bishop Brady	348
			MCC	Mascenic	344
			ILH	Inter-Lakes	333
			DER	Derryfield	263
			WIL	Wilton-Lyndeborough	175
			MRA	Mount Royal	56

II. Per BY-LAW Article XXXIII: Swimming and Diving; Sect. I: Swimming and Diving shall be administered by the NHIAA Swimming and Diving Committee and the rules of the National Federation will govern the sport when applicable.

III. **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.

- Member schools that wish to enter their team in regular season meets should follow these procedures:
  - i. The Athletic Director or their designee must attend the swim scheduling meeting.
  - ii. The team must be accompanied by an eligible coach appointed by the principal of the sending school.
  - iii. 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.

**Section 3:**

If you have individual athletes swimming with another school (piggybacking), it is the duty of the Athletic Director of the "home school of the athlete" to ensure that all information necessary for managing the individual's team entries and results for both the regular season and state meet are submitted. In addition the Athletic Director will need to request a waiver of By-Law Article I: Policy; Sect. 8 A from the NHIAA if the athletes will be practicing with another school.

**Section 4:**

A team who has less than four (4) swimmers of the same gender may combine with swimmers of the same gender from another school for a relay. This relay and all swimmers will be disqualified and no times may be entered into Direct Athletics from this swim. It may not be classified as an exhibition race. The race will count as an entry in a swimmers total number of events. These relays may not be allowed by the meet manager due to facility or time constraints.

IV. **Scheduling Guidelines:**

- All schools must submit a schedule to the NHIAA by September 15<sup>th</sup> each year.
- **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.**

V. **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.

VI. **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.

**NFHS Guidelines for Management of Concussions:** The NHIAA mandates the following of the NFHS guidelines for management of Concussions.

Concussions: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Please visit [www.nhiala.org](http://www.nhiala.org); "What's New" to view the NFHS Guidelines for Management of Concussions and the New Hampshire SB402 and its language as written.

VII. Athletic Trainers – Schools requesting medical services are to provide the necessary supplies for the trainer at all regular season and tournament events.

### VIII. **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.

**IX. Uniforms**

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

- Rule 3-3-3b(2), school logo restrictions, to swimsuits with logos and mascots applied to the suit **during** construction. A process referred to as sublimation allows colors, designs, prints, etc. to be dyed into the fabric to be used for suits in a pre-construction phase. Using sublimation, colors or designs, such as a school mascot, are dyed into the fabric and the textile material remains 100% permeable. The restriction of a single, post-construction, impermeable school name or logo, not to exceed 9 square inches, **does not apply** to suits using sublimation for the process to include a school mascot, name and/or logo on the suit. The restriction applies only to the post-construction logos which render the material to no longer be 100% permeable.

**X. 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 and is enrolled.

**NOTE:** By-Law Article I, Section 10: School Representatives at Post-Season Activities.

**XI. School Representatives at Post-Season Activities**

In individual sports it is permissible (although not recommended) for the principal to name a non-faculty person such as a parent as the school designated adult representative to supervise an individual student athlete. The school designated adult must sign in with the tournament director prior to the start of the competition (the sign in sheet is sometimes kept at the pass gate). In the case of a non staff person for an individual tournament, written authorization from the principal must be provided to the tournament director. It is an expectation that the school representative be present throughout the event. Failure to comply will cause a team/individual to be excluded from the tournament event.

**XII. Admission and Fees (Per BLA I: Policy, Sect. 18: Admission Fees for NHIAA)**

**Ticket sales will open thirty (30) minutes before warm-ups begin.**

Friday – Diving Preliminaries – Student/Seniors \$5.00 Adults \$7.00

Saturday – Division II Swimming & Diving Championship – Student/Seniors \$7.00 Adults \$10.00

Sunday – Division I Swimming & Diving Championship – Student/Seniors \$7.00 Adults \$10.00

**XIII. 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.**

**XIV. By-Law Article IX: Sportsmanship; Sect. 4: Taunting**

Taunting in all sports is a flagrant unsportsmanlike foul, which shall result in the ejection of the participant from that day of competition, plus the next day of scheduled competition.

**Taunting is defined as:**

"Any actions or comments by coaches, players, or other game personnel which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is contact that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters."

Examples of taunting that would lead to ejection include, but are not limited to "trash talk", physical intimidation outside the spirit of the game, reference to sexual orientation; "in the face" confrontations by one player to another; standing over/straddling a tackled or fallen player.

**NOTE:** This policy reinforces the responsibility of game officials, site managers, and game directors during regular season and NHIAA tournament play.



## Regular Season Meet Formats

- I. NFHS Rules state that heats shall be swum fastest to slowest, prior to exhibition heats of that event. However, coaches may mutually agree to adjust the seeding of the heats. 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.
- II. Exhibition swims/dives count as an official entry. (NFHS Rule 3; Sect. 2; Article 1, a.)
- Exhibition races (the number of heats and choice of events) will be determined by the host school.
- III. Required Dive Rotation: The required dive for each week of competition during the season where the 6 dive format is used is as follows:

12/05 - 12/11	Forward Group Dives in the 100 group
12/12 - 12/18	Back Group Dives in the 200 group
12/19 - 12/25	Inward Group Dives in the 400 group
12/26 – 01/01	Twisting Group Dives in the 5000 group
01/02 - 01/08	Reverse Group Dives in the 300 group
01/09 - 01/15	Forward Group Dives in the 100 group
01/16 - 01/22	Back Group Dives in the 200 group
01/23 - 01/29	Inward Group Dives in the 400 group
01/30 - 02/05	Twisting Group Dives in the 5000 group
02/06 - 02/12	State Meet 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 12/5 through 12/11 (Monday through Sunday), therefore, week #1 includes the first day to hold a meet, 12/5 and the weekend as well. Week #2 of competition begins 12/12 through 12/18 and so on throughout the season.

- IV. It is the responsibility of the athletic director to see that the following are completed
- All schools are required to use Hy-tek Team Manager or Team Manager Lite. Athletes should not be hand-entered into meets.
  - All schools must use Team Manager to post their roster(s) to the Direct Athletics website seven (7) days prior to the first day to play (December 2, 2016). Please note that all athletes must be uploaded to Direct Athletics with a USA style ID number established in Team Manager.
    - Please use the school codes found with the Divisional Alignments found on pages 4 and 5 when entering schools into Team Manager and Direct Athletics.
  - Schools hosting meets are responsible for uploading the meet results to the Direct Athletics website within 72 hours of the completion of the meet.
  - Visiting schools are responsible for checking their results on Direct Athletics following every meet, and reporting any errors to the host school.
  - All schools are responsible for entering the State Meet on Direct Athletics prior to the posted deadline.
  - Inquiries regarding Direct Athletics should be directed to Chrystena Ewen at [cewen@londonderry.org](mailto:cewen@londonderry.org). In addition all schools should receive a copy of the “How to packet for Coaches” which includes directions for using Team Manager and Direct Athletics. Email Chrystena Ewen to request this packet or it can be accessed under the Athletic Directors’ Administrative Log-In section.

**V. Each coach must bring a copy of their school roster, as printed from DirectAthletics, to each meet.**

## Divisional Tournament Information

### 1. **Tournament Format**

- The Swimming and Diving State Tournament will be a Timed-Finals format.
  - Division I and Division II will be held on separate days (Saturday and Sunday, unless weather requires both meets to be held on one day), to alternate yearly.
  - Diving Preliminary rounds for Division I and Division II will be held on Friday, with finals being held during their respective divisional meet.

### 2. **Notes:**

- Members of teams shall be allowed to enter the State Tournament provided that the following criteria are met:
  - The swimmer/diver has been designated eligible by the school principal.
  - The team must be registered with the NHIAA.
  - The swimmer/diver has competed (swim or dive) in a minimum of four (4) interscholastic meet dates between member schools during the season.
    - Verification of meet completion is not available through DirectAthletics. All teams are responsible for verifying that swimmers/divers have participated in a minimum of four (4) interscholastic meets. Failure to compete in a minimum of four (4) interscholastic meets will require a waiver request form, found on the NHIAA Administrative website, and must be submitted by the posted deadline.
  - Qualifying times/scores must be attained during the qualification period at NHIAA sanctioned meets.
- 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 has not met the four (4) meet requirement due to an injury, the coach may complete an Injury Petition Form, submit it to the Committee, and request a waiver.

### 3. **Entry Process:**

- Entries shall be declared on DirectAthletics website no later than 12:00 p.m. on Friday, February 3, 2017 [www.directathletics.com](http://www.directathletics.com). If your school offers the sport and is not entering any athletes into the meet, or no athletes have qualified for the meet, the NHIAA must be notified in writing before or on the deadline date. Email notification is acceptable. There is no section on DirectAthletics to indicate this information.
- NHIAA Official Diving sheets must be emailed to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org) or faxed to the NHIAA office at 1-844-800-3058 by Friday, February 3, 2017 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 DirectAthletics
- **The Committee will review and consider requests for a late entry for causes until 1:00 p.m. Friday, February 3, 2017.**

4. **Relay Entries:**
  - A team must have earned a relay time (any four athletes) in order to enter that event at the state meet.
  - 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.
  - Relay Only Swimmers:
    - If a team has one to three (1-3) qualifying athletes for the state meet, four (4) relay only swimmers will be allowed to be submitted.
    - If a team has four (4) qualifying athletes for the state meet, three (3) relay only swimmers will be allowed to be submitted.
    - If a team has five or more (5+) qualifying athletes for the state meet, two (2) relay only swimmers will be allowed to be submitted.
  
5. **Scratch Times:**

The scratch time for all entries is 30 minutes prior to start of session.
  
6. **Coaches On Deck:**

There shall be no more than four (4) coaches on deck per team at any time. Two (2) coaches for each gender is suggested; i.e. two (2) girls coaches and two (2) boys coaches. Understanding that a coach must supervise all athletes at all times.
  
7. **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.
  
8. **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.**
  
9. **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 session. NO protests shall be made as to the competitors eligibility thereafter.

10. **Tournament Qualification Standards**

**Swimming: Division I**

<b>Event</b>	<b>Boys</b>	<b>Girls</b>
50 Freestyle	25.79	28.49
100 Freestyle	58.29	1:02.29
200 Freestyle	2:15.99	2:16.99
500 Freestyle	6:13.99	6:13.99
100 Butterfly	1:07.99	1:13.99
100 Backstroke	1:09.99	1:12.49
100 Breaststroke	1:15.99	1:21.99
200 Individual Medley	2:29.99	2:37.99

11. **Tournament Qualification Standards**

**Swimming: Division II**

<b>Event</b>	<b>Boys</b>	<b>Girls</b>
50 Freestyle	25.99	28.49
100 Freestyle	58.99	1:02.99
200 Freestyle	2:16.99	2:22.99
500 Freestyle	6:20.99	6:20.99
100 Butterfly	1:11.99	1:13.99
100 Backstroke	1:11.49	1:12.99
100 Breaststroke	1:17.99	1:21.99
200 Individual Medley	2:34.99	2:39.99

12. **Diving:**

Divers shall have successfully completed (average score of **3.5** or greater) 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 with an average score of **3.5** or greater.

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. 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.

13. **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/WAIVER REQUEST FORM  
(DEADLINE: ONE (1) WEEK PRIOR TO STATE MEET)**

**No later than Friday, February 3, 2017 at 12:00 p.m.**

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

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

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

REASON FOR PETITION/WAIVER REQUEST:

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

**SAMPLE FORM**

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

\*\*\*\*\*  
The following **MUST** be submitted:

1. Copy of original schedule
2. Photocopy of high school meets participated in this year.
3. Copy of scheduled meets **NOT** participated in, with specific reasons given for missing scheduled meets.
4. Written verification by a doctor of illness or injury including the date of injury (if applicable).

All petitions/waivers will be reviewed and acted upon before the State Meet. If any of the necessary information is not submitted, the request will **NOT** be considered.

\_\_\_\_\_  
**Coach's Signature** (Required)

\_\_\_\_\_  
**Athletic Director's Signature** (Required)

\_\_\_\_\_  
**Principal's Signature** (Required)

# 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/SCORE	:	.	
Automatic Time		Watch Times	:
			.
			.
NEW/TIED RECORD TIME/SCORE			
Automatic Time			.
			.
			:
			.
NEW/TIED RECORD TIME/SCORE	:	.	
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.

# NHIAA SWIMMING AND DIVING

## REGULAR SEASON MEET FORMAT INFORMATION

The following information needs to go to all teams at least 5 days prior to the meet.

1. Date of the Meet:
2. Location of the Meet:
3. Schools Competing:
4. Host School:
5. Host Coach:
6. Warm-up Time:
7. Start of Competition Time:
8. Warm-up Assignments for Schools:
9. Format of the meet is determined by the host school (NHFS and NHIAA Rules apply).
  - How will lanes be assigned?
  - How will the meet be seeded?
  - Number of official entries per event?
  - Number of exhibition entries per event?
  - How will the meet be scored?
  - How will the meet be timed (such as - 3 watches, automatic timing or a combination)?
  - Diving (if applicable) and the required dive? Note: Divers should come with their own dive sheets.  
[Any meet where a diving facility is available, the diving event must be run and scored as stated in the NFHS rulebook.]
10. Entry Process: (How will athletes be entered into events the meet (pre-seeded or blind seed with cards)?
  - Generally, the host will send a Hy-Tek event file and everyone returns a Hy-Tek roster or entry file.
11. Order of events: (NHFS and NHIAA Rules apply-for regular meets, the order for an invitational can be modified)
  - 200 Medley Relay
  - 200 Free
  - 200 IM
  - 50 Free
  - 1 - M Diving (if available)  
at least a 10 minute warm-up
  - 100 Fly
  - 100 Free
  - 500 Free
  - 200 Free Relay
  - 100 Back
  - 100 Breast
  - 400 Free Relay
12. Results should distributed to all schools competing and be posted to Direct Athletics within 72 hours of the meet. All teams involved should verify the results in Direct Athletics for accuracy and contact host school with any corrections. Any corrections should be updated to Direct Athletics.
13. Directions to the facility, parking and a contact number.
14. If possible, places to eat that might be bus friendly. Phone of local restaurant to call and preorder after the meet.

### **SAMPLE FORM**

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



**NHIAA SWIMMING AND DIVING**

**REGULAR SEASON MEET  
FORMAT SHEET**

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

**SAMPLE FORM**

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In			ays:
(Diving			weep relays)
1st			8
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**

**OFFICIAL DIVE SHEET**

Due no later than Friday, February 3, 2017 at 12:00 p.m.

Order of Diving	Name		
High School		Men	Women
Diver's City & State	6 Dives	11 Dives	
Event	Meet Date		

Enter Dive Number and Position Letter,

Circle Level of Board or Platform to be used,

A - Straight B - Pike C - Tuck D - Free

List the correct Degree of Difficulty.

Order	Dive No.	Pos	Degree Of Difficulty	JUDGES' SCORES							Net Total	AWARD	
				1	2	3	4	5	6	7			
1	Vol	1 Meter											
2	Vol	1 Meter											
3	Opt	1 Meter											
4	Opt	1 Meter											
5	Opt	1 Meter											
6	Vol	1 Meter											
7	Vol	1 Meter											
8	Opt	1 Meter											
9	Vol	1 Meter											
10	Opt	1 Meter											
11	Opt	1 Meter											

**SAMPLE FORM**  
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Note: Requireds and Voluntaries are the same term.

For an 11 Dive event, first 5 dives = 2 voluntaries & 3 optionals; next 3 dives = 2 vol & 1 opt; last 3 dives = 1 vol & 2 opt.

For an 11 Dive event, the 5 voluntaries must come from 5 groups, and the 6 optionals must have at least one from each group.

For an 11 Dive event, all 5 groups must be represented in the first 8 rounds.

For a 6 Dive event, the first dive is voluntary with a max dd of 1.8; the last 5 dives are optional.

_____	_____
Entrant Signature	Coach Signature
_____	_____
Meet Director Signature	Diving Referee Signature

Total Points
Place

NOTE: VOLUNTARY DIVES MUST BE CLEARLY MARKED/CIRCLED IF NOT IN THE DEFAULT ORDER LISTED IN THE LEFT COLUMN.

New Hampshire Interscholastic Athletic Association  
 251 Clinton Street  
 Concord, N.H. 03301-8432  
 Phone 603-228-8671 Fax 603-225-7978 E-Mail info@nhiaa.org

**SWIMMING & DIVING SCHEDULE CHANGE FORM**

- The NHIAA shall receive a master schedule from the Swimming & Diving Schedule Assignor. Schools will also be required to submit an individual schedule to the NHIAA.
- All changes shall be made according to NHIAA By-Law Article I; Section 13: Schedule Regulations. The NHIAA must be notified in writing of any changes. **from all schools involved in the change** after December 1<sup>st</sup> and the information will be forwarded to the schedule assignor.

Date of Original Meet	Host School	Invited Schools	New Date of Meet
	<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>		

Host school must complete form with any changes following the guidelines for schedule changes located in the NHIAA Handbook, By-Law Article I; Section 13: Schedule Regulations.

Athletic Directors signatures are **required** from **all schools** involved in the change. An Email from **EACH** Athletic Director reflecting the change will also be acceptable to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org)

Completed form(s) with the signatures must be sent to the NHIAA.

SCHOOL:	SIGNATURE OF ATHLETIC DIRECTOR:

**Host School:** Please fax the form(s) with the necessary signatures to the NHIAA at 225-7978 OR An Email from **EACH** Athletic Director reflecting the change will also be acceptable to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org).

**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: \_\_\_\_\_

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: \_\_\_\_\_

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