



WASHINGTON INTERSCHOLASTIC  
ACTIVITIES ASSOCIATION

WIAA/DAIRY FARMERS OF WASHINGTON/LES SCHWAB TIRES

## 2017-18 Bound for State Regulations



**November 10-11, 2017**

Girls Weyerhaeuser King County Aquatic Center, Federal Way

**February 16-17, 2018**

Boys Weyerhaeuser King County Aquatic Center, Federal Way

## **GENERAL STATE MEET INFORMATION**

**State Meet Manager** - Jeff Lowell, [lowellj@bsd405.org](mailto:lowellj@bsd405.org) or [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com)

**Meet Rotation** – Schools in each classification will rotate through each of the three times assigned for preliminaries and finals. Diving runs concurrently with swimming preliminaries in each classification. For the 2017-2018 school year the three state meet sessions will be assigned as follows:

- Morning Session: 3A Classification
- Mid-day Session: 4A Classification
- Evening Session: 2A Classification

**State Awards Presentation**-During the awards presentations at the state meet all competitors who receive award and are called to stand on the awards platform must wear school team apparel overtop of their swimming suit.

**Entries and Registration** - Swimmers who wish to advance to the State meet based on meeting minimum qualification standards must be entered in and compete in that event(s) at the District meet.

- Exception: when coach lists an athlete's name on a team's master entries for all three (3) relays at the District meet but only the athlete only competes in two (2) relays at the District meet.
  - That athlete would be free to swim in any of the three (3) relays at the State meet, though the athlete is still subject to the four (4) event rule.

In order for a competitor's entries to be official for the State meet, coaches must complete the Direct Athletics entry process by the entry deadline. Coaches should access Direct Athletics entry early in the season by selecting the appropriate link: [Direct Athletics Entry Process – Girls Meet](#) / [Direct Athletics Entry Process – Boys Meet](#).

## **QUALIFYING FOR THE STATE MEET**

**District Meet Manager Responsibilities** - Send a complete Meet Manager back up file to the State Meet Manager immediately following the district meet. In addition, the District Meet Manager must make sure that all athletes entered in relay events at the district meet remain in the district meet database. The athletes listed as part of the district relay entries are the athletes a team may use if a relay earns entry into the state meet.

**District Qualifying Meets** - Each District will determine the site(s) and date(s) for the District qualifying meet; however, concluding the qualifying meet no later than the Saturday evening prior to the State meet. Districts may combine or divide allocations and hold Inter-district meets; however, all rules as they pertain to State qualifying meets apply. Each District meet should utilize electronic timing if possible.

**Allocations** – Each WIAA District receives an assignment of allocations in swimming and diving. The total number of assigned allocation in each classification is sixteen (16) individual and sixteen (16) relay teams in each event. The allocations are not in addition to those who have met or exceeded the minimum qualifying standards.

**Athletes who earn allocations at their District Championships are the first athletes entered into the state meet.**

**Qualifying Standards** - In addition to the sixteen allocations in each event, an individual may qualify for the state meet by achieving a minimum qualifying standard in a district qualifying meet or through the verification process outlined in this document.

**Maximum number of participants** - Through the allocation process, qualifying time standards, and subsequent fastest times from the consolation or championship heats in district qualifying meets, twenty-four (24) individuals and twenty-four (24) relay teams will swim in each event (16 entry event) (8 entry event will have 16).

	Individual Events		Relays	
Allocations	8	OR 16	8	OR 16
Time Standards*(1) + Subsequent fastest District times** (2)	8	8	8	8
<b>TOTAL</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>24</b>

1. \*The time standards are determined as follows:
  - a. The WIAA and the Washington Interscholastic Swim Coaches Association Time Standards Committee, using the 16th place preliminary times from the three previous state meets as a guide, determine the Time Standards. A swimmer who meets the time standard in any interscholastic meet will qualify for the state meet, provided the swimmer competes in that event(s) at the District Meet.
2. \*\*Once the number of qualifiers per event has been determined by allocation and time standards, the next fastest qualifiers will be seeded into the meet by NFHS criteria, in order to achieve the maximum number of competitors (16 individuals and relay teams for 8 allocation event and 24 individuals and relay teams for 16 allocation event). Times achieved in the consolation and championship finals of each District meet determine the next fastest qualifiers up to 24 athletes. Only the top 12 athletes at each district meet receive consideration for the remaining spots in each field.

**Qualifying Time Verification Process** – For an athlete to use a qualifying time for entry into the state meet, the time must be posted on the WISCA Web site (wisca.org) within seven days of the athlete achieving the qualifying time. A time must be established with an electronic timing system or with two (2) watches, (three (3) recommended). Full results of the meet where an athlete achieves a qualifying standard, signed by the referee must be sent to Jeff Lowell electronically within seven (7) days of the competition.

**Diving** - All divers must qualify in 11-dive competition. Each WIAA district may sponsor up to four (4) eleven-dive meets with each diver limited to participating in a maximum of four (4) such meets (in addition to the twelve regular season meets.) Payment for qualifying meets is up to WIAA District policy. Divers may qualify for the state meet only through competition provided by their WIAA District. Results of regular season 11-Dive competitions must be sent to Jeff Lowell electronically within seven (7) days of the competition and scores meeting the qualifying standard must be submitted according to the **State Qualification Standard Verification Process**.

In order to qualify for the state championship, other than by the allocation from the District meet, the divers must meet a two-part qualifying standard consisting of:

Minimum Degree of Difficulty and point totals for the six (6) optional dives:

a.	4A	Girls	11.6	= 365pts.	a.	4A	Boys	11.6	= 365pts.
b.	3A	Girls	11.6	= 350pts.	b.	3A	Boys	11.6	= 350pts.
c.	2A	Girls	11.6	= 320pts.	c.	2A	Boys	11.6	= 320pts.

There will be up to 16 entries for 8-allocation event and 24 entries for 16-allocation event at the State Diving Championships including the wildcard entries. Wildcard invitations to complete a field will be determined from district finals score only.

District allocations apply in diving as an individual event.

**State Qualification Standard Verification Process:** In order for an athlete to qualify for the WIAA Washington State High School Swimming and Diving Championships, using a regular season qualifying standard, the coach/representative of the school team must do the following within ONE week (7 calendar days) of the competition date:

1. Post state times or scores for consideration to the [WISCA.ORG](http://WISCA.ORG) website
  - a. All times must be achieved through either:
    - i. electronic timing (a timed touchpad finish) OR
    - ii. a minimum two-watch hand timed, or two-button hand timed finish.
  - b. Relay leadoff times may be used if:
    - i. The times are achieved using either an electronic touchpad split or
    - ii. two separate designated split timers, located at the lane, and
    - iii. declared to the referee prior to the start of the race.
2. Submit an electronic copy of the complete meet results to the WIAA state meet director, Jeff Lowell at [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com). Preferred format is a meet manager meet results file.
  - a. All meet results, regardless of format must include the following:
    - i. all teams competing in the meet
    - ii. all participants – including all JV results
    - iii. in the event further verification is necessary, the name and contact email of the meet referee must be included with the message to which the results are attached.
  - b. NOTE: Individual time cards, results without all teams and/or times, or other incomplete results will not be accepted for verification. This includes individual dive sheets submitted rather than complete dive meet results.
3. An athlete's time or dive score, when not following this procedure, SHALL NOT be used for qualification into the state meet.
4. Coaches – Please remember that this process is just to confirm that an athlete met a qualifying standard. In order for an athlete's official entry into the state meet, coaches must complete the Direct Athletics entry process by the entry deadline. Coaches should access Direct Athletics entry early in the season by selecting the appropriate link: [Direct Athletics Entry Process – Girls Meet](#) / [Direct Athletics Entry Process – Boys Meet](#).
5. Athletes may qualify for the WIAA Washington State High School Swimming and Diving Championships by equaling or bettering the posted qualifying standards in any sanctioned high school dual, double-dual, triangular, or invitational competitions during the current WIAA season. These include:
  - a. Sanctioned Washington State high school meets with two or more WIAA competing schools.
  - b. Out-of-state dual and invitational meets that follow WIAA guidelines.
  - c. NOTE: Standards achieved at an Intra-squad, alumni, time trial, and/or other one-team competition are not to be considered and/or verified as a state qualifying standard.

## **At the State Meet**

**National Federation Rule 3-2-3 NOTE** is NOT the adopted entry method for relays in interscholastic swimming competition in Washington. Up to eight (8) relay swimmers MUST be listed on the Relay Entry Form.

NFHS Rule 3-2-3 also states, “a competitor may withdraw from a preliminary event or final with a declared false start. Notice must be given to the referee or referee’s designee by the swimmer, diver, coach or other team personnel, at a specified time.” At the WIAA Dairy Farmers of Washington Les Schwab Tires State Swim and Dive Championships, the coach and athlete(s) MUST be on site to declare a false start and the specified declared false start times shall be as follows:

1. In preliminary rounds, the declared false start must be declared prior to the start of the event.
2. In the championship rounds, for Events 1-5 (200 MRelay through Diving,) the declared false start must be declared 30 minutes prior to the scheduled start of the meet. For Events 6-12 (100 Fly through 400 F Relay,) the declared false start must be declared prior to the end of the 50 Free.
3. If the declared false start is used in the consolation or championship finals, the alternate will be called up and the event will be reseeded.

**Passes** - One pass per qualified competitor. If the only competitor from a school competes in the 500 Free, an additional pass will be granted for a lap counter.

1. Swim Coaches - For every four swimmers, a school receives a coach’s pass, (one to four swimmers, one pass; five to eight, two passes) up to a maximum of three passes. Passes must be visible at all times coaches/managers are on the deck.
2. Diving Coach - A school with one or more divers receives one additional coach/manager pass. Pass must be visible at all times coach is on the deck.
3. Student Managers – One per participating school. Coaches may request one manager’s pass at the coach’s meeting prior to the preliminaries. Pass must be visible at all times manager is on the deck.

**UNDER NO CIRCUMSTANCES WILL A SCHOOL RECEIVE MORE THAN FOUR COACHES PASSES.**

**SOUVENIR PROGRAM INFORMATION** - Please submit individual head shots of your top individuals for possible use in the program by October 31 for girls and by February 6 for boys on the WIAA website <http://wiaa.com/subcontent.aspx?SecID=335>.

**PRE-MEET SWIM PRACTICE at KCAC** - practice times for the Thursday evening sessions for girls and boys will be included on the posted meet schedule found on the tournament pages. Cost for the practice is \$3.00 per athlete payable by Cash or check (checks made out to WIAA not KCAC). Each school must provide on deck supervision while athletes practice.

### **How to Submit Online Entries:**

WIAA/Dairy Farmers of WA/Les Schwab Tires State Championship meets will be open to coach access in Direct Athletics beginning **OCTOBER 1, 2017** for girls and **JANUARY 1, 2018** for boys.

### ***How to make sure you enter your athletes without issue:***

1. Log in to your team's DirectAthletics account. For detailed information regarding log in or account creation continue reading.
  - a. If you cannot access your team's account due to a different coach being associated with the account, please contact Jeff Lowell at [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com) ASAP. Your account will need to be reset, a process that will take some time. Jeff will contact Direct Athletics to start the process.
2. Once logged in, if you find your team is invited to the wrong classification, please contact Jeff Lowell at [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com).
3. Once logged in, you can add your team roster – this should be ONLY the athletes you have who will attend your district meet. Detailed instructions follow on page 2.
  - a. Please spend a few minutes managing your team's roster, removing athletes who are no longer on your team (graduated, etc.). This helps during the importing process.
4. Find the correct meet for your team in the Home tab. Then, after adding your roster, the ONLY times to add for individuals OR relays are:
  - a. VERIFIED state qualifying times
  - b. Times for athletes who have ALLOCATED in to the state meet
  - c. **NOTE: Do not add times for wildcard hopefuls or any athlete who does not meet the criteria listed above in 4a or 4b.**
5. Update times as many times as necessary – up to the entry deadlines, listed below.
6. **If you do not complete your team's entries through Direct Athletics, you have not entered your athletes in the state meet.**
  - a. **NOTE: If a coach requests entry for an athlete who qualified for competition, but was not entered due to the coach's error, every effort will be made to correct the error. Any coach who does not complete the entry process as outlined to the detriment of an athlete may be barred from the pool deck during the preliminary and finals competitions.**
7. Be sure to hit submit once you have completed your entries. You should receive an email confirmation with your entries. Keep the email in the event there is a question with your entries.

If at any time during the process there is a question, contact Jeff Lowell at [jefflowell9969@gmail.com](mailto:jefflowell9969@gmail.com). Ask early – waiting until after the entries close puts your athletes at risk of missing the meet.

## STEP 1—Accessing Your Direct Athletics Account

*Each coach must have a Direct Athletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.*

If you already have a Direct Athletics account for your Swimming team, and know your username and password....	If you do <u>NOT</u> know your username and password....
1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a> 2) In the login box, enter your username and password and click Login.  (Remember that your password is case-sensitive)	1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a> 2) Click on the link “New User? Click HERE” in the upper right. 3) Follow onscreen instructions to Create a TEAM Account. You will be able to create a team online or retrieve forgotten information for an existing account. 4) Make sure you create a Swimming, HIGH SCHOOL team 5) Select “WIAA ___ (Your classification) Swimming” or your district to find your team.

## STEP 2—Setting up Your Online Roster

If you already have your roster in Hy-Tek’s TEAM MANAGER...	If you do NOT already have your roster in Hy-Tek TEAM MANAGER...
1) Click the green “Upload from TEAM MANAGER” button at the top of the roster screen. 2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file. 3) Upload the .hy3 file. 4) Confirm the athletes to be added to your roster. 5) Click Submit to finalize the additions.	1) Click the green “Add Athletes” button at the top of the roster screen. 2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later) 3) Fill out the form with your athletes’ names and school year. 4) Click Submit to finalize the additions.

NOTE: You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

## STEP 3--SUBMITTING ONLINE MEET ENTRIES – ENTRIES ARE OPEN BEGINNING OCTOBER 1, 2017 FOR GIRLS AND JANUARY 1, 2018 FOR BOYS.

Once your athletes are added to your online Direct Athletics roster, **you must submit your meet entries.**

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the “Enter” link next to the meet.
- 2) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 3) When you are finished with your entries, click the “Finish” link.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule. You may make changes to your entries as often as you wish up to the entry deadline.
- 6) **THE ENTRY DEADLINE IS NOVEMBER 6, 2017 BY 9:00AM FOR GIRLS. THE ENTRY DEADLINE IS FEBRUARY 11, 2018 BY 9:00AM FOR BOYS.**