

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

From: Jared Chizek and Bud Legg

RE: On-Line Entries for District Swim Meets- February 2, 2013

Coaches-

Please read the following information, as the protocol in preparing entries for the district swimming meets being held on Saturday, February 2, 2013. It will again be distributed on-line.

Access to the district site web will be available beginning on Thursday, January 24, 2013.

As was stated at the August rules meetings, district entries will be done on-line. Per the request of the Iowa High School Swim Coaches Association, district entries are due Thursday, January 31, 2013. All six district sites will 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. 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 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.

A reminder: 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. Once you are completely sure of your entries, click on the “Declare” button at the bottom of the entry page. **We strongly recommend printing 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, 2013, to declare your entries. The web pages will close at 10:00 PM.

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

**THURSDAY, January 31<sup>st</sup>, 2013: 10:00 P.M.** District swimming on-line entries are due in the Iowa High School Athletic Association office at this time. Any changes made in the entries after this time must be made in writing via phone call, fax, or e-mail to the Iowa High School Athletic Association **BEFORE** 12:00 noon, Friday, February 1<sup>st</sup>, 2013.

**FRIDAY, FEBRUARY 1<sup>st</sup>, 2013: 12:00 NOON.** District meet information will be sent to host schools at this time. After this time, scratches or minor changes only will be allowed in individual events until 10:30 A.M. Saturday, February 2<sup>nd</sup>, 2013 (the beginning of the coaches meeting). The district manager needs to be contacted regarding any changes after 12:00 NOON on Friday, February 1<sup>st</sup>. **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<sup>st</sup>. From 10:00 P.M. on Thursday, January 31<sup>st</sup>, until 10:30 A.M. on Saturday, February 2<sup>nd</sup>, 2013, 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<sup>st</sup>. 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<sup>nd</sup>, 2013: 10:30 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<sup>st</sup>. 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 10:30 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 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.

Here are the six websites:

Fort Dodge: <http://swimming.aspimeetz.com/1344>

Iowa City, City: <http://swimming.aspimeetz.com/1345>

Johnston: <http://swimming.aspimeetz.com/1346>

Muscatine: <http://swimming.aspimeetz.com/1347>

Southeast Polk: <http://swimming.aspimeetz.com/1348>

Waterloo, West: <http://swimming.aspimeetz.com/1349>