

## Delaware HS Coach – Guidelines and Procedures

### A. Entry cards

1. The Entry Card for each event should be given to an official prior to each event. By NFHS rule, the Entry Card must contain the school name, event name, each competitor's first and last name, and their lane assignment. Relay Entry Cards must have the full names of the four swimmers on the relay.
2. Entry Cards may be of any type or size. Cards or paper sheets may be pre-printed with the school name and event description and distances. The event can be circled and the swimmer's name and lane entered.
3. The cards must be kept by the head coach or an assistant coach prior to the event; the cards may not be left at the score table (or with a 'coach' serving as a scorer).
4. The Entry Card is to be given to the Official at the completion of the previous event. The coach may review the Entry Card briefly to confirm that the names on the card are correct, but should not delay to check that the swimmers are at the blocks. Note: the Officials will confirm that the correct swimmers are in the correct lanes prior to the event.
5. At the completion of the Meet, the Entry Cards will be retained by the Referee.

### B. Scorers and Score-sheets

1. Each team should provide one Scorer for each of their Girls and Boys teams. All Scorers should be familiar with the scoring procedures before working a meet. (It is not recommended that a single Scorer score both the Girls and Boys meets unless they are very experienced.)
2. The Scorers must have a BLANK score-sheet at the start of the meet – i.e., the swimmers names and events may NOT be pre-entered on the form.
3. When the Entry Cards are given to the Scorers prior to an event, they should enter each swimmer's name and lane on the Scoresheet for that event; for Relays, enter the names of all four swimmers. At the completion of the event, an official will verbally report the 'order of finish' to the Scorers; it is suggested that the OOF be written on the back of one of the Entry Cards for that event. When electronic timing is used, the officials will review the electronic finish order and verbally confirm the order to the Scorers.
4. The Scorer should record the finish order for each swimmer on the Scoresheet, and assign points according to the scoring system for that meet (i.e., either 6-lane or 4-lane scoring.) Relay events are scored in the same manner. Keep a running total of each Team's score throughout the meet; confirm the Team score with the Scorer from the opposing team at various times.
5. Each swimmer should have a 'time' recorded for their event (unless the swimmer has been disqualified.) When electronic timing is being used, the electronic times are preferred – either copied from a timing system printout or recorded directly from a scoreboard. If electronic timing is not used, a timer from each lane will report the time to be recorded. (Note: when electronic timing is available, watch times should be used only in the event of an electronic malfunction.)
6. If Diving is conducted, it is scored the same as other individual events.
7. Notify an Official when there are any questions regarding the entries or scoring for an event.
8. When three teams are competing (i.e., a double- or triple-dual meet), a specific scoresheet which allows separate scoring against two other teams should be used. The scoresheet and procedures for using this sheet is available to download from the DIAA website. (Contact Fred Killian for more information).

### C. Entry Count Form

1. An 'Entry Count Form' listing the names of each Team's members must be provided to the Scorers at each meet. The swimmers/divers should preferably be listed alphabetically, last name first. (Note: the form is available in MS Word or Excel format.) New team members can be added manually to the bottom of the list. If possible, the 'relay' columns should be lightly shaded when printed, but should not be so dark that markings in those columns cannot be seen.
2. The form must be BLANK, and may not have the events marked that each swimmer is expected to swim; the Scorers will enter that information during the meet.
3. After recording the swimmer/diver name on the Scoresheet, the Scorer should indicate each competitor on the Entry Count Form. The form is generally given to a Scorer for the opposing team. An 'R' should be placed in the appropriate column after each swimmer's name for each Relay entry, and an 'I' should be placed in the column for each Individual Event entry. Swimmers entered as Exhibition, or in an Exhibition heat, must similarly be recorded on the Event Count Form.
4. **The Scorer should continually review the form and immediately notify an Official if they note that any swimmer has been entered in more than two (2) Individual events, or more than four (4) total events.**
5. At the completion of the Meet, the Entry Count Forms will be retained by the Referee.

#### D. Timers

1. One timer with a watch must be provided for each lane. Each team is generally responsible for timing their lanes –including ‘Exhibition’ heats where swimmers from another team may participate in those lanes.
2. When electronic timing is not being used, each timer should report the time for their lane to the Scorers when the swimmer(s) in their lane have completed the event.
3. If electronic timing is available, the timers need only report their times when there is a malfunction in the electronic system; in that event, an official (or a Scorer) will ask the timer to report the time. Each timer should keep the time on their watch until the whistle is blown for the next event.
4. If a clipboard is provided for each timer to record their time; times should still be reported to the Scorers after each event when automatic timing is not used.

#### E. Meet disqualifications

1. A ‘meet disqualification’ for Unsporting Conduct is considered as an Ejection and will be reported to DIAA and to the Athletic Director of the offending school.
2. By DIAA regulations, an Ejection results in automatic suspension of that competitor (or coach) from the Team’s next competition. The Athletic Director may request a waiver of the suspension by contacting the DIAA Executive Director. The DSDOA Incident Chair will send a copy of the Incident Report describing the Ejection to DIAA and to the school’s AD.
3. Disqualification from an event for Unacceptable Conduct will be reported to DIAA or the school’s AD at the discretion of the DSDOA Incident Chair.
4. A meet disqualification for a competitor that is entered in more than the allowed number of events – either individual events or total events – is generally considered to be an ‘administrative error’, subject to the judgment of the Official. Such disqualifications are generally not reported to DIAA.

#### F. Exhibition Heats

1. Each Team is allowed two (2) exhibition heats per meet, limited to the 50 Free and 100 Free events.
2. A team may utilize all available lanes in their two exhibition heats. If appropriate, the officials may combine swimmers from both teams in a single heat.
3. Exhibition swimmers may swim in unused lanes of the opposing team, **if agreed by the opposing coach**.
4. In an Exhibition heat, the swimmers may swim any stroke, but it will only be recorded as a ‘Freestyle’ event. A backstroke start may not be used.
5. Any exhibition swim - whether in a separate heat or in a regular heat – counts toward the limit of two individual/four total events in a meet for that swimmer.

#### G. Rosters

1. Each school is responsible for filing the appropriate eligibility reports with DIAA during the season.

#### H. DIAA Tournament – Qualifying times

1. Qualifying times for the DIAA tournament must be achieved in a regularly scheduled high school meet swum under NFHS rules during the current season.
2. Each coach is responsible to assure that qualifying times have been achieved during the season. Swimmers that do not swim the qualifying time at the Tournament may be asked to prove the entry times for those events.
3. Swimmers accepted into the Tournament based on a ‘consideration’ time will be asked to prove that time. See separate procedures for acceptance of ‘consideration time’ entries.
4. Each school’s AD will have 24 hours after entries close to review and correct any errors in that school’s entries to the Tournament.

#### I. DIAA Tournament – Diving scores

1. Divers must have achieved the qualifying score in a high school meet during the current season – either at a dual meet, or an Invitational or Conference championship meet. Divers may achieve the score as an Exhibition diver under special conditions approved by DIAA. (see allowances for diving qualifying.)
2. The Swim Committee maintains a list of diving scores throughout the season for verification.

#### J. Whistle Commands

1. Whistle commands are used for all starts. A series of short ‘chirps’ will direct the swimmers to prepare for the event. Swimmers should step onto the blocks or into the water on the ‘long’ whistle. In backstroke, a second whistle will direct them to the wall and to place their feet.
2. In general, the only subsequent instruction from the Starter will be the ‘take your mark’ command.
3. Dual confirmation is used only at championships and the DIAA Tournament.