

To: Athletic Director/Head Boys' Swimming Coaches  
(2 copies per school)

From: Jared Chizek

RE: On-Line Entries for District Swim Meets - February 2, 2019

Coaches-

As swim teams approach the end of the regular season, it is time to start thinking about the district swim meets. The six district meets will be held on Saturday, February 2 at 12:00 PM. The following provides important information in how to submit your entries for the district meet.

Coaches will have access to their district entry web site beginning on Thursday, January 24, 2019.

Per the request of the Iowa High School Swim Coaches Association, district entries are due Thursday, January 31, 2019. All six district sites have a specific web page. Schools will go to their district site's web page and click on their school name. The coach will be asked to enter their username and password. The username and password can be found below.

School:  
Head Coach:  
User Name:  
Password:

Once the user is successfully logged into the system, he/she needs to first enter the team's roster. **Coaches may either manually type their roster into the online entry system, or they may import their roster directly from QuikStats.** After entering the roster, please review the number of athletes on the roster and the spelling of the athletes' names. **An athlete may not participate in the district meet if he does not appear on a team's roster.** After the roster is entered, the user can begin entering their swimmers into the events. If the roster is imported from QuikStats, the athlete's best individual times are also imported. To enter a time from QuikStats, click on the maroon time listed to the right of the text box. This is the same process used this past fall for girls' regional swim meets.

Each school may enter three participants for individual events and one relay team for each relay event. Each individual swimmer may enter a maximum of four events, no more than two of which may be individual events.

When entering relay teams, please remember to add your relay participants and alternates.

When you have finished, please double check your entries and the spelling of each participant. You will be able to print out your entries when you are finished. If there is an event without an entry, a checkbox will appear at the bottom of your entry screen indicating the following event does not have an entry. This checkbox serves as one last reminder before declaring your entries. Once you are completely sure of your entries, click on the "Declare" button at the bottom of the entry page. **It is strongly recommended to print your entries after you have declared your district entries. If any issues arise at your district site, this print-out verifies what was entered and declared into the ASPIMeetz System.** You will receive a confirmation e-mail indicating your district entries have been received.

**Do not click on "Declare" until you are absolutely sure of your entries. If you do, you will not be able to go in and make any changes. You will need to contact our office to make changes.**

**You can click on "Save and Do not Declare" at anytime; all entries will be saved and you can go back and edit at anytime.**

Coaches, you have until 10:00 PM, on Thursday, January 31, 2019, to declare your entries. The web pages will close at 10:00 PM.

#### **DISTRICT MEET ENTRY TIME SCHEDULE**

**THURSDAY, JANUARY 31, 2019: 10:00 P.M.** District swimming on-line entries are due at this time. Any changes made in the entries after this time must be made via phone call or e-mail to the Iowa High School Athletic Association **BEFORE** 12:00 noon, Friday, February 1, 2019.

**FRIDAY, FEBRUARY 1, 2019: 12:00 NOON.** District meet information will be sent to host schools at this time. After this time, only scratches or minor changes will be allowed in individual events until 10:00 A.M. Saturday, February 2, 2019 (the beginning of the coaches meeting). The district manager needs to be contacted regarding any changes after 12:00 NOON on Friday, February 1. **This does NOT allow teams to make wholesale changes in their rosters.** It does allow flexibility for swimmers withdrawing due to injury, illness or other school administrator's verified excuse.

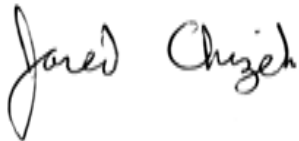
**No additions shall be made after 10:00 P.M. on Thursday, January 31. From 10:00 P.M. on Thursday, January 31, until 10:00 A.M. on Saturday, February 2, 2019, withdrawals and minor substitutions (withdrawal/change) only, will be allowed in individual events. A swimmer who is substituted for another does not**

**need to be already entered as a meet participant or relay alternate. He does however have to be listed on the team's roster submitted by 10:00 P.M. on Thursday, January 31. Any swimmer withdrawing from an individual event after 10:00 P.M. on Thursday will count the withdrawal as one of his two individual events as per rule 3-2-1.**

**SATURDAY, FEBRUARY 2, 2019: 10:00 A.M.** Substitutions in individual events must be made by this time and the meet will be seeded at this time. A substitution for a swimmer already entered in an individual event is only allowed if at least one swimmer from that school is withdrawn from that particular event. A substitute does NOT need to be listed on the original entry form but does have to be listed on the team's roster submitted by 10:00 P.M. on Thursday, January 31. A withdrawal under these circumstances does NOT count as a team entry in that event, but it does count as an individual entry for a competitor withdrawing and substituting for another. Clerical errors made by personnel hosting the district meet can be corrected at the coaches meeting, or when the coaches receive their district entry information at the district site. After 10:00 A.M. Saturday, a swimmer may declare a false start until the swimmers are called to the blocks for the first heat of the event in which he will be declaring the false start.

In addition to the on-line entries, all general information regarding the district swim meets will be posted on our website.

Please contact me at either [jchizek@iahsaa.org](mailto:jchizek@iahsaa.org) or at 515-432-2011 if you have any problems entering your swimmers into the on-line program. You may also contact your girls' swim coach as they have already gone through this process.

A handwritten signature in black ink that reads "Jared Chizek". The signature is written in a cursive style with a large, looped initial "J".

Jared Chizek  
Assistant Director