

The South Carolina Independent School Association 2018 Swimming Handbook

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Introduction

2017 marks the Twenty-First Annual State High School Swimming Championships sponsored by The South Carolina Independent School Association. Thank-you to those coaches and supporters who had the vision to lead SCISA into providing this outstanding opportunity for student participation and achievement.

Regular Season

Officials

Meet referees need to

- Become members of the SC High School League (SCHSL) Officials Association through this website <http://www.schsl.org> - then click on Officials information, swim and then arbiter. (<http://schsl.org/index.php/officials-swim/>) This membership provides insurance coverage and a copy of the 2016-2017 NFHS Swimming rulebook.
- Be a USA certified meet referee or become a SCHSL meet referee - requires completing the online clinic and taking the online swimming rules test - due by 8/30/2018 see website above and contact the area director for you geographic area as needed for the details.
- If you are the meet referee for a meet with SCHSL schools, you will need to be a SCHSL meet referee - see the above requirements.

Stroke and turn officials need to

- Be USA Swimming certified officials OR
- Attend a SCHSL stroke and turn clinic - details to be found at above website and click on Swim officials

Coaches

- All schools shall have a written **Concussion Policy**. This policy will include the education of coaches, players, and parents about the dangers, warning signs, and symptoms of concussions. The plan will also include medical evaluation, suspension from play and return to play/practice protocols.
- Every coach must complete an online Concussion Course (CDC or NFHS) before the first practice, every year.
- The Head Coach shall be CPR certified
- All coaches will complete the following NFHS courses:
 - Annually: Concussion in Sports; Heat Illness Prevention
 - Every two years: NFHS Sportsmanship Course; Bullying; Hazing and Inappropriate behaviors; Engaging effectively with Parents; Sudden Cardiac Arrest
- All First Year Head Coaches will complete the NFHS Course: Fundamentals of Coaching
- Recommended NFHS Courses: First Aid, Health, and Safety for Coaches

Lightning Policy

Host schools shall have Lightning Detection Device or subscribe to a Lightning Detection Service and have it on-site to assist game management with inclement weather decisions and/or stoppage/resumption of the meet.

NEW POLICY - Submission of Electronic Rosters

Submitting athlete rosters to Sports Timing, Inc. prior to the start of the season and updating rosters if any athletes are added during the season:

Requirements: The following items will be required for each athlete in your team management software.

- First Name
- Middle Initial
- Last Name
- Preferred Name (If different than their first name)
- Date of birth
- Gender
- School Class (FR, SO, JR, SR)

Purpose: To reduce the number of duplicate athletes in the Top Times Database, to ensure that school abbreviations are correct, and to put the responsibility on all schools for accurate data rather than on those hosting meets.

How to:

As part of your registration process, collect and enter the required data into your team management software. As you enter each athlete, you will see a “Build ID” button. If your team management software does not have a build ID button, the ID format uses the following fields, Date of Birth, First Name, Middle Initial and Last Name.

Example: Jane D. Johnson born on December 1, 1998 would have an ID of 120198JAND-JOHN. If the swimmer does not have middle initial or their first or last name has less than the required characters, the missing characters should be filled in with an asterisk (*).

Before entry into the first meet, submit an export of your athlete roster from your team management database. Please have First, middle initial and Last name and date of birth in the database - click build ID.

Submit Team Roster

In Hytek Team Manager, select File, Export, Athletes/Teams. Save and submit the file online at www.sportstiming.com/hss. If during the season you add a swimmer to your roster, or need to update information on an athlete, please submit an updated roster through the same form.

Times for your school will not be uploaded into top times until your roster has been received. If you add a swimmer, and do not submit an updated roster, their times will not be imported.

Software Requirements

Team Management Software

It is recommended that all teams use a Team Management software package for managing their team. This team management software can be from any vendor that allows export of their entries in a standard data interchange format (.sd3) as defined by USA Swimming. Meet entries for the SCISA Championships will only be accepted from legally licensed Team Manager programs.

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Meet Management Software

If a school is hosting a meet, the school must have a legally licensed copy of a Meet Management software. The meet management software can be from any software vendor and must be able to import entries and export results in a standard data interchange format (.sd3) as defined by USA Swimming.

If a school hosts a meet on a Meet Management software package that is not licensed to their school, the times for that meet will not count towards State Championships until proof of a licensed copy of meet management software has been purchased.

Timing Preferences

Level 1

Fully Automatic Timing System

A fully automated timing system consists of a system that is automatically started from a starting system and stopped automatically upon the swimmer touching a touchpad at the start end of the pool.

Minimum Requirements

- Touchpad System
- Backup Buttons
- 1 Manual Watch per lane

*When using a level 1 timing system, touchpads cannot extend over the edge of the pool in such a way as to create a gap between the touchpad and the wall thereby shortening the pool (i.e. a coping gutter or lip).

Level 2

Semi Automatic System

A semi automatic timing system consists of a system that is automatically started from a starting system and manually stopped by a person at the finish of the race.

Minimum Requirements

- Two watches or buttons interfaced with the start system¹.
- One manual watch per lane.

Preferred Timing

- Three watches or buttons interfaced with the start system².
- One manual watch per lane.

Level 3

Manual Timing System

A manual timing system consists of a system where the watches are started and stopped by each lane's timers.

Minimum Requirements

¹ Different timers within the lane must operate each watch/button.

² Different timers within the lane must operate each watch/button.

- Three manual watches per lane³.

Legal Splits

Timing Requirements

Qualifying times can be obtained through a legal split for the lead off swimmer in the 200 Free Relay and the 400 Free Relay and legal splits in the individual events (50 and 100 free splits in the 100 free, 200 free or 500 free). For the legal split to count it must be obtained using the primary timing system being used for the meet. If the timing system allows for legal splits, the legal splits should be recorded automatically for all lanes. If Level 2 or Level 3 timing is being used, each button / watch should be operated independently. No timer should operate more than one level 2 button, watch / level 3 watch.

Time Submission

- Legal split times will be automatically uploaded into the top times database as long as they are correctly entered in the meet management database and included in the submitted file of final results.
- The computer operator must ensure that all legal splits are accurate (if automatic system) and entered correctly into the database (if from a semi-automatic or manual system) prior to submission of the final results AND the meet referee must approve all legal splits obtained from a semi-automatic or manual system.

Submission of Times

- The Host team of each meet using a Swim Meet Management Software must send a complete Meet Backup and a Standard Data Interchange export file of the results (SD3 or CL2) within 3 days of the completion of the meet.
 - Ensure that the pool length is correct in the database (yards and meters) and that all team names and team codes match the team listing posted here: <http://www.sportstiming.com/schss/>

All of the above needs to be uploaded using the form available at <http://www.sportstiming.com/schss/>

- The listing of top times will be updated every Monday evening at a minimum. The listing is available at www.sportstiming.com.

³ Different timers within the lane must operate each watch.

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State Meet

Host

Augusta Christian School

Meet Date

Saturday, October 13, 2018

Meet Site

Augusta Aquatics Center - 3157 Damascus Road - Augusta, GA - 706-261-0424

Directions

From I-20: Take exit 196A (I-520 South/Bobby Jones Expressway) take exit #2 (Wrightsboro Rd.) Turn left and go under the highway, go 1.9 miles and turn right at the seventh stoplight (Damascus Rd) AAC is .3 miles on the left.

Or

Take exit 196A (I-520 South/Bobby Jones Expressway) take exit #3B (Gordon Highway), go 1.4 miles and turn left at the third stoplight (Highland Ave), go .5 miles and turn left at the first stoplight (Damascus Rd.) AAC is .7 miles on the right.

Meet Directors

Victoria Culbertson
Sports Timing, Inc.
(V) 843-628-5486
E-Mail: victoria.culbertson@sportstiming.com

Mike Fanning
South Carolina Independent School Assoc
(V) 803-535-4820
E-Mail: athletics@scisa.org

Meet Referee

Andy Rutledge
E-mail: andrew.a.rutledge@rrd.com

Rules

Meet Rules

The 2017-2018 National Federation of State High School Association Swimming and Diving and Water Polo Rule Book will govern the meet, except where noted below.

Eligibility

All swimmers must be a member of a SCISA School that has participated in two meets, and

1. Must meet the stated qualifying time⁴ in each event that the swimmer is entered.
2. Must have participated in two SCISA meets⁵ within the current high school season.
3. Meet where times have been achieved must be listed with SCISA Office.

Entry Information

Entry Verification

Please make sure all meets you have competed in have been submitted to Sports Timing & Software, Inc. The database of times is being used for entry verification. The listing of top times is

updated every Monday evening and by Sunday evening prior to the entry deadline. The listing is available at www.sportstiming.com.

Entry Deadline

Monday, October 8, 2018 at 7:00pm

How to Enter

You must enter the meet through your team management software that produces an export in .SD3

format. Entries must be uploaded through the form at www.sportstiming.com/schss/

***Your relay order must be entered electronically using your team management software.

Entry Limits

Individual Events

NFHS Rules (Rule 3: Art. 1) each team shall be permitted a **maximum** of four entries in an individual event. These four entries must meet or exceed the 2015 SCISA Swimming qualifying times.

A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events.

⁴ Qualifying times may be obtained in any High School Meet. This includes dual meets where a SCISA Team competes against a Public School Team, A SCISA team vs SCISA Team or any invitational meet hosted by a Public or SCISA School

⁵ A SCISA Meet is considered to be a meet where two or more SCISA Teams are participating with verifiable times.

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Relay Events

- SCISA allows each team to enter ONE relay team in an event. There are no time standards for relays for the 2017 SCISA Swimming State Championships. Any swimmer on your team can participate in the relay at the State Championship meet as long as they have participated in the minimum required SCISA swim meets (2).
- Teams may be entered in the meet with relay only swimmers. All relay swimmers, including the relay alternates (up to 4) must be entered electronically with your entries. (Please remember to include relay only swimmers in your payment for the meet).
- Relay cards will be distributed to each team during the coaches meeting. Cards MUST be taken to the block with the correct swimmers listed. Only the swimmers and alternates entered electronically with your original entries can be used for the competition. Relay swimmer listing becomes official once the team has been called to the block.
- All Relays will be seeded together by Division.

Fees

- \$15.00 per individual or relay only swimmer entered in the meet.
- Checks should be sent to the SCISA Office

Coaches

- Coaches need to have their school's athletic director fax the SCISA office a listing of coaches by end of day on Monday, October 8, 2018.
- Head Coach must be CPR Certified.

Senior Recognition

Go to the SCISA State Championships section at www.sportstiming.com/schss/ to enter the information about each swimmer (Name / School / # years on Varsity Swimming Team). Seniors will need to report to the area beside the timing stand at 9:50am.

Timers

- Every school has to provide at least two (2) timers at the state meet. Please remember to have alternate timers available.
- Go to the SCISA State Championships section at www.sportstiming.com/schss/ to enter the volunteer timers for your team.

Officials

- All Officials must be registered with SC High School League Officials Association, have completed a training session (or be USA Swimming certified), and worked at least two high school meets this season.
- Go to the SCISA State Championships section at www.sportstiming.com/schss/ to enter the volunteer officials for your team

Time Line

Date		Time
10/8/2018	Entries submitted at www.sportstiming.com	7:00 PM
10/8/2018	Coaches Listing from AD to SCISA Office	7:00 PM
10/10/2018	Timer / Official / Senior Listings submitted at www.sportstiming.com	7:00 PM
10/13/2018	Facility Opens	8:30 AM
	Coaches Meeting	8:45 AM
	Warm-Ups Begin	9:00 AM
	Officials Meeting	9:30 AM
	Timers Meeting	9:45 AM
	Warm-Ups End (Pool Closed)	9:50 AM
	Senior recognition / National Anthem	9:55 AM
	Meet Begins	10:05 AM

Time Standards

Event	Girls	Boys
200Y Medley Relay		
200Y Freestyle	2:45.00	2:40.00
200Y Individual Medley	3:00.00	2:55.00
50Y Freestyle	35.00	30.00
100Y Butterfly	1:25.00	1:22.00
100Y Freestyle	1:15.00	1:10.00
500Y Freestyle	6:50.00	6:45.00
200Y Freestyle Relay		
100Y Backstroke	1:25.00	1:20.00
100Y Breaststroke	1:35.00	1:30.00
400Y Freestyle Relay		

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Scoring

Individual Events

Top 10 places shall be scored in each event.

Place	Individual Scores	Relay Scores
1 st	14	28
2 nd	11	22
3 rd	10	20
4 th	9	18
5 th	8	16
6 th	6	12
7 th	4	8
8 th	3	6
9 th	2	4
10 th	1	2

Relay Scoring

Double the individual points.

Awards

Team Awards

A State Championship & State Runner-up Trophy will be present in both Classifications (AAA & A-AA), in both Boys & Girls Divisions.

Individual Awards

- A State Championship medal will be presented to each 1st place finisher in all events for both boys and girls in the AAA and A-AA divisions.
- Ribbons will be awarded for swimmers finishing 2nd-6th place.

All State Team

The Top Ten Swimmers based upon times / points will be named to the 2018 All-State Team⁶.

⁶ All-State Swimmers listing will be distributed to your school's Athletic Directors.

Admissions

Adults	\$9.00
Students	\$4.00
Volunteer Timers and Officials	No Charge

Meet T-Shirts

Meet T-Shirts be available. Checks are to be made out to Augusta Christian School.

Augusta Aquatics Center Rules

- Only volunteers, coaches, officials with credentials and swimmers will be allowed on deck.
- No coolers or chairs allowed in the facility.
- Buses are to park across the street.