

Delaware HS Coach – Guidelines and Procedures

The purpose of this document is to provide a general set of guidelines and procedures for Delaware Swimming and Diving Coaches. There are other documents to reference for more detailed information. Coaches are encouraged to collaborate with each other. The head of the Coach Association is a great resource for answering coaching and procedural questions. For questions regarding interpretation of the NFHS rules, please contact the State Rules Interpreter.

A. Meet Entry Procedure

1. Each Coach shall submit three (3) copies of their entries on a standard DSDOA scoresheet no later than ten (10) minutes prior to the scheduled start of the meet. Entries can either be entered manually on a printed copy or can be entered electronically on an Excel version of the scoresheet.
 - a. One copy of the score sheet with entries will be kept by the Referee and will be the official entry record (along with any Change Cards) in the event of discrepancies during the meet. The other copies will be given to the Scorers.
 - b. The standard DSDOA score sheets MUST be used and can be obtained from the Coach Assoc or may be downloaded from the DIAA website. This will allow the scorers to align the events with the opposing team's score sheet.
2. Changes to the entries during the meet can be made by submitting a Change Card to the Referee no later than completion of the previous event (either gender.) The Referee will give the change to the Scorers.
 - a. Change Cards can be obtained from the Coach Assoc or the DIAA website.
 - b. The Change Card can also be used to have subsequent events scored as Exhibition.
3. Entries on the score sheet must include the full (first and last) name of the contestant and the lane assignment. This applies to both individual and relay events.
 - a. Whenever possible, the coaches should confer prior to the meet to decide the lane assignments (i.e., odd or even.) A visiting team coach may decide to wait until arriving at the meet to decide the lanes if they are unfamiliar with the pool arrangement.
4. Once the entries have been submitted, Coaches are NOT permitted to approach the scoring table at any time. Questions about entries or the meet score can be directed to an Official.

A1. Double- and Triple Dual meets – when three teams are competing at the same time

1. Confirm with your AD whether your team is competing against both of the other teams (Triple-dual) or only one of them (Double-dual). Each team will be allowed two entries in each event.
2. Information regarding the conduct and requirements for these meets is available from the Coach Assoc or online.
3. ALL teams should use the new 'Triple Dual Score Sheet' available from the Coach Assn or online. Four copies of the rostered scoresheet may be required. Please be certain that your Scorers are familiar with the procedures for using these scoresheets.

Note: these meets are not Tri-Meets; Tri-meets are like multi-team Invitationals where all competitors are competing for the same range of points – e.g., the DIAA Tournament.

B. Scorers and Scoresheets

1. It is preferred to have a separate Scorer for the Girls and Boys meets. (Only experienced Scorers should score both the Girls and Boys meets.) Scorers should be familiar with the procedures before a meet.
2. Each Scorer will be given a rostered score sheet for each team. The Scorers should fold and match the sheets so that the events are aligned. (Tape may be used to connect the sheets but is not necessary.) The scorers will need a pencil(s) and eraser. A clipboard is suggested since some scoring tables are not flat/smooth surfaces.
3. At the completion of an event, an official will verbally give the 'order of finish' to the Scorers; this 'order' should be noted at an appropriate place for that event. (Note: when electronic timing is used, the Scorers should NOT use the electronic order unless confirmed by the Officials.)
4. The Scorer should record the finish order for each swimmer (or relay) and assign points according to the scoring system for that meet (i.e., either 6-lane or 4-lane scoring.) Keep a running total of each Teams score throughout the meet; periodically confirm the Team score with the Scorer for the opposing team.
5. A time must be recorded for each swimmer in an event (unless the swimmer has been disqualified.) When electronic timing is being used, the electronic times are preferred – either copied from a written printout from the timing system or recorded directly from a scoreboard. If electronic timing is not used, a timer from each lane will report the time to be recorded. If times are being recorded on a Timer sheet kept by

each Timer, the times must be transferred to the Scoresheet prior to conclusion of the meet. (Note: when electronic timing is available, watch times should be used only in the event of an electronic malfunction.)

6. Exhibition swimmers' names and times should be recorded on the Exhibition Divers/Swimmers sheet.
7. When conducted, diving is scored the same as other individual events. When Divers are competing as Exhibition, their name, school and score should be recorded on the Exhibition Divers/ Swimmers scoresheet.
8. Notify an Official when there are questions regarding the entries or scoring for any event.
9. All Scorers at a Triple- or Double-Dual meet should use the new 'Triple Dual Scoresheet' which is available from the Coach Assoc or online. This will allow the sheets to be aligned by event. Scorers should be familiar with the scoring procedures using these scoresheets prior to the meet; a PowerPoint presentation explaining the procedure is available.

B1. Electronic Scoring

1. Electronic scoring of a meet using Meet Manager or Swim Cloud may be used provided that appropriate procedures are followed. This includes assurance that a visiting team's information is properly processed. It may be appropriate that Scorers for a visiting team manually score the meet.
2. At the conclusion of the meet, both Coaches must receive a printed copy of the final meet results including recorded times for each competitor and relay.

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. New team members can be added manually to the bottom of the list, when necessary. (Note: the form is available in MS Word or Excel format and will be sent electronically to each coach prior to the season.) 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 should NOT have the events marked that each swimmer is expected to swim at a meet; the Scorers will enter that information during the meet.
3. During the meet, the Scorer should indicate each competitor on the Entry Count Form. 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 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. At least one timer with a watch must be provided for each lane. Each team is responsible for timing their own lanes – this includes 'Exhibition' heats where swimmers from another team may participate.
2. When electronic timing is not used, each timer should report the time for their lane to the Scorers when the swimmer(s) in their lane have completed the event. Or, times may be recorded on a Timer sheet and then given to the Scorers before the conclusion of the meet.
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 the Scorers) will ask the timer to report their time. Each timer should keep the time on their watch until the 'long' whistle is blown for the next event.

E. Meet disqualifications

1. A 'meet disqualification' for anything other than an 'administrative error' will be considered as an Ejection and must be reported to DIAA.
2. Under DIAA regulations, an Ejection results in automatic suspension of that competitor (or coach) from the Team's next competition - unless that suspension is waived by the DIAA Executive Director. A waiver may only be requested by the Athletic Director of your school. The DSDOA Incident Chair will send a copy of the Incident Report describing the Ejection to the school's AD as well as to DIAA.
3. A meet disqualification for a competitor that is entered in more than the allowed number of events – either individual events or total events – will generally be considered an 'administrative error', subject to the judgment of the Official. Such disqualifications will be reported to the Incident Chair, but not 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 exhibition heats. When appropriate, the officials may combine swimmers from both teams in a single heat.
3. Swimmers competing in an Exhibition Heat must be entered on the 'Exhibition Diver and Swimmer' form. Three copies shall be given to the Referee along with the regular entries. Times will be recorded and the form returned to the Coach.
4. Exhibition swimmers may swim in unused lanes of the opposing team, **if agreed by the opposing coach.**
5. Swimmers may swim any stroke, but it will only be recorded as a 'Freestyle' event. A backstroke start may not be used.
6. Any exhibition swim, whether in a separate heat or included 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. Qualifying times – DIAA Tournament

1. Qualifying times for the DIAA tournament must be achieved in a regularly scheduled meet swum under NFHS rules during the current season.
2. Each coach is responsible 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 time for that event.
3. Swimmers accepted into the Tournament based on a 'consideration' time may be asked to prove that time.
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. It is the Coach's responsibility to provide the AD with the entry information.
5. Details about the Tournament can be found in the Tournament Manual posted on the DIAA website.

I. Diving scores – DIAA Tournament

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

J. Whistle Commands

1. Whistle commands will be used for all starts. A series of short 'chirps' will direct the swimmers to prepare for the event. After announcing the event, a 'long' whistle will direct the swimmers to step onto the blocks or into the water. 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 marks' command.