

# Section VIII

## Girls

# Swimming and Diving

# Coaches Handbook

# 2023



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## **INTRODUCTION**

This handbook is an attempt to put under one cover, rules, regulations, and guidelines which pertain to Nassau County Girls High School Swimming, in hopes that this will be of major benefit to all those involved with the interscholastic program.

The hope is that a handbook such as this will be beneficial to all coaches to help standardize procedures and to familiarize new coaches with regulations, and act as a point of information/reference to athletic directors and administrators as we work towards the betterment of high school athletics.

## SPORTS COMMITTEES

<b>Coaches Association</b>		
President	Christin Snow-DeGrom	Levittown- East Meadow
Vice-President	Lynn Volosevich	Long Beach
Secretary	Colleen Parris	Uniondale
Treasurer	Joe Lennon	Port Washington
HSA	Joe Bracio	Plainview
<b>Conference Reps</b>		
Conference I		
Conference II		
Conference III		
Conference IV		
<b>Division Reps</b>		
Division A		
Division B		
Division C		
<b>Other Positions</b>		
Officials	Susie Soulier	
Section Eight Coordinator	Dr. Diana Parente	
Modified Coordinator		
Ranhoffer Award Selection	Christin Snow- DeGrom	Levittown East Meadow

### Coaches Directory

Team	Coach/Assistant Coach	Contact Information
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Westbury	Patty Mueller Assistant- Tim Mueller	<a href="mailto:pmueller@westburyschools.org">pmueller@westburyschools.org</a> 516-395-0068

## NASSAU COUNTY SWIM COACHES ASSOCIATION BY-LAWS

### I. Purpose

The purpose of the Nassau County Swimming Coaches Association is to help promote interscholastic swimming in Nassau County.

### II. Membership

1. Membership is open to each interscholastic swim team coach whose team participates under the auspices of Section Eight.
2. All coaches of the association agree to abide by the by-laws, the Eligibility Standards, Sports Standards, and other such rules, regulations, and standards established by the New York State High School Athletic Association.
3. In 2017 the association voted to implement a \$50.00 membership fee for the head coach of each participating team.

### III. Officers

1. There shall be a President, Vice-President, and Secretary & Treasurer.
2. The election of officers shall take place at the spring meeting. Elections are not required, and the incumbent officers may stay seated by acclimation.
3. The term of office shall take effect for four years beginning September 1st, or for an indefinite period as determined by the membership.
4. The duties of the officers are as follows:
  - a. President - shall preside over all meetings; establish the agenda for all association meetings; appoint chairman for committees and delegate their duties to report back to the members for a vote.
    - Vice - President - shall preside over all meetings in the absence of the president.
  1. Secretary - shall record minutes of all meetings and send copies of minutes and next meeting to all coaches and to their athletic directors; handle all necessary correspondence needed to run the association.
  2. Treasurer - Shall keep financial records of all monies received and deposited; sign checks for all expenditures; give a financial report at each meeting

### IV. Meetings

1. Preseason meeting: usually held in August just after the start of official practices. This meeting will include a presentation by the rules interpreter about new or redefined rules.
2. In season meeting: Held at the county diving championships during the break for the first cuts.
3. End of year meeting: usually after state coordinators meeting usually held in spring to review new rules and changes by the state executive committees.
4. The secretary shall notify BOCES to send each member a notice of each meeting at least two (2) weeks prior to said meeting.
5. A special meeting may be called at any time by the President or Section Coordinator provided at least 48 hours notice is given.

### V. Voting

1. Each member school that competes during a season, has one (1) vote. A voting member is defined as the head coach or representative approved by the school Athletic Director.
2. A quorum of 50% of the membership must be present to have a vote. If that number is not present, the President will designate the Sec/Treas. to call those absent as to ascertain their vote.
3. A majority vote of the members present may carry a motion or elect officers.
4. The President of the Association is entitled to one (1) vote for his school on all voting matters.
5. A 66 2/3 % majority of the entire membership is necessary to amend the by-laws.

6. Should the President of the Association not represent a member school then he will vote only to break a tie.

## PROTESTS

### Recommended procedures for protests of athletic contests.

The coach protesting the event/meet will inform the referee and opposing coach at the point in the meet immediately following the situation protested. The **time, score and situation will be identified** in the scorebook as soon as the protest is announced to the officials and opposing coach. A subsequent protest in the game will be required to be announced and recorded, using the procedures described above for each specific point of protest. The protesting coach is required to **notify** the President or Section Eight Coordinator within 48 hours of the contest.

- a. The protesting coach is required to file a **written protest**, giving specific details of the situation, time and score to the league President **within 48 hours** of the contest. The report must be accompanied by a **\$75.00** check payable to Section Eight Athletic Council.
  - b. The protest will require the signatures of the **coach, Athletic Director, and the Principal** of the school.
  - c. Copies of the protest must be sent to the Section Coordinator, the protest chairman, and the opposing coach within **48 hours** of the contest.
  - d. The Section VIII Coordinator will notify the Executive Director of Section Eight who, in turn, will notify the game officials involved and direct that a **written statement** from the game officials be filed with the **Sports Coordinator within 24 hours**.
2. The **Sports Coordinator** will arrange for a meeting as soon as possible. The following people will be present at the meeting: the protesting coach, the opposing coach, a rules interpreter, the Coaches Association President or a representative chosen by the President. Attendance of the meet officials involved in the protest will be mandatory, unless extenuating circumstances preclude their attendance.
  3. **Protest Committee Options:**
    - a. To deny the protest
    - b. To uphold the protest and direct the meet to be replayed from the point of protest.
    - c. To uphold the protest and direct that the meet be replayed in its entirety.
    - d. To deny the protest but recommend some further action by the H.S. Association.
    - e. To uphold the protest and recommend some further action by the H.S. Association.
  4. An **appeal** of the decision of the Protest Committee may be made. This request must be filed within 72 hours of notification of the decision to the Section VIII Appeals Committee upon submission of a \$75.00 fee. (This is an additional \$75.00.)
  5. In the case of a protest or an appeal that is upheld, the fee will be returned.



## Dual Meet Requirements

1. All teams must have a roster at the scoring table.
2. Both teams should have a representative from their team keeping score.
3. Teams should hand in an entry card with the team name, event and swimmers first and last name.
4. A team can decide to leave their lineup at the scoring table however, if a change needs to be made they must submit an entry card.
5. If a team decides to swim an event exhibition, it must be handed in on their entry card.
6. In order to follow the sportsmanship policy of SECTION 8, it is recommended that teams exhibition events after they have reached 101 points.
7. In a 6 lane meet scoring is as follows:
  - a. Relays- 8, 4, 2 (A team can not sweep all three places)
  - b. Individual- 6,4,3,2,1

In a 4 lane meet scoring is as follows:

- a. Relays 6,3,1
- b. Individual- 4,3,1

8. A swimmer can swim a total of 4 events. This can either be 2 Individual Events and 2 Relay Events or 1 Individual Event and 3 Relay Events.

## SECTION8SWIM.COM- TOP 25 LISTING

Section VIII has its own Top 25 website. Type in: [www.section8swim.com](http://www.section8swim.com) into your browser and you will be directed to our site. John Coombs is responsible for compiling the times and publishing them. Below is a short introduction to the website. To download or view all the directions go on to the website and look for the Coach's Guide. Any questions with the section8swim website can be directed to John Coombs, his email address is [john@computeraide.com](mailto:john@computeraide.com).

This database is designed to allow a section to maintain a repository of meet results for Girls and Boys High School swimming. The database allows general users to view complete meet results and search for individual times and scores.

Designated users, one assigned per team, are allowed to create/modify meet results as well as manage their own team's rosters and dual meet schedule.

Results stored in this database will automatically be copied to the New York State Top-40 and Section Top 40 rankings databases.

### **Major Features:**

- Meet results are made immediately available on the web
- Results can be printed on-line
- A Hy-Tek CL2 file of the results can be e-mailed for importing into Team Manager
- Correction to existing meet results are handled on-line
- Team rosters can be maintained on-line
- Calendars for dual meets can be maintained on-line
- Individual results are listed under each Athlete's profile on-line
- Lead-off swim in the 200 Freestyle Relay and 400 Freestyle Relay can be recorded
- Searching of the results are available on-line
- NY State Top-25 rankings and Sectional rankings are automatically maintained

**It is the coach's responsibility to do the following:**

1. Upload (type) in your roster prior to the first meets of the season.
2. Enter all your times for all dual meets within 48 hours of completion of a competition. If a timing system is used at the dual meet, times must be from the timing system unless there was a malfunction in the timing system.
3. Times not submitted within the time frame may not be considered for qualifying times for any post-season events.
  - a. Times must be performed in a dual or sanctioned high school meet. Time trials and scrimmages are not permitted.
4. Diving scores are based on six (6) dives and two (2) or (3) three judges.
5. The 200-medley relay and both 200 & 400 freestyle relays are included.
  - a. The first leg of the 200 and 400-yard freestyle relay may be used as an official time for the 50 and 100-yard freestyle. Subsequent legs of the relays or legs of the medley may not be submitted as official times.

## **POST SEASON AWARDS**

### **ALL COUNTY SELECTION**

It is the desire of the Nassau County Swim Coaches Association to recognize outstanding swimmers by selecting them as members of the All Nassau County Swimming and Diving team.

#### **SELECTION:**

1. Any swimmer or diver who places in the top three in either the Section Eight Team Championships or represents Section Eight in the State meet, having swum that event at the county championships. In season state qualifiers who do not swim the event at counties do not qualify as All County in that event.
2. A swimmer or diver is not limited to one selection as All County.
3. This list of All County Swimmers and Divers will be presented to the membership after the county championships. Each coach will need to verify the spelling of their athletes' names.
4. Members of the All County Team shall receive an award acknowledging their achievement.
5. The awards will be handed out at our Annual Dinner. The dinner is held in December and all swimmers, coaches and parents are encouraged to attend. The Association will donate the awards, the dinners are to be paid by either the school or parents.

### **ALL DIVISION SELECTION**

The All-Division Team will be selected from the Division Championship Meets. The top three (3) finishers in each division will be named to the All Division Team. Each Division will have 3 All Division athletes per event.

### **ALL CONFERENCE SELECTION**

All Conference swimmers will be selected from the County Meet or Division Meet. The top 3 swimmers of each conference (after All County Swimmers are removed) will be recognized as All Conference.

## RELAY CARNIVAL

### ENTRY FEES

The entry fee is approximately \$250 and can be changed due to the needs of the association.

PURCHASE ORDERS ARE MADE OUT TO:

**SECTION VIII GIRLS SWIMMING COACHES' ASSOCIATION**

c/o Joe Lennon

### AWARDS

THERE WILL BE AWARDS FOR THE FIRST THREE (3) PLACES IN BOTH SWIMMING AND DIVING CARNIVALS.

### ENTRIES

Entries should be sent to the meet director as soon as possible. Entries should include swimmers' names. If you would like to submit a time for a relay, they do not have to be an exact time, please estimate as best you can. If you do not include a time, your team will be seeded with no time.

- EACH SCHOOL WILL BE PERMITTED ONE RELAY PER EVENT.
- ALL HEATS ARE TIMED FINALS.
- TEAM SCORES WILL BE RECORDED, BUT NO TEAM TROPHY WILL BE PRESENTED.
- A SWIMMER MAY SWIM IN THREE (3) DIFFERENT EVENTS.
- SCORING WILL BE TO 20 PLACES

### **ORDER OF SWIMMING EVENTS:**

200 YD. MEDLEY RELAY (BACK-BREAST-FLY-FREE)

500 YD. CRESCENDO RELAY (50-100-200-100-50)

200 YD. BUTTERFLY RELAY (50-50-50-50)

200 YD. FREESTYLE RELAY (50-50-50-50)

200 YD. NOVICE FREESTYLE RELAY (50-50-50-50) NON-SCORING

200 YD. BACKSTROKE RELAY (50-50-50-50)

250 YD. SPRINT RELAY (25-50-100-50-25)

250 YD. NOVICE SPRINT RELAY (25-50-100-50-25) NON-SCORING

200 YD. BREASTSTROKE RELAY (50-50-50-50)

400 YD. FREESTYLE RELAY (100-100-100-100)

400 YD. INDIVIDUAL MEDLEY RELAY (100-100-100-100)

### **DIVING RELAY EVENT RULES**

1. THERE CAN BE A TOTAL OF THREE (3) DIVERS PER TEAM.
2. **EACH TEAM WILL SUBMIT A COMPLETED 6 DIVE SHEET, NO DUPLICATE DIVES, YOU CAN REPEAT CATEGORIES.**
3. TWO DIVERS A TEAM WILL DO 3 DIVES EACH, 3 DIVERS A TEAM WILL DO 2 DIVES EACH.
4. TEAMS MUST HAVE 2 DIVERS TO WIN AN AWARD (1,2,3)

## **DIVISION CHAMPIONSHIPS**

The rules for a championship meet as stated in the NFHS Rule book shall be in effect.

There will be divisional championship meets based on the number of divisions for the current year. A separate diving event will be held prior to the swimming events.

A fifteen (15) minute break will be in place of diving with twelve (12) minutes of swimming warm-up

Entries must be submitted on the website by **5 PM the Saturday before the divisions**. If your entries are not entered in on time your swimmers will not be seeded, and may not be permitted to swim.

All races are a timed finals format.

Each team is permitted four (4) entries in each individual event and two (2) relay entries (B relay is non-scoring).

**All declared false starts and scratches will follow NFHS rules. A declared false start counts as a swim. A scratch of a swimmer is for all events in the meet.**

Seeding will be done by the meet program in accordance with the NFHS rulebook.

Scoring will be in accordance with the rule book and based on the pool set up (number of lanes available).

**The All-Conference Teams will also be determined in the Team Championship Finals and where needed trials or divisions. The 1st, 2nd & 3rd place finishers in each conference will qualify for All-Conference.**

## TEAM CHAMPIONSHIPS / STATE QUALIFYING MEET

The rules for a championship meet as stated in the NFHS Rulebook shall be in effect.

There shall be 1 meet date held for Diving and two days for Swimming.

Entries shall be submitted to the website by **12:00 Noon the SUNDAY BEFORE THE CHAMPIONSHIPS**. No entries will be allowed after this date and time.

The 30 fastest times plus anyone else who is under the county qualifying time, will be seeded in heats to swim in the trials; in the events where more than the 30 swimmers who meet the time standard qualified, extra heats will be provided. A diver who finishes in the top 30 (Combined Division Championships) automatically qualifies. Any diver who has scored over 165 points during the season for 6 dives will also qualify.

There will be two alternates if 30 or fewer entries are made (31-32 fastest times) selected who will participate in order if any of the seeded contestants declare a false start.

Seeding will be done by computer in accordance with the NFHS rulebook.

Each school may enter one (1) 200 Yard Medley Relay team, one (1) 200 Yard Freestyle Relay team and one 400 Yard Freestyle Relay team regardless of time.

The 20 fastest individuals and relays will qualify to swim in the championship and consolation finals.

Scoring will be the first 20 places.

Awards will be given to the top 4 in each event.

The 1st, 2nd & 3rd place finishers in each event will qualify for the All-County Swim team and be invited to the County Dinner. A swimmer who qualifies for the state meet and swims the event at Counties, will qualify for the All- County Swim team and will be invited to the County Dinner.

### **COACH OF THE YEAR (Barry Variello Award)**

This distinction will be determined by a majority vote of the membership in each conference.

#### **Points to be considered on determining selection**

- A. Sportsmanship
- B. Contribution to Nassau County Swimming
- C. Improvement over previous season's record
- D. Place in Team Championship
- E. Dual Meet Record

### **SWIMMER OF THE YEAR (Joe Farrell Award)**

Will be voted on by the coaches attending the state championships.

### **TEAM SPORTSMANSHIP OF THE YEAR**

The official's associations will present a team sportsmanship award to the team they feel has demonstrated the best overall sportsmanship during the entire season, including championships. After discussions with the officials executive committee it was agreed upon that sportsmanship includes participation in post season meets. Therefore, recipients of the award must be a participating team at the Team Championships or their alternate team will be awarded the award.

### **CHECKLIST FOR NEW COACHES**

- Swimmers must complete six practices with you before they are permitted to compete.
- Swimmers must compete in six in season meets to compete in the county championships.
- Coaches must hand in an entry card to the official before each heat during a dual meet.
- Coaches must complete their respective tams information on [www.section8swim.com](http://www.section8swim.com) within 48 hours of the completion of a dual meet. The home team is responsible for this however because some teams may not supply the scoring table with all times and teams may elect to input their own data.

At any time during the season questions arise, please feel free to contact Christin Snow.

## Important Dates

9/4/2023	Monday	Labor Day
9/9/2023	Saturday	Relay Carnival
9/15/2023	Friday	Rosh Hashana
9/16/2023	Saturday	Rosh Hashana
9/17/2023	Sunday	Rosh Hashana
9/24/2023	Sunday	Yom Kippur
9/25/2023	Monday	Yom Kippur
10/9/2023	Monday	Columbus Day
10/23/2023	Monday	Division Diving
10/24/2023	Tuesday	Division A
10/25/2023	Wednesday	Division B
10/26/2023	Thursday	Division C
10/27/2023	Friday	Division D
11/1/2023	Wednesday	County Diving
11/3/2023	Friday	County Prelims
11/4/2023	Saturday	County Finals
11/7/2023	Tuesday	Election Day
11/10/2023	Friday	Veterans Day
11/11/2023	Saturday	Veterans Day
11/16/2023	Thursday	Leave For States
11/17/2023	Friday	States Prelims
11/18/2023	Saturday	States Finals