

WIAA // GESA CREDIT UNION

## POSTSEASON STANDARD OPERATING PROCEDURES

# GIRLS SWIM & DIVE

**NOVEMBER 14-16, 2024**

King County Aquatic Center (Federal Way)

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# COACH INFORMATION

## EVENT SCHEDULE

Schools in each classification will rotate through three times assigned for preliminaries and finals. Find the full schedule for each of the three State Meet sessions on the [Girls Swimming & Diving page](#) of the WIAA website.

- **Tuesday, November 12** - Coaches Meeting (Virtual), 7:00pm [\[LINK\]](#)
- **Thursday, November 14** - Site practice time availability, 4:30-7:30pm
  - Cost for the practice is \$3.00 per athlete, payable by cash or a check made out to the WIAA.
  - Each school must provide on-deck supervision while athletes practice.
  - Schools will be provided a sign-up to schedule practice time, as space and time is limited.

## SITE DETAILS & PARKING

- Parking at King County Aquatic Center is limited and operates on a first come, first served basis.
- No buses will be allowed to park in the KCAC parking lot. Parking for buses is in the Little League Lot East of KCAC.
- If the parking lot is full, please park in the Little League lot.

## UNIFORMS

- Uniforms must follow the 2024 NFHS Swimming & Diving Rules Book.
- Questions about your uniform should be cleared by the officials prior to the meet.

## FIRST AID/MEDICAL

- Trainers and Lifeguards will be on site throughout the meet.
- For athletes with health conditions that require medication or treatment, review the [medical procedure document](#).

## SOCIAL MEDIA SPOTLIGHT

- Use this [survey link](#) to guide us through special moments from your season, helping us tailor our coverage to better highlight your team during the Tournament.
- Customizable Social Media Templates for your team are available via Canva: [Square](#) & [Vertical](#)
  - How-To Video available [HERE](#)

## ADDITIONAL PROCESSES

Coaches can select each of the two links below to review additional important information about the Meet.

- [Games Committee Structure for State Championship Meets](#)
- [Important relay Declaration Procedures for State Championship Meets](#)

# SPORT-SPECIFIC SOPs

## PASS GATE LIMITS

- Pass Gate personnel are restricted to the following individuals affiliated with qualifying teams:
  - 1 Athlete Pass per qualified competitor
  - 1 Coach Pass for every 4 swimmers, up to a maximum of 3 Coach Passes
  - 1 Coach Pass for schools with 1 or more qualified divers
  - 1 Student Manager Pass (coaches may request 1 Manager Pass at the end of the coaches meeting)
- If the only competitor from a school competes in the 500 Free, an additional pass will be granted to a lap counter.
- Passes for Coaches and Managers must be visible at all times when they are on the deck.

## STATE TOURNAMENT QUALIFICATION & ENTRY PROCESS

- [2024-25 State Swim & Dive Championships Entry Procedure](#)
- Using 16th-place preliminary times from the three previous State Meets, the WIAA and Washington Interscholastic Aquatics Coaches Association Committee will determine 2024-25 [minimum qualifying time standards](#).
- In addition to allocations in each event, swimmers qualify for the State Meet through the following measures:
  - Achieving a minimum qualifying standard in a District Qualifying Meet.
  - Achieving a minimum qualifying standard through the process outlined in the State Tournament Qualification & Entry Process.
  - Swimmers with the next fastest times in consolation and championship finals at Districts will fill out a field.
- Only the Top 12 athletes at each District Meet receive consideration for the remaining spots in each field.
- Athletes advancing to State on minimum qualification standards must compete in the same events at Districts.
- District Meet Managers must send a results file to the State Meet Manager immediately after meet completion.
  - If an athlete who earns an allocation won't compete in that event at the State Meet, the District Meet Director must also notify the State Meet Director of the change in accepted allocations.
- Divers may qualify for the State Meet only through 11-dive qualifying meets provided by their WIAA District.
- As dual meet diving events are six-dive competitions, each District may host up to four 11-dive meets per season.
- Each diver is limited to participation in a maximum of four 11-dive qualifying meets.
- These competitions are in addition to the 12 regular season meets a team is allowed.
- Payment for 11-dive qualifying meets is up to WIAA District policy.
- Scores meeting qualifying standards must be submitted by the State Tournament Qualification & Entry Process for those scores to be verified and used for entry into the state meet.

- Teams wishing to modify diving to provide an 11-dive experience for athletes may do so.
- However, only scores earned in 11-dive qualifying meets provided by WIAA Districts are used for State qualifying.
- To qualify for the State Meet outside of the District Meet allocations process, divers must meet a two-part qualifying standard consisting of a Minimum Degree of Difficulty and point totals for the six optional dives:
  - 4A Girls & Boys: 11.6 difficulty, 315 pts.
  - 3A Girls & Boys: 11.6 difficulty, 315 pts.
  - 1A/2A Girls & Boys: 11.6 difficulty, 250 pts.
- Wildcard invitations to complete a field will be determined from District Finals scores only.
- Results of 11-dive qualifying meets must be sent to the State Meet Manager within seven days of the competition. By entering participants in postseason competition, each member school certifies that, barring illness, religious observance or unforeseen events, the individuals representing the school will participate in every level of competition through the completion of the State Championship event.
  - Exception: A coach signs an athlete up for three relays at the District Meet, but they only compete in two.
  - That athlete is free to swim in any of the three relays at State as long as they meet the four-event-max rule.
- Up to eight relay swimmers MUST be listed on the Relay Entry Form.
  - This entry limit extends to each District Meet as well.
- 24 individuals and 24 relay teams will compete during prelims for each 16- or 20-entry event.
- 20 individuals and 20 relay teams will compete during prelims for each 12-entry event.
- 16 individuals and 16 relay teams will compete during prelims for each 8-entry event.

## **RULES & REGULATIONS**

- All 11-dive meet judges must complete the NFHS Officiating Swimming and Diving Course through NFHSLearn.
  - Certified judges must submit their certificate of completion to [Andy Barnes](#) or [Todd Wollenweber](#).
  - [Certified Dive Judges](#)
- A competitor may withdraw from a preliminary event or final with a declared false start.
  - Notice must be given to the referee or referee's designee by the athlete, coach, or other team personnel.
  - The coach and athlete MUST be on site to declare a false start.
  - Specified declared false start times are as follows:
    - In preliminary rounds, the declared false start must be declared prior to the start of the event.
    - For Events 1-5 of the Championship Round, the false start must be declared 30 minutes before the scheduled start of the meet.
    - For Events 6-12, the declared false start must be declared prior to the end of Event 4.
    - If the declared false start is used in the consolation or championship finals, the alternate will be called up and the event will be reseeded.

# GENERAL SOPs

## ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

## STATE TOURNAMENT TICKETS

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

## **QUALIFYING TOURNAMENTS/EVENTS**

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

## **PASSES**

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**  
Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.
- **School Media**  
School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.
- **Schools Billed for Pass Gate Entry**  
Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.

- **College Coaches**

Passes shall not be issued to college coaches for scouting purposes.

## **BRACKET PAIRINGS**

- WIAA seeding committees in baseball, basketball, football soccer, softball, and volleyball will seed the qualified teams and determine bracket matchups.
- Higher-seeded teams will be the home teams.
- Each league selects its representative on the seeding committees.

## **INSURANCE**

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

## **GAMES COMMITTEES**

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

### **Games Committee Duties:**

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
  - The Tournament Manager or designee: Tyson Sturza and John Cazier
  - The Head Officials: Garrick Redden and Jay Rydell
  - A Coach, Athletic Director, or School Administrator;And MAY include:
  - The Official Scorekeeper, OR
  - Another member of the event staff

## **PROTESTS**

In all WIAA State Tournaments, the following process will be conducted for protests:

### **Protest Process:**

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
  - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
  - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

## **PARTICIPANTS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT**

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
  - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.

- The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
- If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

## **INCLEMENT WEATHER**

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.

### **The following practices shall be observed:**

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

### **Procedures to follow if contests are rescheduled:**

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.



## **TEAM CEREMONIES**

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

## **SUPERVISORY PERSONNEL**

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
  - Report to the Tournament Manager upon arrival.
  - Wear a WIAA-issued 'Supervisor' pass for easy identification.
  - Monitor fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).
  - Assist the facility security staff or Tournament Management staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

## **PEP BAND EXPECTATIONS**

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## **CHEERLEADER EXPECTATIONS**

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## **TEAM ARRANGEMENTS**

- Lodging:

- Participating teams are responsible for their own lodging.
- Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
  - Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
  - Teams are encouraged to supply their own physician/trainer.
  - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
  - The roster limits for each of the State events are listed in the respective sport-specific regulations.
  - Only those participants included on the roster can be in uniform.
  - Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
  - Participant admission/asses is non-transferable.

## **STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
  - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
  - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

## **EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS**

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**

- Send the entire team to the center of the field/court/competition area to receive their award,
- Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
- Remain on the field/floor until after the award has been presented to the winning team,
- Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
  - Remain on their own side of the floor or field until after the award has been presented to the other team,
  - Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
  - Demonstrate respect for the opposing team.