



2018 STATE GIRLS' SWIMMING & DIVING CHAMPIONSHIPS

Wednesday, November 14 -Friday, November 16

Tournament Guidelines for Participating Schools

Congratulations on your advancement to the Girls' State Swimming and Diving Meet! The following guidelines have been established for this year's meet. Please take a moment to carefully review the guidelines with all members of your coaching staff.

NOTE: We have produced a **PowerPoint Presentation** that every coach must review. The PowerPoint includes a video with instructions on how to access, complete, and submit the team entry form and the ticket confirmation form. The PowerPoint Presentation is posted on the Coaches Clipboard.

AQUATIC CENTER ENTRANCE

TEAM ENTRANCE: Athletes and coaches must always use the NORTH side landing entrance to access the pool. The team registration/check-in will be set up in this area.

PUBLIC ENTRANCE: Spectators may use both the south and north side entrances when entering the Aquatic Center. Event tickets will be sold from both box offices during the swimming prelims and finals on Thursday and Friday. Diving prelim tickets will be sold from the South side box office on Wednesday.

Electronic Submission of Team Entry Forms

Electronic Submission of Team Entry Forms. Each qualifying team is required to complete and electronically submit a team entry form directly to the League office by **10:00 pm Sunday, November 11**. Instructions for submitting the team entry form are included in the Swimming and Diving PowerPoint Presentation posted on the Coaches Clipboard. The link for the Team Entry Form is on the Coaches Clipboard under Administrative Links.

The team entry forms will be used to admit athletes and coaches into the Aquatic Center. **NOTE:** Only those athletes who are listed on the team entry form will be eligible for competition. Coaches must list each individual competitor, including relay alternates, on the team entry form. You are required to indicate relay alternates by placing "ALT" in the appropriate event column. Again, only those athletes listed on the team entry form are eligible for competition.

Dive List Entry Forms: Diving coaches must submit their athletes' list of dives electronically using the eDive online entry form. Each coach must complete the dive list entry form and email it to the meet host at carseth@centurylink.net by **4:00 pm Monday, November 12**. To access the online entry forms, go to **edive.info** and follow the instructions for completing the "dive list entry form." If you are an "A" school, please use the event name 'Class A State Meet'. If you are an "AA" school, use the event name 'Class AA State Meet'. For answers to questions call the League office at 763.560.2262, ext. 483.

Reminder: Diving Coaches will be allowed on the pool deck only if they have a qualifier in the meet.

Ticket Office Operation/Ticket Sales & Allotment

Pre-Event Ticket Sale: The pre-event ticket sale for qualifying schools will be held during Wednesday's swim/dive practice. The tournament ticket personnel will use the ticket confirmation forms to process ticket orders. The tickets will be available for purchase/pick up at the Aquatic Center **SOUTH** side ticket booth by team representatives immediately following each school's scheduled practice time on Thursday. **Please note:** Schools are required to purchase any and all tickets they order. Tickets **WILL NOT** be held for schools that fail to complete and submit a ticket confirmation form to the League office. Schools that fail to submit a ticket confirmation form will be allowed to purchase tickets only after the pre-sale of tickets on Wednesday. **Note:** Swim tickets will not be sold to the public on Wednesday. Only the diving prelim tickets will be sold to the public on Wednesday.

Electronic Submission of Ticket Confirmation Form: Each school is required to complete and electronically submit a Ticket Confirmation Form directly to the League office by **10:00 p.m. Sunday, November 11**. Please be sure to indicate on the form the exact number of tickets you wish to purchase for Thursday's swimming prelims and Friday's swimming and diving finals. Please note any special seating requirements such as wheelchair seating or seats in the diving well sections. Instructions for completing and submitting the ticket confirmation form are included in the PowerPoint Presentation that's posted on the Coaches Clipboard. The link for the Ticket Confirmation is on the Coaches Clipboard under Administrative Links.

Note: Tickets for the diving prelims will be sold at the Aquatic Center one hour prior to the competition.

Ticket Allotment

Each participating school will receive 15 tickets for each qualifying relay entry and three (3) tickets for each diver that qualifies to state. Example:

One relay	=	15 tickets
Two relays	=	30 tickets
Three relays	=	45 tickets

Schools without relay entries will be allotted three (3) tickets per individual qualifier. Allotment calculations will be done automatically as you enter your athletes onto the team entry form. **NOTE:** We will no longer post school ticket allotment on the web.

Drawing for Priority Seating. It is important to note that the League will conduct a drawing for priority seating around the race pool. Example: Class AA schools in sections 7 and 6 are scheduled to practice at 3:30 pm on Wednesday. A drawing will be conducted involving the qualifying schools from sections 7 and 6 to determine which school receives the first, second, third, etc., opportunity for the best seats around the race pool. The ticket orders will be processed accordingly. A separate drawing will be conducted for each group of schools.

Payment of Tickets. Each school is **REQUIRED** to bring cash or a **SINGLE** check for the proper amount **payable to the MINNESOTA STATE HIGH SCHOOL LEAGUE**. **NOTE:** This is a change from previous years.

Ticket prices are as follows:

- Diving preliminaries: \$7.00 per session. General admission sold at the door one-hour prior to event time on Thursday.
- Swim preliminaries: \$10.00 per session
- Swim & Diving finals: \$10.00 per session

Credit cards or debit cards will not be accepted. **Remember** to make checks payable to the **Minnesota State High School League**.

Other Ticket Policies

Class A student participants are required to purchase tickets to the Class AA swim/dive competitions, and Class AA student participants are required to purchase tickets to the Class A swim/dive competitions.

ALL SEATS FOR THURSDAY'S SWIMMING PRELIMS AND FRIDAY'S SWIMMING AND DIVING FINALS ARE RESERVED. EVERYONE must have a ticket except children who have not yet had their second birthday.

Standing Room Only Tickets: Standing room only tickets will also be available. These tickets will go on sale when all other tickets have been sold.

Will-Call: The SOUTH side ticket booth has been designated as the main ticket booth from which will-call credentials will be distributed. Coaches may leave will-call tickets for spectators at the south side ticket booth. Please reserve tickets in the name of the person picking them up and inform the individual picking up the tickets to have a photo I.D.

Locker Room Facilities

Participants

Locker room space is available on the West end of the pool deck. Lockers are available for student participants. All participants must bring their own padlock and towels. Team members may have to share lockers. Each participant will be responsible for securing their own valuables. The League will not assume any responsibility for lost or stolen items. Locker room assignments are as follows:

Sections 1 – 4 North Locker Room
Sections 5 – 8 South Locker Room

Note: Class A participants and coaches will be allowed to access the locker rooms only during the Class A competition. Class AA participants and coaches will be allowed to access the locker rooms only during the Class AA competition.

Coaches

Coaches may use the restrooms in the Dry Corridor (*north side of the pool deck*) to change into their coaching gear. Please DO NOT leave any clothing or valuables in this room. Coaches will be responsible for securing their own valuables. The League will not assume any responsibility for loss of or damage to any personal property within the Aquatic Center. Please DO NOT USE the U of MN Recreation Sports Men or Women's locker room.

Seating

Class A Coaches, Swimmers, Divers, and One (1) student managers

Class A coaches, swimmers, divers and one student managers will be allowed to sit in the bleachers located on the pool deck throughout the Class A swim/dive competition. *Seating assignments are as follows:* Class A schools from MSHSL Sections 1 – 4 shall sit on the north side bleachers; and Class A schools from MSHSL Sections 5 – 8 shall sit on the south side bleachers. Admittance to the pool deck will be by hand stamp only.

There will be no admittance to the pool deck for anyone who is not at least in the 7th grade. This rule applies to the warm-up sessions and the competition.

Seating Continuation

Class AA Coaches, Swimmers, Divers, and One (1) student managers

Class AA coaches, swimmers, divers, and one student managers will be allowed to sit in the bleachers located on the pool deck throughout the Class AA swim/dive competition. *Seating assignments are as follows:* Class AA schools from MSHSL Sections 1 - 4 shall sit on the north side bleachers; and Class AA schools from MSHSL Sections 5 - 8 shall sit on the south side bleachers. Admittance to the pool deck will be by hand stamp only.

There will be no admittance to the pool deck for anyone who is not at least in the 7th grade. This rule applies to the warm-up sessions and the competition.

Spectator Seating

Spectator seating will be restricted to the spectator gallery, which is a reserved seating area. Spectators will not be allowed on the pool deck. The deck is limited to participating teams and coaches.

Wheelchair seating is available in the spectator gallery.

Information for Teams Preparing to Compete at the Aquatic Center

Relay takeoff pads will be used during the state meet.

Uniform Rules will be strictly enforced. **NOTE: Swim Caps or suits—may only include competitor's name, school or abbreviation, the official school nickname/mascot/logo.** Any other information such as "State Meet" is prohibited. **NOTE:** Commemorative and memorial patches, no larger than 4 square inches, may be printed on the swim cap/uniform with school approval.

Rub Down Lotions/Oils/Shaving, Adhesive Sprays: NO oils, sprays, or any foreign substance will be permitted at section or state meets. The penalty for use of rubdown lotions, oils, sprays or any foreign substances is as follows: The participant is disqualified from further competition and the coach shall be censored by the MSHSL.

NO on-site shaving will be allowed.

Participants are not allowed on the diving platforms or the three (3) meter boards.

Track-style starting blocks will be used.

Practice Schedule: Please note that the swimming and diving practice sessions are closed to the public. Only coaches, student athletes, and student managers with a hand stamp will be allowed into the Aquatic Center during the pre-meet practices. The practice schedule is located on the public side of the website under Tournament Related Files. **Note:** There will be no admittance to the pool deck for anyone who is not at least in the 7th grade. This rule applies to both the pre-meet practice and state meet competition. No exception will be made to this rule.

Warm-ups: Clothes' baskets will be available for each lane. Swimmers may use the baskets to store their warm-up gear.

Athletic Training/Medical: Certified trainers are available to assist you and your athletes during the practice sessions and the competition. A tournament doctor will be available during the competition. The trainer and doctor will be seated at the scorers' table. All medical emergencies in the water will be handled by the University Aquatic Center's Lifeguard staff; once on deck, care will be transferred to EMS or the tournament athletic trainer/doctor.

Awards Ceremony Medals will be presented immediately after each event to the top eight finishers. Swimmers should check the scoreboard for the order of finish. Team trophies will be awarded to first, second, and third place teams after each meet. **Award recipients are required to wear school-approved warm-ups that reflect well of swimming and diving during the awards ceremony.** No goofy hats, stuffed animals, etc. will be allowed during the award presentation. Only the award winners will be allowed to take part in the award ceremony. **Substitutes are not allowed.** Please note that coaches, team members or student managers are not allowed to enter the awards area to take photos. The League's official photography partner, Minnesota Prep Photo, will take photos of the award ceremony and make them available for purchase at MnPrepPhoto.com.

Preliminary Results Coaches may pick up preliminary results at the north side landing entrance after 10:00 a.m. on Friday. Final meet results will be posted on the League's web site, at www.mshsl.org.

Race-Ready Area Procedures Participants in each swim event will be required to report to the Floor Director in the race ready area located beneath Sections 6 and 7 on the north side of the pool deck. Coaches are not allowed in this area during the competition. The Floor Director will line up each contestant according to their lane assignment. The meet announcer will introduce individual swimmers as well as each relay team member. The meet announcer will make announcements for athletes to report to the race ready area in between heats.

Participant March-In Procedures The League is requesting that each school have at least one student representative participate in the march-in on both Thursday and Friday. Student representatives that take part in the march must report to the northwest end of the pool deck at:

Class A Thursday & Friday 11:45 a.m.

Class AA Thursday & Friday 5:45 p.m.

March-in participants will parade around the race pool and will remain standing around the pool until the completion of the national anthem. **March-in participants are required to wear school-approved warm-ups.** There will be a separate march-in for each class, which will begin **10-minutes to the hour.**

Teams/Spectators Arriving At The Aquatics Center

AQUATIC CENTER ENTRANCE

Spectators may use both the south and north side entrances when entering the Aquatic Center. Event tickets will be sold from the north and south side box offices during the swimming prelims and finals on Thursday and Friday. Diving prelim tickets will be sold from the South side box office on Wednesday.

Parking/Campus Street Closings

Schools and swim fans are advised to plan and allow for extra time when traveling to and around the University campus. Parking may be challenging due to other events on campus. Parking is available in parking ramps/lots near and around the East Bank campus. The following ramps/lots are near the Aquatic Center: **Washington Street Parking Ramp, University Avenue Parking Ramp**, directly adjacent to the Aquatic Center (south side), the Fourth Street Ramp, located at the corner of 4th Street SE and 17th Avenue SE, and Lot 37 on 5th Street SE—two blocks north of the Aquatic Center.

Team Pass Gate: All athletes and coaches must use the **North** side entrance to enter the Aquatic Center at all times.

Tournament Headquarters: Located in the Meet Management Suite on the north side of the pool deck. The Meet Management Suite will be restricted to authorized personnel only.

Coach, Team & Student Manager Registration & Admittance To The Aquatics Center

Team Registration

The registration area will be set up in the north side landing entrance of the Aquatic Center on Wednesday. Each coach must report to the registration area to sign-in and pick up their registration packets. Registration hours are:

Class A Teams: 9:00 a.m. to 11:30 a.m.
Class AA Teams: 3:00 p.m. to 5:30 p.m.

Enclosed in each packet are:

- o Certificates of Participation for each state qualifier. Alternates do not qualify for a certificate unless they participate in the meet.
- o Complimentary programs with heat & lane assignments
- o Souvenir Bag Tags
- o Relay Cards

Admittance for Coaches, Contestants and One (1) student manager

During Wednesday's swim/dive practice, League officials will stamp the hand of each coach, contestant, relay alternates and **one (1) STUDENT MANAGER**. The hand stamp will allow coaches, athletes, and one (1) student manager to enter and exit the facility and to access the pool deck and locker rooms during their respective meet. Coaches, athletes, and student managers without a hand stamp will be denied admittance. This policy will be strictly enforced.

Policy Reminder: Diving Coaches will be allowed on the pool deck only if they have a qualifier in the meet.

NOTE:

- a. Class A coaches who have a hand stamp will be allowed into the spectator gallery (standing room only section) to observe the Class AA swimming and diving competitions.
- b. Class AA coaches who have a hand stamp will be allowed into the spectator gallery (standing room only section) to observe the Class A swimming and diving competitions.

Relay Designation Cards

Coaches are required to designate relay team members each day of the state meet using the following procedures:

Preliminaries

- Relay Designation Cards for **ALL RELAYS** (Medley, 200 Freestyle, and 400 Freestyle) MUST be turned into the Scorer's Table one half (1/2) hour before the start of the preliminaries on Thursday.
- At this time, the Medley Relay is officially designated. **ALL CARDS** for **ALL RELAYS** are to remain at the Scorer's Table.

Changes in Designation

Changes in designation may be made for the freestyle relays at the Scorer's Table according to the following schedule:

- **200 Freestyle Relay:** immediately after the completion of Heat 1 of the 500 Freestyle
- **400 Freestyle Relay:** immediately after the completion of Heat 1 of the 100 Breaststroke

These deadlines will be announced during the meet.

Finals

For relay teams advancing to the consolation and championship finals: Coaches are required to report to the scorer's table and designate on each relay card the swimmers who will compete in each qualifying relay.

Changes in Designation

Changes in designation may be made on Friday as follows:

- Medley Relay: ½ hour before start of the Finals
- 200 Free Relay: immediately after Heat 1 of the 500 Freestyle
- 400 Free Relay: immediately after heat 1 of the 100 Breaststroke

Note: Relay cards will remain at the Scorer's Table under meet management control. If you have any questions please see Chris Aarseth, the meet manager.

Other Meet Policies

Glass Container Policy: Glass containers are not permitted in the Aquatic Center on the deck. If glass is broken, the pool will be shut down and the meet will be suspended. Please stress this with your athletes. Bags may be searched.

Food/Beverage Policy: Concession stands located in the main lobby of the Aquatic Center will be open throughout the championships. No food or beverages will be allowed on the pool deck or in the spectator gallery. All food and beverages must be consumed in the lobby. NO glass is allowed anywhere in the Aquatic Center.

Policy for Team Banners and Signs: Per University of Minnesota policy, teams and spectators are not allowed to hang banners/signs in the Aquatic Center. This includes hanging banners and/or signs around the pool. Hand held signs (no larger than 18" x 24"), which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items that contest/tournament officials deem to be in poor taste will be removed. Signs on sticks of any kind are not permitted.

Balloons, Noisemakers: Balloons, noisemakers and confetti will not be permitted in the Aquatic Center. Ushers will confiscate these items at the door.

Deck Changing: Deck changing before, during or after a meet is prohibited.

Smoking Policy: Coaches are reminded that the Aquatic Center is a SMOKE-FREE building. Rule 3-6-1f: No team personnel/official/competitor shall use alcohol or any form of tobacco product (e-cigarette or similar items) from the time they arrive at the site of the competition until they leave following completion of the meet. Team personnel/competitor will be disqualified from further participation for the use of tobacco product.

Tournament Programs: The League will provide each contestant with a complimentary program. The programs will be available at registration. Additional programs will be available for purchase in the lobby of the Aquatic Center for \$5 throughout the tournament.

Souvenir Merchandise: T-shirts and other tournament souvenirs will be available for purchase in the lobby of the Aquatic Center on a first come, first serve basis.

Photographs: Minnesota Prep Photo, the League's official photographer, will take team and individual photos during the finals of the state meet. These photos will be available for purchasing at Mnprepphoto.com. **PLEASE NOTE: coaches/team members/student managers will not be allowed to enter the awards area to take photos.** Only individuals with MSHSL media passes will be allowed in this area.

Web Cast: School Space Media will web stream the state meets on Thursday and Friday. Both meets can be seen on-line for "free" at PrepSpotlight.tv.

Extra Medals: Participating schools may purchase (\$5.00 per medal) additional medals for participants who competed in the state swim/dive meet but did not receive a medal. The order form is on the administration side of the league's web under "**Forms and Resources**".

The Use of the Following Items/Areas Are Strictly Prohibited At The Aquatics Center

1. **ABSOLUTELY NO GLASS** will be allowed. If glass is broken on the deck, the pool will be shut down and the meet suspended.
2. **NO** lawn chairs will be permitted in the Aquatic Center. Please alert your fans!
3. Coaches are not allowed to use the U of M Recreation Sports Men's and Women's Locker Rooms.

Media Interview & Video Taping

Media Interviews: Locker rooms are closed to all media for all Minnesota State High School League-sponsored tournaments. Interviews may be conducted in the Media Interviewing Room located on the dry class room. Media reporters have been instructed to contact the tournament media steward when and if they are interested in interviewing coaches or athletes. The media steward then will contact athletes and coaches for interviews

Video Taping Policy: Parents of swimmers and divers may videotape the state meet if:

- a. the tape is not for commercial use; and
- b. the camera is not obstructing the view of others, and if it is a hand-held camera. Tripods and other camera stands will not be allowed into the meet.

Emergency Procedures

1. **Blood on Deck:** If there is blood on the deck, immediately notify a lifeguard who will clean up the area. The lifeguards are trained in blood borne pathogen clean up procedures.
2. **Fire:** If a fire alarm sounds, stay seated and quiet until an announcement is made.
3. **Lifeguard:** No one should be in the water until there is a lifeguard on deck. Lifeguards should make all water rescues and give first aid attention.
4. **Weather:** If the weather emergency siren sounds the meet will be stopped and we will evacuate the Aquatic Center into the wet and dry tunnels. Please help in keeping your athletes calm and quiet.

Checklist of Things to Do:

- ___ Review Swimming/Diving PowerPoint Presentation Posted on the Coaches Clipboard.
- ___ Submit [Team Entry Form](#) and [Ticket Confirmation Form](#) to League Office **10 pm on Sunday, November 11.**
- ___ Email [Dive List Entry Form](#) to garseth@centurylink.net on **Monday, November 12, 4:00 pm.**
- ___ Payment of tickets [Cash or a single check](#) payable to the **Minnesota State High School League.**

GOOD LUCK!!!