

IMPORTANT 2018 NORTHEAST DISTRICT DI AND DII COACHES' CHECK IN INSTRUCTIONS

Prior to arrival at CSU on Friday for DII competition or Saturday for DI competition, please follow the listed procedures.

1. Check school chart on www.nedab.org for athlete ticket and coach wristband count.
2. DI and DII school charts with athlete tickets and coach wristband numbers will be available no later than Monday, February 12, at noon.
3. Once athlete ticket and coach wristband information has been posted and checked, if a count is incorrect email Pam Cook at pamswim@aol.com to request changes to athlete tickets or coach wristbands.
Note: This must be done by noon on Wednesday, February 14.
4. Coaches reminder: You may request RELAY ONLY TICKETS exclusively for an alternate athlete who will actually be swimming on a relay. We cannot give additional tickets for alternates who are not competing due to deck capacity constraints.

Relay cards

1. Relay cards will be in your packet.
2. Completed relay cards will be due to the computer operator no later than **2:15 p.m. Friday and 11:15 a.m. Saturday.**
3. Please complete the card with up to 8 relay swimmers who are eligible from your eligibility form and by tournament event eligibility.
4. Indicate if there is a "relay only" swimmer who is listed on your relay card.
5. **No new swimmer can be added to the competing relay once the relay card has been turned in to the computer operator and the names have been recorded .**
6. Number your 4 relay swimmers in the order that they will be swimming.
7. You may change the order at the block but you must have your swimmers inform the timers of the change prior to the start of their race.

Meet Protocol from the Referee

1. Swimmers must report to the block in a timely manner.
2. Whistle protocol will be in place. A series of whistle tweets to prepare to swim and a long whistle tweet to step up on the block for a forward start or enter the water for a backstroke start.
3. Special starts: Notify the meet manager before Friday if a swimmer with a disability needs accommodations for the start. The meet referee will be notified by the meet manager.
4. Notify the referee with a doctor's note, not a copy, for a swimmer wearing kinesio tape.
5. Dual confirmation will be required for a false start to be called. For example, the starter will initiate a possible false start call by marking his/her heat sheet and approach the referee. If there is a match, a false start will be called in an individual event.
6. False start on relays: Dual confirmation of officials is required to call a relay false start. Officials between lanes 5 and 6 and the side judges on lanes 1 and 10 will make the call. Officials will watch the feet leave the blocks and then look for the touch hand at the wall.
7. Meet starters will be consistent throughout each session.
8. Only one suit may be worn during competition. It must conform to the regulations with regard to the size and number of logos permitted.
9. Each swimmer may have only one counter for the 500.
10. Missing an event in a championship meet will result in disqualification from the rest of the meet. Make sure swimmers know when they are to swim. If a swimmer is not swimming a scheduled event, the coach must notify the referee for a "Declared False Start" prior to the race to avoid disqualification of the swimmer for the rest of the meet.
11. DQ's will be noted on a DQ slip and coaches and/or swimmers will be informed of the infraction.
12. If a swim-off is required, the off-duty referee will handle the swim off format and schedule. Swim off events by NFHS rules must be swim off in meet order. Swim offs are required up to 12th place.

Important Additional Information:

1. There will be a sign up sheet for awards presentations at coach check-in at CSU. Please sign up if you would like to present an award.
2. Athletes not swimming will not be permitted on deck and will have to pay to be in the spectator stands if they wish to watch the meet.
3. Please attach your banners to the upper railing. Do not use tape.
4. We are guests of CSU, and we must clean up our area on deck.
5. There will be no chairs permitted next to the computer podium along the pool edge. Coaches may stand to watch their swimmers compete and then move aside for other coaches to be able to watch their swimmers. Please be considerate of your coaching colleagues.
6. Rub down tables are permitted in the warm-up pool only. **NO** rub-downs are permitted in the competition area.
7. **NO** shaving is permitted at CSU. Automatic disqualification will result if an athlete is found shaving.
8. **NO** glass bottles/containers of any type are allowed on the pool deck.
9. **NO** noise makers (horns, bells, whistles, sirens, drums, etc.) will be allowed at the meet.

IMPORTANT COACH INFORMATION:

1. If you have state qualifiers, see Pam Cook or Sue Lutkus in the pool office on deck before leaving CSU to get your school number and password to order your State tickets on-line.
2. Results will be available on the www.OHSAA.org and the www.NEDAB.org websites.
3. All-America forms are available on-line at the NISCA website.
4. Ask all athletes reporting to the awards podium to wear TEAM SWEATS, T-SHIRTS, OR OTHER APPROPRIATE SCHOOL ATTIRE. **NO HATS, SUNGLASSES, OR OTHER ACCESSORIES WILL BE PERMITTED.**
5. TM and MM back-up will be posted on the Lake Erie website after the State meet.
6. Please be sure to bring all CSU waivers for competition for any swimmer who has not competed at CSU this swim season.