

2020-21



SWIMMING & DIVING
DEC Chair/Meet
Director's Handbook

UNIVERSITY INTERSCHOLASTIC LEAGUE

DISTRICT DIRECTOR'S HANDBOOK

2020-21 SWIMMING & DIVING

The Swimming & Diving District Meet Director's Handbook has been prepared and designed to provide general information in the administration of UIL swim & dive competition. It will serve as a guide for hosting the meet and regulations stated shall be considered official unless the directors are notified of specific changes.

We urge directors to work towards consistent administration of swimming & diving meets according to the directions in this manual to ensure the athletes in Texas can compete and qualify under the same fair standards throughout the state. Meet information shall be made available to schools thru contacting them directly or posting information to a website.

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IMPORTANT DATES

January 30	District Certification Deadline
February 5-6	Regional Swimming & Diving Meets http://www.uiltexas.org/swimming-diving/regional-sites
February 19-20 February 26-27	State Swimming & Diving (Girls) State Swimming & Diving (Boys) http://www.uiltexas.org/swimming-diving/state

NFHS 2020-21 Rule Changes

NFHS Swim & Dive Rule Changes

1-1-1: Additional language was added to define the end wall.

Rationale: Since swimmers may now finish the race by contacting the end wall or touchpad, a more complete definition of what constitutes the end wall was necessary.

1-4-5, 1-4-6, 9-2-1, 9-4-1d, 9-4-2, 9-4-4, 9-4-5: Diving rounds and diving sessions were defined.

Rationale: Rounds and sessions were used interchangeably in the rules book and clarity was necessary when referencing sessions during and 11-dive competition.

3-3-3 NOTE, 3-3-4c: The rule was updated to comply with current requirements of suit manufacturers.

Rationale: New language clarifies that a check mark placed adjacent to the FINA logo is compliant for high school competition.

6-3-2: New language describes the manner in which an official time is obtained.

Rationale: This rule change clarifies that other data points such as touchpad, buttons, or stopwatches may need to be used by the Referee to determine the swimmer's time.

6-3-4: Added language describes when the backup system for timing and judging shall be operative.

Rationale: The change more accurately describes the protocol for determining an official time when automatic timing equipment malfunctions or is not activated.

9-3-3, 9-3-5: Headings were added to articles to assist with identifying a two-pronged process for entering a diver participating in a championship meet.

Rationale: New rule organization clarifies the entry process.

2020-21 SWIMMING AND DIVING EDITORIAL CHANGES

4-1-3, 4-1-7, 4-5-1, 4-8-1f, 4-8-2, 4-9-1, 4-9-2, 4-9-3, 3-3-4 NOTE, Appendix B

2020-21 SWIMMING AND DIVING POINTS OF EMPHASIS

1. Communication between the Referee and Table
2. Establishing the Official Time
3. Diving Entries
4. Signals for Officiating Swimmers with Disabilities

COVID 19 Mitigation & Guidelines.

The following protocols and considerations have been in place all year and will need to be in place, as applicable, at our district meets, in addition to any local guidelines in place at each facility.

Face Coverings- Executive Order GA-29

Executive Order GA-29, regarding face coverings, applies to all UIL activities effective July 3, 2020. This includes the 2020-2021 school year. As the public health situation changes, and/or if subsequent Executive Orders are issued by Governor Greg Abbott, these guidelines may be further modified.

1. For the purposes of this document, face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
2. All employees, parents, visitors and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest, unless an exception listed below applies.
3. The face coverings requirements do not apply to a school in a county that meets the requirements of paragraph 11 of Executive Order GA-29, unless the local school system chooses to implement these requirements locally. Even in these circumstances, the wearing of face coverings or face shields is strongly encouraged.

Exceptions to the wearing of face coverings or face shields include:

1. Any person with a medical condition or disability that prevents wearing a face covering;
2. While a person is consuming food or drink;
3. While the person is in a swimming pool, lake, or similar body of water.
4. When a congregating group of persons maintains at least 6 feet of social distancing; or
5. Any other reason or circumstance indicated under Executive Order GA-29.

Swim & Dive Specific Protocols

1. Face coverings are required by all individuals on the pool deck EXCEPT FOR those about to start a race or in the pool in a swimming or diving event.
2. Clean and disinfect frequently touched surfaces and exercise equipment.
3. Pre and Post Meet Ceremony: Establish swimming & diving specific social distancing meet protocols including the elimination of handshakes before and after an event

NFHS Considerations

Note: This is not an exhaustive list and there might be additional steps to help prevent the spread of virus. Even when taking all precautions, there will still be risk of transmitting illnesses. Everyone should stay vigilant about the health of members of their teams. Lastly, the situation with Covid-19 is rapidly changing. These considerations may quickly become outdated. Please keep up with the latest health officials in your state.

1. Swimming and Diving Rule Considerations

Conduct (1-3-2) - Require athletes to arrive at venue already in competitive attire or provide alternative accommodations for swimmers and divers to change that allows for 6 feet of social distancing.

Lap Counting (2-7-6, 3-4) - Only one person per lane should be permitted at turning end. Provide hand sanitizer and require lap counters to clean hands and wipe down devices.

Pre-Meet Conference (3-3-6, 4-2-1d) - Decrease number of participants or hold one conference with coaches and one meeting with captains. The referee can use P.A. system or starting system microphone to allow participants to hear but keep them properly separated.

Referee and Starter (4-2, 4-3) - Various rules require interactions between officials, coaches and athletes. Alternative methods for of communications include utilization of the P.A. system, hand signals or written communication.

Notification of Disqualification (4-2-2d, e) - Notification shall occur from a distance via use of hand signals or the P.A. system.

Meet Officials (4-8, 4-10, 4-11, 4-12, 4-13) - Officials responsible for information processing are often located together at a desk/table adjacent to the competition course or in an office/remote location. Develop alternative methods for submitting entries (3-2) and movement of non-electronic information. Require a distance of 3-6 feet between individuals seated at the desk/table.

Timers (4-9) - Timers must assemble at the finish of each race, at the edge of the pool within the 6-8 feet confines of the lane which they are timing. Timers should wear cloth facial coverings.

Submission of Entries to Referee (5-2) - Alternative forms of entry submission can be designed to reduce face-to-face interaction when submitting a proper entry, where/how/to whom entries are submitted, and a reduction or elimination of certain penalties currently attached to improper entries.

Relay Takeoff Judges and Relays (8-3) - Require all takeoff judging from the sides of the pool. Space relay swimmers apart from one another. Timers and relay takeoff judges should wear cloth facial coverings.

Diving Officials (9-6) - Alternative methods for submitting entries (3-2) and movement of non-electronic information will be required. Recommendations include a distance of 3-6 feet between individuals seated at the desk/table. Create a 3-6 foot space between judges by spacing groups of judges on opposite sides of boards or on one side of the board on a multi-level platform.

2. General Considerations

Swimming Warm-up Areas - Establish multiple sessions for warm-up periods to limit number of swimmers per lane. Restrict the number of swimmers in competition area. Limit number of swimmers per lane during warm-up and warm-down periods.

Diving Warm-up Areas - Limit number of divers during warm-up by creating multiple sessions. During competition, divers may not approach the board until their turn to compete. Hot tubs should not be permitted. Dive order sheets should be posted in multiple areas to reduce number of divers viewing at the same time.

Teams Seating and Lane Placement - Keep the teams on opposite sides of the pool and require the home team to compete in lanes 1-3 and visitors to swim in lanes 4-6.

Coaches:

- Communicate your guidelines in a clear manner to students and parents.
- Consider conducting workouts in “pods” of same students always training and rotating together in practice to ensure more limited exposure if someone develops an infection.

Officials:

- Bring personal hand sanitizer. Wash hands frequently
- Don't share equipment.
- Follow social distancing guidelines:
- Consider using electronic whistle.
- Do not shake hands and follow pre and post-game ceremony guidelines established by state associations.
- Official personnel may wear cloth face coverings at all times.

UIL GUIDELINES

NEW: District Meet Entry Deadlines – please be flexible if a team has an athlete quarantined (due to COVID-19) who has been entered in the meet and is unable to compete, please consider allowing that school to enter another individual in that event.

Note to schools replacing an athlete due to COVID-19: Replacement must be a swimmer not yet entered in the district meet or an athlete entered in meet who has an allowable event left to be entered in. Moving swimmers from an event they are entered in to fill a spot vacated due to COVID-19 will not be permissible.

NEW: Due to capacity limits, alternates will be limited at the state meet this year. Alternates will be limited to two (2) alternates only, whether a team has one relay or has all three relays in the state meet.

NEW: In order to adequately social distance during relays, at the state meet and at some regional meets relays will be swam in every other lane. District meets may elect to do the same.

NEW Reminder: There is a change in qualifier for the 2020-21 school year, the top four individuals and top four relays will advance from district to regionals.

The swimming and diving rules found in the current National Federation Swimming and Diving Rules Book shall be enforced at all UIL meets. NFHS rulebooks may be purchased from the NFHS Website: www.nfhs.org.

NFHS Swimming & Diving: Determining Team Scores. The National Federation rules will govern scoring procedures and qualification from the preliminaries to the finals in the regional meet. Scoring will be for 8 places. Officials should use the UIL school codes for entries and for scoring at all times.

NFHS Rule 7-1 apply for all UIL competitions.

- Scoring at the district meet shall be to score places 1-8.
- Scoring at the regional and state meets will be individuals events: 20-17-16-15-14-13-12-11 for the finals and 9-7-6-5-4-3-2-1 for the consolation finals.
- Relays are scored double.

Championship Structure - Varsity Division.

District meets shall be held in districts with more than six individuals or relays entered. Only the teams and individuals qualifying through the district and regional meet are eligible to advance to the state meet. **NOTE:** *If there are not enough swimmers to necessitate a district meet, the school or schools that do participate in swimming automatically qualify to the regional swim meet. The qualifying school coaches must report directly to the regional director when this occurs.*

- Meet administrators MUST USE the designated UIL school codes and school names for entries and results.
 - <http://www.uilTEXAS.org/swimming-diving/school-codes>
- A maximum of the top four individuals in each event and relays shall qualify from district to regional.
- There shall be no consolation finals in the district meet.
- The first-place winner in each event of eight (8) regional swimming meets will advance to the State Meet. The next eight (8) swimmers with the best regional final times overall will advance to the state meet.
- If there are ties in determining the qualifier to the next meet, the times of the competitors from the preliminary competition will be considered first with the competitor with the fastest preliminary time advancing.
- In diving, two divers will qualify at each of the eight regional meets to the state meet. There is no diving degree required for qualifiers into the regional and state meet.

Entries.

Entries shall be submitted to the district meet director. UIL Entry Forms are to be sent to the meet director by all coaches no later than five days prior to the meet. Please see **NEW** statement at top of page.

- Individual Events – Each school may enter a maximum of four participants per individual event and one team per relay event. A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events. Prelims and finals are considered one meet.
- Relays – Each school may enter a maximum of eight participants for a team entry, any four participants shall

- be assigned to swim. This will only count as an entry for each person listed if they swim in prelims or finals.
- 1M Diving – If the district chooses to use an online entry system for diving, please provide coaches with specific instructions for your meet. There is no diving degree required for qualifiers into the regional meet from the district meet.
- A competitor/team relay is officially entered when the official entry sheet is delivered to the meet director at the designated time and place.
- After the entry deadline, there shall be no substitution allowed in the individual events according to NFHS. If the individual place winner cannot compete in the next higher meet, the next place winner may be certified if time allows.
- Scratches are permitted due to academic ineligibility. If this occurs, the meet director may contact alternate qualifiers to replace individual school entries that are scratched.

All competitors, once officially entered, shall complete all heats, swim-offs and rounds of competition for which they qualify except when an illness or injury certified by a physician or the referee forces a competitor to withdraw. This applies to individual members of relay teams (not entire teams) as well as to competitors in individual events. Failure to compete for any reason other than illness or injury shall disqualify the competitor from any further competition in the meet. Previous performances are not nullified.

Scratches. A scratch is the withdrawal of a competitor from the remainder of his/her events in the meet.

Declared False Starts. A competitor may withdraw from a preliminary event or final, including diving, 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. The event shall still count as an entry for the competitor. However, it does not disqualify the competitor from further competition or nullify previous performances (NFHS rule 3-2 Art. 3).

Failing to Compete. Championship meets only – For failing to compete in all races, heats and rounds for which he/she has qualified or entered (exceptions are contained in the body of the rule), the competitor shall be disqualified from further competition. The competitor shall not be disqualified from events in subsequent rounds for which he/she has previously qualified. Previous performances are not nullified.

Meet Schedule.

District schedules are to be determined by the District Executive Committee.

Pool, Lane and Equipment Specifications.

Rules regarding water depth, starting platform height the distance from starting platform to surface of the water, pool dimensions or construction, pool markings or lanes, use of a recall device and backstroke flags shall not be waived by prior mutual consent for championship meet sites.

When existing facilities are such that pool dimensions, markings and construction do not meet the standards prescribed by rules, meets may be conducted by prior mutual consent of the competing teams for invitation and regular season meets only, unless state association regulations determine otherwise.

Officials.

Officials and school volunteers should know their duties. Schools participating may be asked to supply some responsible adults to serve as assistant officials. These individuals should not be placed in positions of making decisions involving students from their own school.

If at all possible, the officials making subjective calls and decisions should have experience in working other meets prior to the district meet. Officials and volunteers should be asked to report for a meeting with the meet director prior to the meet and be apprised of NFHS Swimming & Diving rules.

UIL Officials shall be used according to the UIL Constitution and Contest Rules, Section 1204(m)(6)

District:

Number of officials (7) recommended minimum	
1-meet referee – diving-per session	\$75
1-meet referee – swimming-per session	\$75
1-starter – per session	\$25
4-stroke/turn officials-per session, each	\$25

Awards.

The DEC and district hosts are responsible for ordering and the expense of the awards. Districts may determine the format of awards.

Awards will be announced for the public and schools will be recognized no earlier than 30 minutes following the final results posting. Schools have a 30-minute window of time in order to protest any race result.

Certification to Regional Meet.

The district chairs are required to send their UIL District Result Form to the regional director no later than **midnight CST, Saturday, January 30, 2021.**

District Meet Directors will certify the top four individuals and top four relays to regionals.

- If there are ties in determining the qualifiers to the next meet, the times of the competitors from the preliminary competition will be considered first with the competitor with the fastest preliminary time advancing.
- Relays qualify by school and may be changed. No more than eight relay swimmers shall be listed on regional results or regional entry forms.
- Scratches are permitted due to illness or academy ineligibility. If this occurs, the district director calls the regional director. The district director calls the new qualifier if time permits.

Regional hosts have specified regional entry instructions for the District Chair and qualifying schools:

<http://www.uiltexas.org/swimming-diving/regional-sites>

UIL RESOURCES

National Federation Swim & Dive Rule Book

2020-21 NFHS Rule Changes <https://www.nfhs.org/sports-resource-content/swimming-diving-rules-changes-2020-21/>

UIL School Code List <https://www.uiltexas.org/swimming-diving/school-codes>

***** PLEASE UTILIZE THESE SCHOOL CODES AND SCHOOL NAMES, as assigned by the UIL**

District Reporting Forms https://www.uiltexas.org/files/athletics/SwimDive_District_Results_Form.pdf

District Alignments <http://www.uiltexas.org/swimming-diving/alignments>

District Chair Contact Information http://www.uiltexas.org/files/alignments/Swimming_OC_5A-6A.pdf

UIL Regional Site Information <http://www.uiltexas.org/swimming-diving/regional-sites>

UIL State Meet Information page <http://www.uiltexas.org/swimming-diving/state>

UIL Logo Permission <http://www.uiltexas.org/machform/view.php?id=29>

CHECKLIST FOR MEET DIRECTORS

Meet Responsibilities (120 days out)	Completed
Facility and Arrangements	
Conflicts with other school events	
Check facilities as to rule specifications	

Information to Participating Schools (60 days out)	Completed
Entry Forms	
Entry Instructions and Fees	
Scratch Process	
Care of Facility	
Seating	
Entrances	
Officials	
Timing and Results	
Concessions	
Ticket Prices	
Warm-ups	
Pool use during Meet	
Locker Rooms	
Schedule	

Staffing- Assign	Completed
Officials <i>Section 1204(m)(6) required fees</i>	
Workers	
<i>Computer Operator</i>	
<i>Deck Marshals</i>	
<i>Diving Announcer/Clerks</i>	
<i>Trainers</i>	
<i>Locker Room Attendants</i>	
<i>Ticket Sellers/Takers</i>	
<i>Program Sellers</i>	
<i>Concession Sellers</i>	

Equipment (14 days out)	Completed
Public Address System	
Pool Equipment	
<i>Lane Ropes (check connection and condition of floats)</i>	
<i>Starting Blocks (check non-skid surface)</i>	

<i>Recall Rope (check trip mechanism, if any)</i>	
<i>Back Stroke Flags (check condition of pennants, number and support system)</i>	
<i>Lap Counters (check all card numbers)</i>	
<i>Lane Time Boards (check for proper operation)</i>	
<i>Diving Boards (check support and fulcrums)</i>	
Timing and Results System (Timing Mechanism and Start Gun/Horn, Watches)	
Check/Organize Awards	
Prepare for Press Coverage (five days in advance)	

Meet Management Responsibilities (days before meet and during meet)	Completed
Heat or seed meet (see National Federation Rule Book)	
Heat sheets (provide to schools)	
Double check pool equipment	
Hospitality (Coaches & Officials)	
Officials Meeting- conducted by Meet Referee	
Coaches Meeting	
<i>Last minute scratches</i>	
<i>Meet Officials</i>	
<i>Conduct of swimmers/coaches</i>	
Locker Rooms	
Pool Warm-up (designate lanes to be used for swimming, starts, turns, sprinting)	
Deck Management for Schools	
Scoreboard	
Awards Stand	

Post Meet Responsibilities (immediately following meet)	Completed
Results Distributed to Teams & Media	
Record Applications for NFHS	
Results Reported to Regional Director	
File records and results	
Payment to Officials	