



2018-19

POLICY AND PROCEDURES

FOR

SWIMMING AND DIVING



NHIAA SWIMMING AND DIVING COMMITTEE

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POINTS OF EMPHASIS

➤ **2018-2019 Corresponding Dates**

First practice	First date to play	Last date to schedule/play	Min. # of games/events	Max. # of games/events
11-12	12-7	1-30	4	16

State Tournament:

Monday, January 21, 2019 – State meet entry opens

Friday, February 1, 2019 – State meet entry closes at noon

Friday, February 8, 2019 – Diving Championship

Saturday, February 9, 2019 – Division II Championship (7:00 a.m. Warm-up/8:45 a.m. Competition)

Saturday, February 9, 2019 – Division I Championship (3:00 p.m. Warm-up/4:45 p.m. Competition)

➤ **NFHS Rule Revision:**

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.

➤ **Pool markings**

NFHS Rule 2-4-5 Visible markings **shall** be provided which are located 16.4 yards/15 meters from each end wall, on both sides of the pool deck. The markings may also be placed on each lane marker. Deck markings take precedence.

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 47 of the 2018-19 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 (November 30, 2018). 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. 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.
- Dive Entries shall be declared on CleanEntries.com website no later than 12:00 p.m. on Friday, February 1, 2019 www.cleanentries.com your clean entry sheet should be printed off and faxed/scanned and emailed in to Nate Chaput (nchaput@nhiaa.org) at the NHIAA office. **Coaches should bring copies of regular season confirmation of completed dives to the state meet.**
- **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:

2018-19 Swimming and Diving Divisional Alignment

Division I (1200+)			Division II (1-1199)		
<u>School Code</u>			<u>School Code</u>		
PIA	Pinkerton	3449	GOF	Goffstown	1114
NSO	Nashua South	1862	POR	Portsmouth	1078
NAS	Nashua North	1744	WNC	Winnacunnet	1078
EXT	Exeter	1705	WND	Windham	925
CHS	Concord	1661	MIL	Milford	855
MAC	Man. Central	1510	MEV	Merrimack Valley (B)	819
BED	Bedford	1498	MAW	Man. West	816
LON	Londonderry	1496	HOL	Hollis/Brookline	806
MAM	Man. Memorial	1455	OYR	Oyster River	794
KEE	Keene	1420	SOU	Souhegan	789
SPG	Spaulding	1391	KIN	Kingswood	783
DOV	Dover	1336	HAN	Hanover	725
MER	Merrimack	1219	CBA	Coe-Brown	714
ALV	Alvirne	1200	PLY	Plymouth (G)	677
TIM	*Timberlane	1173	JHN	John Stark	669
SAL	*Salem	1170	BOW	Bow	661
BIG	*Bishop Guertin	789	PEL	Pelham	656
TRI	*Trinity	314	SAN	Sanborn (B)	646
			LEB	Lebanon	575
			STE	Stevens	548
			LAC	Laconia	547
			KEA	Kearsarge	541
			MON	Monadnock	502
			GIL	Gilford	491
			PMH	Prospect Mountain (G)	479
			CAM	Campbell	466
			SAI	St. Thomas	432
			CNA	Conant	400
			BEL	Belmont	396
			MCA	Mascoma Valley (G)	343
			BIB	Bishop Brady	320
			MCC	Mascenic	312
			HOP	Hopkinton (G)	288
			NEM	Newmarket	267
			DER	Derryfield	257
			WIL	Wilton-Lyndeborough	159

*Petition

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 November 1st 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.nhcaa.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 Championship – Student/Seniors \$5.00 Adults \$7.00

Saturday – Division I and II 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:

12/03 - 12/9	Forward Group Dives in the 100 group
12/10 - 12/16	Back Group Dives in the 200 group
12/17 - 12/23	Inward Group Dives in the 400 group
12/24 - 12/30	Twisting Group Dives in the 5000 group
12/31 - 01/06	Reverse Group Dives in the 300 group
01/07 - 01/13	Forward Group Dives in the 100 group
01/14 - 01/20	Back Group Dives in the 200 group
01/21 - 01/27	Inward Group Dives in the 400 group
01/28 - 02/03	Twisting Group Dives in the 5000 group
02/04 - 02/10	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 12/3 through 12/9 (Monday through Sunday), therefore, week #1 includes the first day to hold a meet, 12/3 and the weekend as well. Week #2 of competition begins 12/10 through 12/16 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 (November 30, 2018). 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. 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 same dates with one division being held in the morning, and one division in the afternoon (to be alternated yearly).
 - All diving competition for Division I and Division II will be held on Friday.

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 1, 2019 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.
- Dive Entries shall be declared on CleanEntries.com website no later than 12:00 p.m. on Friday, February 1, 2019 www.cleanentries.com your clean entry sheet should be printed off and faxed/scanned and emailed in to Nate Chaput (nchaput@nhiaa.org) at the NHIAA office. **Coaches should bring copies of regular season confirmation of completed dives to the state meet.**
- 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 1, 2019.**

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 7th through 12th 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

Event	Boys	Girls
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

Event	Boys	Girls
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 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 1, 2019 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	:
			.
			:
			.
Signatures (One Coach must be the HOST Coach)			
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

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

In (Diving)			ays: 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 1, 2019 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.

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 1st and the information will be forwarded to the schedule assignor.

Date of Original Meet	Host School	Invited Schools	New Date of Meet
	<p style="font-size: 2em; color: red; margin: 0;">SAMPLE FORM</p> <p style="margin: 0;">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

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.

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: _____