

**SWIMMING**  
**SEASON OF SPORT**  
**2010-2012**

**FIRST CONTEST:** September 2, 2010  
September 1, 2011  
August 30, 2012

**LAST CONTEST:** October 15, 2010  
October 14, 2011  
October 12, 2012

**League Championships** October 20/21, 2010  
October 19/20, 2011  
October 17/18, 2012

**DIVISION I CHAMPIONSHIPS: October 27, 2010 (Anderson High School)**  
**October 27, 2011**  
**October 24, 2012**

**DIVISION II CHAMPIONSHIPS: October 28, 2010 (Anderson High School)**  
**October 26, 2011**  
**October 25, 2012**

**NSCIF MASTERS CHAMPIONSHIPS:** October 30, 2010 (Shasta College)  
October 29, 2011 (Shasta College)  
October 27, 2012 (Shasta College)

**MAXIMUM NUMBER OF CONTESTS:** Not Applicable

**MAXIMUM NUMBER OF SCRIMMAGES:** 3  
(See General Information #10)

Note: All dates subject to change

## **NSCIF SWIMMING MISSION STATEMENT**

The Northern Section's Swimming Mission is to fulfill the following:

To provide a comprehensive swim program that teaches student athletes concepts of teamwork, dedication, responsibility in representing their school, and to promote the health, fitness, and recreational benefits of swimming.

To promote teamwork by:

1. Developing psychomotor, social and personal goals for each swimmer through the guidance of their coach.
2. Encouraging camaraderie among team members through positive encouragement any many hours of training.

To promote dedication by:

1. Educating student athletes with the concept that hard work with guidance is paramount in achieving goals.
2. Teaching swimmers the four competitive strokes and eight individual events.
3. Instilling in swimmers that attending practice and supporting teammates are necessary components for success.

To promote responsibility of representing a school by:

1. Educating student athletes about the time and effort it takes to be a member of a competitive swim team while maintaining an eligible academic standing.
2. Exhibiting pride in representing their school at swim meets both as a competitor and spectator.

To promote health, fitness, and recreational benefits of swimming by:

1. Educating swimmers of the Northern Section the cardiovascular value of daily anaerobic and aerobic conditioning.
2. Providing student athletes with nutritional information that will promote a healthier lifestyle.
3. Demonstrating the life long benefits of swimming.

To promote interscholastic swimming locally:

1. Through the encouragement of high ethical standards in the coaching and teaching of swimming.
2. Through appraisals of interscholastic competitors culminating in the annual selection of:
  - A. Academic All-Northern Section Team.
  - B. All-Northern Section Team.

# **NSCIF SWIMMING PLAYOFF QUALIFYING GUIDELINES**

## **I. DIVISIONS**

Division I: 1,150 and greater from the previous year CBEDS, Grades 9-12.

Division II: 1,149 or lower from the previous year CBEDS, Grades 9-12.

## **II. ADVISORY COMMITTEE**

The Swimming Advisory Committee consists of one representative from each of the Eastern Athletic, Northern Athletic, and Butte View Leagues. Other schools with swimming programs must petition one of the above leagues to compete in swimming.

## **III. SEEDING COMMITTEE**

Seeding for Championship Meets are noted in Swimming Rulebook from qualifying times.

## **IV. MEET SITES AND TIMES**

A. The NSCIF Swimming Committee will determine Divisional and Masters Championship Meet locations and Meet Directors and/or Co-Directors.

B. The Meet Director will be responsible for ensuring there is a snack bar and adequate restroom facilities available.

C. The Meet Director shall secure Administrative Meet Management.

## **V. QUALIFICATION AND SEEDING CRITERIA**

A. All student athletes must meet California State CIF requirements to enter the NSCIF Divisional and Championship Meets.

B. All schools must be accepted by an NSCIF sanctioned league and participate under that league's guidelines in order to participate in the Section Meet.

C. Swimmers must swim in a CIF sanctioned League Championship Meet and meet Section qualifying requirements prior to entering the NSCIF Divisional and Masters Championship Meets.

1. Divisional winners automatically qualify for the Section Masters Meet.

2. The next (fourteen) 14 fastest times from either divisional Championship Meet qualify for the Masters

3. The next two (2) fastest times from either Divisional Championship Meet will be considered alternates for the Masters Meet.

4. The Divisional and Master's Meets are timed finals meets.

D. Exceptions to part "D" above include but are not limited to illness, injury, and funeral. All athletes must meet one of the following 3 criteria to compete at the section meets (Division or Masters)

1. Have competed at a league Championship meet/match.

2. Have an injury waiver clearing them for not competing.

3. Have competed in at least 2 verified meets/matches during the regular season.

E. The appeals process for part "D" above is as follows: the school wishing to appeal must present to the NSCIF Playoff Committee Chairman the Official Appeals Form. (See Appendix A).

F. At-Large Qualification

At-Large qualifiers to the NSCIF Meet are selected by the following methods:

1. Any student/athlete making an NSCIF automatic qualifying time during the season may enter the NSCIF Meet in that event.
  2. After the League meets, coaches may enter qualified swimmers into alternate events for the NSCIF Divisional Meet. In such situations the swimmer must reach the automatic qualifying time for each event entered.
- G. All results of League Championship Meets must be reported in yard-times and must be listed in minutes, seconds, and hundredths of a second to verify NSCIF qualification.

## VI. NORCAL QUALIFICATION

Not Applicable

## VII. STATE QUALIFICATION

Not Applicable

## VIII. OTHER RULES GOVERNING THE SPORT

- A. National Federation Swimming rules, CIF, and NSCIF rules are official. NSCIF rules are used for determination in conformity with local demands and situations.
- B. Playoff Guidelines may be obtained from a schools' Athletic Director and are also available on the Northern Section website (cifns.org).
- C. Seeding for a Championship Meet is noted in the Swimming Rulebook.
- D. All scoring shall follow NFHS Swimming Rules (Rule 7).
- E. Swimmers may not participate in the NSCIF meet without their school's coach or designated school official present. (Use NSCIF Form 506 if needed-See Appendix N).
- F. Once NSCIF rules are effective, swimmers may not participate in meets as a representative of other teams that are not NSCIF member High Schools. (**Exception:** Each school's coach may allow swimmers' to enter and swim unattached in other meets).
- G. Swimmers need to be behind the starting blocks prior to the start of their event. A swimmer will be disqualified from an event for delay of meet if not in the starting area (behind blocks), prior to their race.
- H. Prior to the start of the 400 Freestyle Relays there will be a break of 10 minutes.
- I. If a disqualification occurs, the swimmer(s) will be notified as well as the coach if in the designated coach's area.
- J. A swim cap must be a solid color. It may also have a school logo printed on either side. No other logo can be displayed on swim caps. (**Exception:** Manufacturer's emblem if it meets National Federation and CIF guidelines).
- K. The NFHS Swimming Rules Committee has implemented the no-recall protocol for dealing with false starts.
  1. For two officials,
    - A. The Referee shall:
      - 1) upon observing a false start, record in writing the lane or lanes that have committed a false start.
      - 2) Compare written records with the starter and, upon confirming that both have observed the same violation, will disqualify the swimmer(s). S/he will also notify the swimmer(s) and/or coach (es) of the violation.
    - B. The Starter shall:

- 1) Upon observing a false start, record in writing the lane or lanes that have committed a false start.
  - 2) Compare written records with the referee to confirm/not confirm the potential violation(s).
2. For One Official
- A. The official shall, upon observing a false start, raise a hand with open palm as soon as possible after the start, but before the swimmers have completed their first length, indicating the violation.
  - B. At the completion of the race, s/he shall notify the swimmer(s) and/or coach (es) of the disqualification(s).
3. Recalling the Entire Heat
- A. The starter/referee may recall the entire heat when the start is such that the starter/referee is not satisfied that the race was properly begun. It is always permissible for the starter/referee to recall the entire heat.
  - B. It is not necessary to charge any swimmer with a false start under these conditions, although that may also occur.
- L. A Division I and Division II champion for girls and boys will be awarded. Large schools are schools with previous years 9-12 CBEDS of 1,150 or greater.
- M. Entries
1. Individual and team entries for the Divisional and Masters Meets will be subject to meeting minimum time standards established each year by the NSCIF Swimming Advisory Committee. (Appendix B).
  2. In the NSCIF Divisional and Masters Meets, each team will be permitted an unlimited number of entries per individual event, **unlimited scoring per team.**
  3. A competitor will be permitted to enter a maximum of four events, only two of which can be individual.
  4. In each relay event for the Divisional and Masters Meets, only one relay team per school is allowed. Relay times must be entered on the NSCIF Entry Form submitted on the date indicated on the NSCIF Divisional Meet Sheet. Relay cards with the correct participants and alternates must be submitted to the Clerk of the Course prior to the start of the meet. If the relays are not submitted with the appropriate times, then entry is considered an illegal entry and the relay teams are not allowed to swim. (NFHS Rule 3, Section 2, Article 2-Entries by Individuals, and Rule 3, Penalty 1).
  5. All schools will use the NSCIF Entry forms (or comparable form) when entering the NSCIF Championship Swim Meet. The forms must be completed in its entirety, including relays, making sure to list the names of the adults, 18 years or older, that have been assigned as timers. (See Appendix E).
  6. **NSCIF entries for the Divisional Meet shall be faxed or submitted electronically (email) to the Clerk of the Course by Noon on Saturday prior to the Meet. A school representative is responsible for providing that information. Consequences for late entries will follow the National Federal Swimming Rulebook (Rule 3-2, Penalty #1) as follows: "For submitting an entry card which is incomplete, inaccurate or delivered late, the competitor or relay team shall be disqualified from that event."** Written verification of a successfully sent fax, email, or follow-up phone call to verify that entries were received is recommended.

7. If a coach has a problem faxing or emailing the entries on time, the coach is **required** to contact the Chair of the Swim Advisory Committee or the Northern Section Commissioner as soon as possible. The committee's decision on any appeal is final.
8. The League representative for each League will fax official results to the Advisory Committee Chair by Monday prior to the NSCIF Divisional Championship Meets.
9. If a swimmer is entered in more than two individual events the swimmer will be scratched from his/her third numerically ordered event.
10. Swimmers that know that they will not be able to participate in the meet on Saturday must scratch their event 30 minutes after the conclusion of the Division I and II Meet.

N. Protests

All protests in the Divisional and/or Masters Meets will be put in writing and given to the Meet Director. The meet may proceed (if appropriate) as planned while the protest is being considered. During one of the scheduled breaks the committee evaluates the protest making a decision based on rules, fairness, and what is in the best interest of the swimmers. The committee's decision is final. (See Appendix A).

O. NSCIF Championship Meet Format

1. Division II will be swim on Wednesday in odd numbered years and Division I will be swim on Wednesday in even numbered years prior to Saturday's Master Meet. Division II will be swim Thursday in even numbered years and Division I will be swim on Thursday in odd numbered years prior to Saturday's Master Meet.
2. The coach or designated school official must check in swimmers participating in the Divisional and Masters Meets before the coaches meeting. All swimmers not checked in will be scratched from the Meet.
3. The Swim Advisory Committee may change the Meet format if it is in the best interests of the swimmers.

P. All-Section Swim Team

The top twelve (12) swimmers (girls and boys) earning the greatest number of individual points qualify as members of the First Team All-Section Swim Team. The next twelve (12) "point earners" qualify for the Second Team All-Section Swim Team. The third group of twelve (12) "point earners" qualifies for the Honorable Mention All-Section Swim Team.

Q. Academic All-Section Swim Team

To qualify, each swimmer must:

1. Is a member of a NSCIF swim team as outlined in the Northern Section Swimming Mission Statement.
2. Possess no less than a 3.30 GPA for the semester of participation.
3. Possess a record of good citizenship.
4. Place in the top 16 at the NSCIF **Masters** Championship Meet. (See Appendix M for Application).
5. Each school's coach must send swimmers names that meet the above stated criteria to the coach of the school responsible for printing certificates by February 1 of the current school year.

## **NSCIF MEET MANAGEMENT INFORMATION**

### **I. OFFICIALS**

- A. A referee, starter, stroke inspectors, timers, scorer, recorder, announcer, and turn, take-off, and finish judges will administer NSCIF Divisional and Masters swimming competition.
- B. The Swimming Advisory Committee (in attendance) shall serve as the Appeals Committee at the Divisional and Masters Meet. The NSCIF Appeals committee will be responsible for making decisions on matters not specifically covered by rules of procedure, or setting aside applications of a rule during the Divisional and Masters Meets. The Chair of the Swim Advisory Committee is entitled to vote on all matters. (See Appendix A).
- C. Three (3) adults, at least 18 years of age, are needed from each participating school. Schools not able to provide three (3) timers must notify the Meet Director at least 24 hours prior to the Divisional or Masters Meets. (See Appendix N).
- D. The Swimming Advisory Committee will choose the NSCIF Divisional and Masters Meet Directors. The duties of the Meet Director include but are not limited to the following:
  - 1. Be responsible to communicate needs to the administrative supervisor at section championships for possible action.
  - 2. Distribute meet information prior to the League Championships.
  - 3. Inform participating school's Athletic Director of duties assigned to his/her school.
  - 4. Use Swimming Advisory Committee recommendations to assign the Clerk of the Course and the Head Official.
  - 5. Submit all bills associated with the Meet to the Section office. Note: All entry fees are to be submitted directly to the Section Office.
  - 6. Distribute net proceeds to the Section Commissioner.
  - 7. Provide information to all Media.
  - 8. Provide admittance of officials and media personnel.
  - 9. Reserve the pool facility and all items necessary to conduct the meet(s).
  - 10. Arrange for lifeguard(s) as required by the facility. Submit those names to the Section Office for payment.
  - 11. Organize and run coaches meetings each day before the meet and before the 400 free relay on Saturday.
  - 12. To be a liaison between officials and the Swimming Advisory Committee.
- E. The duties of the Head Official include:
  - 1. Assign a referee, starter and two stroke and turn judges for Thursday and Saturday.
  - 2. Run meet according to National Federation Swimming rules and NSCIF rules.

3. Coordinate with Meet Directors regarding the format of the meet and concerns that may arise.
  4. Submit names and addresses to Meet Director of four officials working the meet for payment. (The referee, starter, and two stroke and turn judges).
- F. The NSCIF Meet Director and/or Co-Director will assign participating schools duties to conduct the meet efficiently. Schools will assign a responsible adult to perform each duty as assigned. Duties include, but are not limited to the following: Scoring, Awards, Entries, Head Timer(s), Ticket Gate personnel, Meet Set-Up and Take-Down, Swimmer Recognition, Announcer, Meet Programs, All-Academic Team applications and certificates, All Section Certificates, and Assistance for the Clerk of the Course. Refer to the Appendices for description of each duty and more information.

## **II. OFFICIAL BALL**

Not Applicable

## **III. PLAYER ELIGIBILITY**

Any player whose name appears on the official Varsity, Junior Varsity, or Freshman roster for the last league meet and who is currently eligible under CIF guidelines is eligible to participate.

All athletes must meet one of the following 3 criteria to compete at the section meets (Division or Masters)

1. Have competed at a league Championship meet/match.
2. Have an injury waiver clearing them for not competing.
3. Have competed in at least 2 verified meets/matches during the regular season.

## **IV. UNIFORMS**

The National Federation Swimming Rulebook shall be followed.

## **V. MEET SUPERVISION**

The Meet Director shall be responsible for security personnel as needed. The Meet Director is responsible for assigning an administrator or designee to be present at the League and Championship Meets. The host school shall work with the Meet Director to provide Administrative meet management for Divisional and Masters Meets.

## **VI. ENTRY FEES (All entry fees are subject to change)**

Entry fees must be submitted separately for the Divisional and Championship Meets directly to the Section office.

- |                      |  |
|----------------------|--|
| A. Individual Events | \$ 2.00 per event per swimmer, plus    |
| B. Relay Events      | \$ 8.00 per relay per relay team, plus |
| C. Team (School)     | \$ 30.00 per school                    |

**NOTE: Make checks payable to NSCIF and mail to Section office.**

**VII. ADMISSION FEES (All admission prices are subject to change)**

	<u>Divisional</u>	<u>Masters</u>
Adult	\$ 5.00	\$ 5.00
Senior Citizen (60 and over)	\$ 4.00	\$ 4.00
Student (w/A.S.B. card)	\$ 4.00	\$ 4.00
K-8 Student	\$ 4.00	\$ 4.00

**NOTE:** No Section CIF, League, or school passes will be honored. The school responsible for the gate will arrange to admit the following: Supervisory personnel and credentialed media. Gold Lifetime Passes, State CIF Courtesy Cards, Board Member/Superintendent Passes, and Official Playoff passes are the only passes that will be honored.

**VIII. HALF-TIME ACTIVITIES**

Not Applicable.

**IX. FINANCIAL REPORT**

Following the Divisional and Masters Meet the Meet Director will forward a financial report to the NSCIF Commissioner's office within 30 days. A 10 % penalty will be imposed on the host school for reports not received within 30 days. (See Financial Report form in the General Information Section of these Guidelines). This report shall include:

1. Complete list of entries by school.
2. Gate Receipts.
3. Itemized list of all permissible expenses.
4. A check for the net amount after all expenses has been paid. Make checks payable to NSCIF.
5. The assigned school retains concession revenues.

**X. PERMISSIBLE MEET EXPENSES**

Permissible expenses for Officials and support personnel at the Divisional and Masters Meets are as follows:

- |                        |   |
|------------------------|---|
| A. Clerk of the Course | \$300.00 per day of the meet                            |
| B. Meet Director       | \$ 75.00 per day  |
| C. Head Official       | \$ 50.00 per day  |
| D. Starter             | \$ 25.00 per day  |
| E. Stroke and Turn (2) | \$ 25.00 per day  |
| F. Referee             | \$ 25.00 per day  |
| G. Lifeguard           | Minimum wage for hours worked                           |
| H.                     | \$75 per day for timers and officials for refreshments. |

**All other meet expenses must be cleared with the Section Commissioner prior to the meet.** (Note: Cost for producing programs will not be reimbursed).

**XI. PUBLICITY/REPORTING RESPONSIBILITIES**

- A. The Meet Director's shall provide the media with advance publicity of the section meet, including times and locations as well as any admission prices.
- B. The Meet Director's shall provide the Section Office and the media with results of the Divisional and Masters Meets.
- C. All schools should provide their own local media with summaries, details, and outcome of the tournament.
- D. **It is imperative that all schools report their scores to the MaXPreps.com (when available) so that the information posted on the website is accurate. Schools are responsible for reporting any errors to MaXPreps.com (FAX 934-7394) or to the Section office (528-9300, FAX 528-9333) before the Section seeding meeting.**

**XII. RADIO/TV**

The Section Commissioner must approve all commercial radio and TV coverage of section play-off contests. The broadcast fee is \$ 100.00 payable to NSCIF prior to the contest.

**XIII. VENDORS**

A fee of \$100 at 10% will be charged per vendor payable to prior to any Section Playoff contests where vendors will be present. The Fee will include all Divisional and Section Championships. The fee DOES NOT include Regional and State CIF Contests. Any and all display materials are to be provided by the vendor.

#### **XIV. AWARDS (Swimming)**

The following awards have been approved by the Northern Section. Any additional awards must be approved by the Section office. Additional awards may not have any financial impact on member schools.

##### **A. Division I and II Meets**

1. Championship Shadow Box for: Division I Boys, Division I Girls, Division II Boys, and Division II Girls-4 Total).
2. One Runner-up Shadow Box for: Division I Boys, Division I Girls, Division II Boys, and Division II Girls -4 Total)
3. 80 Championship Patches\* (40 Division I and 40 Division II)
4. 80 Championship Pins\*
5. Individual And Relay events
  - a. Medals
    1. 80 Gold 2" with neck ribbon (40 boys Div. I & II-40 girls Div. I & II)
    2. 80 Silver 2" with neck ribbon (40 boys Div. I & II-40 girls Div. I & II)
    3. 80 Bronze 2" with neck ribbon (40 boys Div. I & II-40 girls Div. I & II)
  - b. Ribbons
    1. 80 Fourth Place (40 boys Div. I & II-40 girls Div. I & II)
    2. 80 Fifth Place (40 boys Div. I & II-40 girls Div. I & II)
    3. 80 Sixth Place (40 boys Div. I & II-40 girls Div. I & II)
    4. 80 Seventh Place (40 boys Div. I & II-40 girls Div. I & II)
    5. 80 Eighth Place (40 boys Div. I & II-40 girls Div. I & II)

##### **B. Masters Meet**

1. 2 Championship Shadow Box (1 Boy and 1 Girls).
2. 2 Runner-up Shadow Box (1 Boys and 1 Girls)
3. Individual and Relay Events
  - a. Medals
    - 1) 40 Gold 2 1/2" with neck ribbon (20 Boys-20 Girls).
    - 2) 40 Silver 2 1/2" with neck ribbon (20 Boys-20 Girls).
    - 3) 40 Bronze 2 1/2" with neck ribbon (20 Boys-20 Girls).
  - b. Ribbons
    - 1) 40 Fourth Place (20 boys-20 girls)
    - 2) 40 Fifth Place (20 boys-20 girls)
    - 1) 40 Sixth Place (20 boys-20 girls)
    - 2) 40 Seventh Place (20 boys-20 girls)
    - 1) 40 Eighth Place (20 boys-20 girls)
4. Plaques
  1. 2 Plaques (5" x 8") w/NSCIF logo for OUTSTANDING SWIMMER at Meet (1 Boy-1 Girl)
  2. 2 Plaques (5" x 8") COACH OF THE YEAR (1 Boys Team Coach-1 Girls Team Coach).
  3. 1 Plaque (5" x 8") HONOR RECOGNITION

(See also Appendix D, page 15)

**Note:** Additional patches and pins may be ordered through the Section office at school expense.



## APPENDIX B

### NSCIF Swimming Qualifying Time Standards

#### Division I

<u>GIRLS</u>	<u>EVENT</u>	<u>BOYS</u>
2:30.00	200 Free	2:30:00
3:05.00	200 I.M.	3:00.00
30.00	50 Free	28.00
1:28.00	100 Fly	1:25.00
1:07.50	100 Free	1:05.00
7:15.00	500 Free	7:15.00
1:25.00	100 Back	1:22.00
1:30.00	100 Breast	1:26.00

#### Division II

<u>GIRLS</u>	<u>EVENT</u>	<u>BOYS</u>
2:33.00	200 Free	2:33:00
3:08.00	200 I.M.	3:03.00
30.00	50 Free	28.00
1:29.50	100 Fly	1:26.50
1:09.00	100 Free	1:06.50
7:22.50	500 Free	7:22.50
1:26.50	100 Back	1:23.50
1:31.50	100 Breast	1:27.50



## APPENDIX C

### NSCIF CHAMPIONSHIPS ENTRY FORM (WOMEN)

SCHOOL \_\_\_\_\_ COACH/PHONE # \_\_\_\_\_

MEN	YR	#1	#3	#5	#7	#9	#11	#13	#15	#17	#19	#21
EVENT		200 MR	200 FREE	200 IM	50 FREE	100 FLY	100 FREE	500 FREE	200 FR	100 BACK	100 BREAST	400 FR
QUALIFYING TIMES (Div. I)			2:30.00	3:05.00	30.00	1:28.00	1:07.50	7:15.00		1:25.00	1:30.00	
QUALIFYING TIMES (Div II)			2:33.00	3:08.00	30.00	1:29.50	1:09.00	7:22.50		1:26.50	1:31.50	
RELAY ENTRY TIMES												
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TIMERS: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## APPENDIX D

The Meet Director is responsible to see that the following duties are assigned. These duties include, but are not limited to, the following areas.

### A. Head Timers(2)

1. Provide necessary equipment for timers and assign them to lanes.
2. Place names of timers on Pass List at Admission Gate.
3. Have assistant available to collect and pass out timer sheets and to coordinate duties with Clerk of the Course

### B. Admission Gate

1. Secure entry areas as needed and/or required by facility. It is recommended that a separate "Pass Gate" for participants and/or times be utilized at Shasta College.
2. Secure Pass List for support personnel.
3. Provide cash box (including start up cash).
4. Supply tickets for auditing purposes. (May also be used for re-entry purposes).
5. Submit gate and program receipts on financial form to Section Office.

### C. Meet Set-Up

1. Secure and set up **structures/tents** as needed and/or are available to provide shade for timers, swimmers, and coaches. Provide all necessary items to secure these structures.
2. Secure and set up **tables and chairs** for officials, timers, and coaches. Approximately 10 tables and 60 chairs.
3. Provide **area that is roped off for spectators** only.
4. Secure and set up **Timing and Starting systems**. Arrangements for equipment need to be made will before the date(s) of the meets.
5. Secure and set up **public address (PA) system**.
6. Secure and set up **Backstroke flags**.
7. Provide and post any necessary **signs**.
8. Provide **cones** as needed for 15-meter marker and lane markers.
9. Provide **Pace Clock** if needed.
10. Make available an onsite **First Aid Kit**.
11. Secure incidental equipment needed (i.e., **extension cords, clipboards, stopwatches, etc.**).

### D. Meet Take Down (Clean Up)

1. Coordinate with the Meet Set-Up personnel to make sure all equipment is returned and/or transported to its proper storage area and that the facility equipment is stored correctly in the proper place.
2. Assist the Clerk of the Course in the collection and packing of his/her equipment.
3. Clean up pool area.
  - a. Place all garbage in proper receptacles.
  - b. Collect items left in pool area and store them in lost and found.

### E. Announcer

1. Open and close the competition pool for warm-ups as directed by meet management.
2. Introduce the swimmer and school represented prior to the start of each race.
3. Keep the meet running efficiently in a timely manner.
4. Announce all awards as requested by meet management. These would include all winners, Swimmer Recognition, and Academic Awards.

### F. Meet Program

1. Update the program annually to include and list the following:
    - a. List of Meet officials
    - b. Participating schools
    - c. Past school champions for girls and boys
    - d. All-American Time Standards
    - e. Pictures of last years Championship boys and girls teams in Divisions I and II
    - f. Past NSCIF Award winners
    - g. All-time NSCIF top ten times
    - h. Past significant achievements of swimmers, All-American times, and Academic All-Americans
    - i. PG&E Academic All-Section Swimming Team and All-Section Swimming Team.
    - j. Past NSCIF swimmers achievements in college
    - k. Biography of the Honor Recognition Award recipient
  2. Provide heat sheets for Saturday's races into the program after the Divisional meets.
  3. Contact Section office for program covers if available.
  4. Provide information to Section office to post on website.
- G. Hospitality/Concessions
1. The Meet Director will assign hospitality/concession duties to schools/teams as needed. Schools/teams interested in handling the Concession Stand must contact the Meet Director. A rotational system may be implemented if necessary.
  2. A concession stand should be available for each day of the Divisional and Masters competition.
  3. Provide timers and officials drinks and snacks during the Divisional and Masters Meets. Up to \$75 a day is a permissible expense.
  4. Concession stand expenses (excluding the permissible expense) are the responsibility of the assigned school. The revenue of the concession is retained by the school/team assigned.
- H. Timers
1. **All** participating schools not assigned to other duties are to bring three (3) adults, at least 18 years of age, to time events.
  2. Schools not able to provide three (3) timers must notify the Meet Director at least 24 hours prior to the Divisional or Masters Meet.
- I. All Section Certificates (may be combined with All-Academic Certificates)
1. Secure a copy of the NSCIF All-Section Team.
  2. Print certificates and deliver to schools for presentations.
  3. Notify media of All-Section selections (First Team, Second Team, and Honorable Mention).
- J. All-Academic Team Certificates-Appendix E (may be combined with All-Section Certificates)
1. Send reminders to coaches to have students complete and submit the All-Academic Team application.
  2. Print Award certificates and deliver to schools for presentations.
  3. Notify media of All-Academic team selections and basic requirements.

## APPENDIX E

### All-Academic Northern Section Swimming Team Application

To qualify the applicant must:

1. Be a member of a Northern Section CIF Swim Team as outlined in the Northern Section Swimming Mission Statement.
2. Possess no less than a 3.30 GPA for the semester of participation.
3. Possess a record of good citizenship.
4. Place in the top 16 at the NSCIF Championship Meet.

Name of Contestant: \_\_\_\_\_  
(Last Name) (First Name)

Address of Contestant: \_\_\_\_\_  
(Number and Street or P.O. Box)  
\_\_\_\_\_  
(City) (State) (Date)

Name of Coach: \_\_\_\_\_  
(Last Name) (First Name)

School: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
(Coach Home) (School) (Athlete Home)

\_\_\_\_\_

The undersigned attest to the correctness of this application, and agree to the release of the information contained herein for the sole purpose of determining and publicizing the NSCIF All-Academic Northern Section Swimming Team.

Applicant: \_\_\_\_\_

Parent: \_\_\_\_\_

(Affix official School  
Seal stamp here)

Coach: \_\_\_\_\_

Principal/A.D. \_\_\_\_\_

Registrar/Counselor: \_\_\_\_\_

**APPENDIX F**

**Form 506**

**CERTIFICATION OF AUTHORIZED PERSONNEL**

**CIF BYLAW 506-WHO MAY COACH**

- A. All public school teams must be coached by a person who meets the requirements of the California Education code and the California Administrative Code Title V.
- B. In the case of a non-public school, a person engaged by that school on a yearly contract basis as a regular member of the school teaching staff and certified by the administrator of that school as competent for the position held.

**CIF BYLAW 508-OUT OF STATE COACHING CERTIFICATION**

Teams of affiliated California Interscholastic Federation member schools must be coached by staff members certified in their own state (for certain schools outside California).

School: \_\_\_\_\_

School Team: \_\_\_\_\_

Coach's Name \_\_\_\_\_

School Phone: \_\_\_\_\_

Coach's Address \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

I hereby assert and verify that the person named above is authorized by \_\_\_\_\_ High School to coach the above team and meets the requirements of the above bylaws as of this date.

\_\_\_\_\_  
(Principal signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Principal's name)

**PLEASE MAKE SEPARATE COPIES FOR EACH CERTIFIED COACH**