

District 4 Swimming

Standard Operating Procedures

League Organization

Special District 4 member schools are designated by the Oregon School Activities Association (OSAA). Chairmanship of the district is assigned alphabetically on an annual rotation. The responsibilities of the district chair are:

- Primarily, to organize and execute the District Championship Meet plan as close to what is documented in this S.O.P.
- To chair any district wide meetings that are deemed necessary, and see to the recording of meeting minutes.
- To maintain the district S.O.P. with updates as approved at such meetings.

League Meets

- NFHS rules govern all District 4 meets.
- Scoring: Dual and Tri meets (should be run as double dual meets) and scored per NFHS rule 7.2.b, regardless of number of entrants per team.
- Meets with more teams become difficult to score as triple dual etc. without the Hy-tek software. Therefore Quad meets and those with more teams should score 6 places using the point system in NFHS rule 7.3.
- Individual events allow 4 entries per team with only the fastest 3 from that team eligible to score. At all league meets there is no limit on the number of relays that can be entered; however, only A and B relays are scored.
- In all non-invitational meets, JV events will be run directly following the Varsity event. Swimmers are allowed to swim any combination of JV or Varsity events as long as they do not exceed their event limit.

Championship Meet

The OSAA assigns responsibility for the District Chairman and committee on a rotating basis. The District 4 chairman will be meet director for the District Championship meet. The site for the meet will be the choice of the chairman. Based on the OSAA alphabetical rotation all schools will share this opportunity equally.

It is the responsibility of the District Chairman to estimate the cost of the Championship meet as information becomes available at the end of the previous season. Ideally the objective is to cover all costs using meet generated income without charging each school any fees. If fees are required, member schools will be assessed equally. An estimate of this assessment should be presented to member schools by the beginning of the swim season. District Chair collects all income and pays all expenses related to meet.

Costs are known to include: Awards, pool rental, timing system rental, hospitality, officials and programs. Income sources are expected to be: Gate and program sales, T-shirts and concessions. All gate and program income from the meet must go toward meet expenses. Expenses in excess of income will be shared by member schools evenly. Income exceeding expenses belongs to the host team. T-shirt sales, and concessions are available as fund-raisers for the host team. The host team should plan to take advantage of these or they must pass them to another member team.

District Chair must organize a meeting prior to the beginning of the season to distribute the various championship meet tasks to member schools on a volunteer basis.

Championship Meet Awards:

- Individual events: Medals are awarded to 1st - 3rd place,
Ribbons to 4th - 12th place
- Relay events: Medals are awarded to 1st place,
Ribbons awarded to 2nd - 6th place.

- All conference: (only individual events are considered for 'All Conference' awards, not relays.)
Certificates will be awarded as follows:
 - First Team: 1st place in an individual event
 - Second Team: 2nd place in an individual event
 - Third Team: 3rd place in an individual event
 - Honorable Mention: 4th - 6th place (finalists!)

- Team awards: Trophies for 1st place girls and boys teams.
- Sportsmanship Trophy: To promote the health, spirit, and high ethical standards of sports, 1 Sportsmanship trophy will be awarded. It will recognize the school's whole swimming program (boys, girls, parents and coaches). This award is a traveling trophy that will be kept by the winning school for the remainder of the year and brought to the championship meet to be awarded again. It will be awarded based on the vote of the student athletes of member schools. 2 Ballots will be given to each team and voted by the two team captains, not by coaches or parents. The engraving required will be purchased by the winning school using the following format for consistency:

Henley Hornets
2003

- All awards and certificates will be ordered without year designation and surplus will then be available to pass along to the host school for subsequent years.

Championship Meet Format:

- Championship meet breaks and awards breaks should be patterned after those at the State Meet.

- The host school must take the meet information template from Appendix I., update it with current names, dates and times as needed, and distribute it to member schools two weeks

prior to the entries due date. This format has been accepted and approved by District 4 members and is a governing part of this S.O.P.

Championship Meet Information Template

DISTRICT 4 SWIMMING CHAMPIONSHIPS
NORTH BEND MUNICIPAL POOL - 2455 PACIFIC, NORTH BEND, OR. 97459
FEBRUARY 13-14, 2009

NATIONAL HIGH SCHOOL RULES WILL GOVERN THE COMPETITION

STARTING TIMES

Friday, February 13, 2009

Doors Open: 10:45 am
Warm-ups Begin: 11:00 am
Warm-ups End: 12:45 pm
Begin Prelims: 1:00 pm(approx.)
End Prelims: 6:00 pm(approx.)

Saturday, February 14, 2009

Doors Open: 9:45 am
Warm-ups Begin: 10:00 am
Warm-ups End: 11:45 pm
Begin Finals: 12:00 pm
End Finals: 4:00 pm(approx.)

INDIVIDUAL EVENTS :

Each team is allowed 4 varsity entries per event plus unlimited JV (non scoring) entries. Swimmers are allowed to enter a maximum of 2 individual events inclusive of JV entries.

RELAYS :

Each team may enter one (1) "A" and one (1) "B" Relay in Preliminaries. Only the "A" relay team may advance to finals. If a swimmer swims on a "B" relay it counts towards the total entries for that swimmer. "B" relay swimmers are eligible to be listed as alternates on "A" relay for finals.

Swimmers are allowed to enter 3 relays if they only enter 1 individual event.

FINALS:

There will be three (3) varsity heats for individual events on Saturday; One (1) Finals Heat; One (1) Consolation Heat; and One (1) Bonus Heat. First through twelfth (1-12) varsity swimmers will score. JV swimmers may compete in the consolation or bonus heat if less than 12 or 18 varsity swimmers are entered in the event. JV swimmers will not score. Alternates for individual events will be the 19th and 20th swimmers and advance to the bonus heat only.

There will be two(2) varsity heats for relay events; One(1) Finals Heat; and One(1) Consolation Heat.

Normal scratch rules apply for all heats.

Meet Referee: Al Smith

Meet Directors: Dan Smith 541-982-4536 dan.smith@rvgnet.net

Scoring: Individual: 16, 13, 12, 11, 10, 9,7, 5, 4, 3, 2, 1
Relays: 32, 26, 24, 22, 20, 18, 14, 10, 8, 6, 4, 2

Awards: Individual: 1 - 3 Medals 4 - 18 Ribbons
Relays: 1st Medals 2 - 6 Ribbons
Team: 1st Girls 1st Boys

ALL ENTRIES MUST BE RECEIVED ON A MASTER ENTRY FORM AND/OR HYTEK DISK WITH HARD COPY(sorted by swimmer name, not by event) BY 4 PM FRIDAY FEBRUARY 6, 2009. MAIL TO BOYD BJORKQUIST 2323 PACIFIC AVE. NORTH BEND, OR. 97459. FAX TO BOYD BJORKQUIST - NORTH BEND HIGH SCHOOL @ 541-756-8322. CALL 541-751-7159 FOR RECEPTION CONFIRMATION – AND/OR - EMAILING A COMMLINK FILE TO – dan.smith@rvgnet.net NO CHANGES WILL BE ALLOWED AFTER DEADLINE DATE EXCEPT FOR SCRATCHES. A COPY OF THE HEAT SHEET WILL BE SENT VIA EMAIL TO EACH COACH ON MONDAY FEB. 9TH.

COACHES: It is your responsibility to make sure all swimmers know the following rules:

- 1.) Swimmers must remain in teams area while wet. They may go into spectator area only when dry and dressed.
- 2.) NO SHAVING ON SITE - DRY OR WET. Swimmers caught shaving will be dismissed from further competition.
- 3.) Take all personnel belongings with you after changing - keep shower rooms tidy.
- 4.) NO GLASS allowed in the building.
- 5.) NO HORSEPLAY IN OR AROUND POOL.
- 6.) Team decorations will be restricted to respective team areas.
- 7.) Team signs are to be appropriate and in good taste.
- 8.) Swimmers are instructed to stay off the North Bend High School Campus on Friday. Any swimmer found on the premises of North Bend High School may be disqualified.

Each school will provide a list of 4 individuals to be lane timers. These timers will be given a pass for admission to the meet at no charge. Each school will be responsible for timing shifts. The schedule for these timers is included in this packet. A master timing assignment sheet will be available at the meet. Timers will check in at the security desk in the lobby of North Bend Pool to confirm their timing assignments for the day and receive a pass for the day. **TIMERS NEED TO CHECK IN EACH DAY.**

The meet Referee is Al Smith. If your team has meet officials that are interested in officiating at this meet, have them contact Chris Richmond at 541-756-4915. **WE ARE IN NEED OF OFFICIALS. PLEASE HELP US OUT.**

Programs, heat sheets, concessions, T-shirts, and limited swim accessories will be available for sale during the meet.

DISTRICT 4 SWIMMING CHAMPIONSHIPS

North Bend Municipal Swim Pool

2455 Pacific Ave.

North Bend, OR 97459

541-756-4915

February 13 & 14, 2009

SWIMMING CHAMPIONSHIP TICKET PRICES

	<u>ADULT</u>	<u>CHILD</u>	<u>UNDER 6</u>
FRIDAY	\$5.00	\$2.00	N/C
SATURDAY	\$5.00	\$2.00	N/C

PASSES HONORED:

***OHSCA (ADMIT ONE)**

***FACULTY PASS FOR COMPETING SCHOOLS**

NO OTHER PASSES ACCEPTED

PROGRAM - INCLUDING HEAT SHEET	- \$5.00
FINALS HEAT SHEET	W/COUPON - NC
	WO/COUPON - \$2.00

DISTRICT 4 SWIMMING CHAMPIONSHIPS

North Bend Municipal Swim Pool

2455 Pacific Ave.

North Bend, OR 97459

541-756-4915

February 13 & 14, 2009

TEAM WARM UP SCHEDULE

FRIDAY 13th

	LANES 1&2	LANES 3&4	LANES 5&6
11:00 – 11:30	NORTH BEND	NBHS/CGROVE	CGROVE
11:30 – 12:00	HIDDEN VALLEY	NORTH VALLEY	ILLINOIS V
12:00 – 12:30	HENLEY	RSPRT/CRESW	PHOENIX
12:30 – 12:45	STARTS FOR ALL TEAMS – ALL LANES		

SATURDAY 14th

	LANES 1&2	LANES 3&4	LANES 5&6
10:00 – 10:30	HENLEY	RSPRT/CRES	PHOENIX
10:30 – 11:00	HIDDEN VALLEY	NORTH VALLEY	ILLINOIS V
11:00 – 11:30	NORTH BEND	NBHS/CGROVE	CGROVE
11:30 – 11:45	STARTS FOR ALL TEAMS – ALL LANES		