

# **DISTRICT MANAGER'S INFORMATION SHEET!!**

## **DISTRICT MEET ENTRY TIME SCHEDULE**

**WEDNESDAY, FEBRUARY 4<sup>th</sup>, 2009: 10:00, P.M.** District swimming on-line entries are due in the Iowa High School Athletic Association office by this time.

Any changes made in the entries must be made in writing via phone call, fax, or e-mail, to the Iowa High School Athletic Association **BEFORE** 12:00 noon, Thursday, February 5<sup>th</sup>, 2009.

**THURSDAY, FEBRUARY 5<sup>th</sup>, 2009: 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 9:00 am Saturday, February 7<sup>th</sup>, 2009. The district manager needs to be contacted regarding any changes after 12:00 NOON on Thursday, February 5<sup>th</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 Wednesday, February 4th. From 10:00, P.M., on Wednesday, February 4th, until 9:00 a.m. on Saturday, 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 ENTERED IN THE DISTRICT MEET AS A PARTICIPANT OR RELAY ALTERNATE. ANY SWIMMER WITHDRAWING FROM AN INDIVIDUAL EVENT AFTER 10:00, P.M., ON WEDNESDAY WILL COUNT THE WITHDRAWAL AS ONE OF HIS TWO INDIVIDUAL EVENTS AS PER RULE 3-2-1**

**SATURDAY, FEBRUARY 7<sup>th</sup>, 2009: 9:00 A.M.** Substitutions in individual events must be made by this time and the meet will be seeded at this time. Substitution for a swimmer already entered in an individual event is only allowed if at least one swimmer from that school is withdrawn from at least one event. A substitute does **NOT** need to be listed on the original entry form. A withdrawal under these circumstances does **NOT** count as a team entry in that event, or as an individual entry for a competitor withdrawing and substituting for another. *This does NOT allow teams to make wholesale changes in their rosters after 12:00, noon on Friday. It does allow flexibility for injured or ill swimmers.* **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 9:00 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.**

**1. CLERICAL ERRORS MADE BY PERSONNEL AT THE DISTRICT SITE CAN BE CORRECTED at the coaches meeting, or when the coaches receive the district entry information.**

2. Just as a reminder, we ask that you hire a certified or licensed lifeguard to supervise the pool during warm ups and competition. The Athletic Association will pay a \$35.00 honorarium directly to the lifeguard. **PLEASE SEND ME THE NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF THE LIFEGUARD** approximately one week before your district meet so we can send them their honorarium as quickly as possible after the meet.

5. **SIX LANES WILL BE USED FOR ALL DISTRICT SWIMMING COMPETITION**, regardless of the number of lanes your pool may have. Additional lanes can certainly be used during warmup periods, but not for any purpose during competition. If a disqualification of a swimmer or relay team occurs, they cannot compete in that event. They cannot compete for an unofficial time, as an exhibition swimmer, or in any capacity. If you pool has additional lanes, they are to remain open during the district meet.

6. Please **USE TWO BACK UP TIMERS FOR EACH LANE**, at least one of whom is an adult.

7. A Suggested Schedule of Awards for District Swimming is enclosed. It is only a suggestion, but please **USE AN AWARDS FORMAT THAT ADEQUATELY RECOGNIZES THE SWIMMERS FOR THEIR ACCOMPLISHMENTS.**

8. **IN THE EVENT OF A TIE FOR 1ST - 6TH PLACE**, follow your normal awards procedure, then flip a coin to determine which swimmer keeps the medal. Return the unused medal to us indicating which swimmer needs a duplicate medal.

# **POST MEET CHECKLIST!!**

\_\_\_\_\_ **IMMEDIATELY AFTER COMPLETION OF YOUR DISTRICT MEET, E-MAIL THE OFFICIAL MEET RESULTS TO THE IHSAA OFFICE.** Also, please fax a copy of the results for comparison. **My e-mail address is <ttharp@iahsaa.org>** and our fax number is 515-432-2961. *(Please send this information to us before sending it to the media or coaches association.)*

\_\_\_\_\_ A. Include the name of the **DISTRICT COACH OF THE YEAR**

\_\_\_\_\_ B. Include the name of the **DISTRICT SWIMMER OF THE YEAR**

\_\_\_\_\_ Include the **HOME PHONE NUMBERS FOR THE DISTRICT MANAGER AND/OR HEAD SWIM COACH FROM THE DISTRICT SITE.** This enables us to call someone if we have questions about the information we receive.

\_\_\_\_\_ Please **BE SURE YOU, OR YOUR HEAD COACH, HAVE A COPY OF THE RESULTS WITH YOU ON SATURDAY EVENING IN THE EVENT I NEED TO CONTACT YOU FOR ADDITIONAL INFORMATION.**

\_\_\_\_\_ Please **CALL THE IHSAA OFFICE AT 515-432-2011 AFTER YOUR RESULTS HAVE BEEN SENT TO BE SURE WE RECEIVED THEM.**

**If you have any questions please don't hesitate to contact me.**

Todd Tharp  
Assistant Executive Director

**515-432-2011 (office)**

**515-432-8118 (home)**

**515-230-5175 (cell)**

**IOWA HIGH SCHOOL ATHLETIC ASSOCIATION  
P.O. BOX 10  
BOONE, IOWA 50036  
Fax #: 515-432-2961  
PARTICIPANT REPORT FOR DISTRICT SWIMMING**

**REPORT OF DISTRICT SWIMMING AT**

\_\_\_\_\_ ,

***Please list the number of competitors who actually participated from each school assigned to your District Swimming Meet on this form. PLEASE FAX THIS INFORMATION TO THE IHSAA WITH YOUR RESULTS ON SATURDAY.***

SCHOOL COMPETING    NUMBER OF PARTICIPANTS


Signed

\_\_\_\_\_

Tournament Manager