

2024-2025



SWIMMING & DIVING

DEC Chair &

Meet Director's Handbook

UNIVERSITY INTERSCHOLASTIC LEAGUE

DISTRICT DIRECTOR'S HANDBOOK | 2025 SWIMMING & DIVING

The Swimming & Diving District Meet Director's Handbook has been prepared and designed to provide general information and guidance in the administration of a UIL swim & dive competition. The meet and regulations stated shall be considered official unless the directors are notified of specific changes.

We urge directors to work towards consistent administration of swimming & diving meets according to the directions in this manual to ensure the athletes in Texas can compete and qualify under the same fair standards throughout the state. Meet information shall be made available to schools thru contacting them directly or posting information to a website.

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IMPORTANT DATES

January 25/ February 1 District Certification Deadline

Jan. 31-Feb. 1/ Feb. 7-8 Regional Swimming & Diving Meets

<http://www.uiltexas.org/swimming-diving/regional-sites>

Feb. 13-14 / Feb. 21-22

State Swimming & Diving

<http://www.uiltexas.org/swimming-diving/state>

NFHS 2024-2025 Rule Changes

NFHS Swim & Dive Rule Changes

4-1-4: Removes the word “clerical” from the description of the official’s authority over a meet through the completion of any reports that are responsive to actions occurring while the referee has jurisdiction.

Rationale: The referee will do what is necessary to ensure meet outcomes and related details are appropriate and accurate. The authority of the referee in this context is broad and is not limited to clerical authority only.

4-2-2e: Removes language that permits an announcement of a disqualification on the basis of a Rule 3-2-2 violation to be made by the public address announcer if the coach cannot be located.

Rationale: This change in language brings Rule 4-4-2e in line with notification protocols when violations of Rule 3-3-2 are detected. When the violation involves improper suit coverage, a public announcement is not appropriate.

2024-25 SWIMMING AND DIVING EDITORIAL CHANGES

2-7-5 PENALTY, 3-2-2, 3-2-3, 3-3 NOTE, 3-6-1f, 4-1-8, 4-2-2, 5-1-3, 6-4-1b (2), 8-1-1, 8-1-2, 9-3-4, 9-4, APPENDIX A, APPENDIX B, APPENDIX C

2024-25 SWIMMING AND DIVING POINTS OF EMPHASIS

1. Athlete Well-Being
2. Electronic Devices
3. Risk Minimization – Backstroke Ledges

UIL GUIDELINES

[Updated UIL Protocols for Electronic Relay Judging Equipment](#)

The swimming and diving rules found in the current National Federation Swimming and Diving Rules Book shall be enforced at all UIL meets. NFHS rulebooks may be purchased from the NFHS Website: www.nfhs.org.

NFHS Swimming & Diving: Determining Team Scores. The National Federation rules will govern scoring procedures and qualification from the preliminaries to the finals in the regional meet. Scoring will be for 8 places. Officials should always use the UIL school codes for entries and for scoring.

NFHS Rule 7-1 apply for all UIL competitions.

- Scoring at the district meet shall be to score places 1-8.
- Scoring at the regional and state meets will be individual events: 20-17-16-15-14-13-12-11 for the finals and 9-7-6-5-4-3-2-1 for the consolation finals.
- Relays are scored double.

Championship Structure - Varsity Division.

District meets shall be held in 5A & 6A districts with more than six (four for 4A districts) individuals or relays entered. Only the teams and individuals qualifying through the district and regional meet are eligible to advance to the state meet. **NOTE:** *If there are not enough swimmers to necessitate a district meet, the school or schools that do participate in swimming automatically qualify to the regional swim meet. **The qualifying school coaches must report directly to the regional director when this occurs.***

- Meet administrators MUST USE the designated UIL school codes and school names for entries and results.
 - <http://www.uil texas.org/swimming-diving/school-codes>
- A maximum of the top four individuals in each event and relays shall qualify from district to regional.
- There shall be no consolation finals in the district meet.
- The first and second place winner in each event of four (4A) and eight (5A & 6A) regional swimming meets will advance to the State Meet. The next eight (8) swimmers with the best regional final times overall will advance to the state meet.
- If there are ties in determining the qualifier to the next meet, the times of the competitors from the preliminary competition will be considered first with the competitor with the fastest preliminary time advancing.
- In diving, three divers will qualify at each of the eight regional meets to the 5A and 6A state meet. For 4A, four divers will qualify from each of the four regional meets to the state meet. There is no diving degree required for qualifiers into the regional and state meet.

Entries.

Entries shall be submitted to the district meet director. UIL Entry Forms are to be sent to the meet director by all coaches no later than five days prior to the meet.

- Individual Events – **Each school may enter a maximum of four participants per individual event and one team per relay event.** A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events. Prelims and finals are considered one meet. There are **no exceptions** to these limitations per NFHS Rules. DEC's or meet directors may **NOT** alter the number of entries for schools.
- Relays – Each school may enter a maximum of eight participants for a team entry, any four participants shall be assigned to swim. This will only count as an entry for each person listed if they swim in prelims or finals.
- 1M Diving – If the district chooses to use an online entry system for diving, please provide coaches with specific instructions for your meet. There is no diving degree required for qualifiers into the regional meet from the district meet.
- A competitor/team relay is officially entered when the official entry sheet is delivered to the meet director at the designated time and place.
- After the entry deadline, there shall be no substitution allowed in the individual events according to NFHS. If the individual place winner cannot compete in the next higher meet, the next place winner may be certified if time allows.
- Scratches are permitted due to academic ineligibility. If this occurs, the meet director may contact alternate qualifiers to replace individual school entries that are scratched.

All competitors, once officially entered, shall complete all heats, swim-offs and rounds of competition for which they qualify except when an illness or injury certified by a physician or medical professional, or the referee forces a competitor to withdraw. This applies to individual members of relay teams (not entire teams) as well as to competitors in individual events. Failure to compete for any reason other than illness or injury shall disqualify the competitor from any further competition in the meet. Previous performances are not nullified.

Scratches. A scratch is the withdrawal of a competitor from the remainder of his/her events in the meet.

Declared False Starts. A competitor may withdraw from a preliminary event or final, including diving, with a declared false start. Notice must be given to the referee or referee's designee by the swimmer, diver, coach or other team personnel, at a specified time. The event shall still count as an entry for the competitor. However, it does not disqualify the competitor from further competition or nullify previous performances (NFHS rule 3-2 Art. 3).

Failing to Compete. Championship meets only – For failing to compete in all races, heats and rounds for which he/she has qualified or entered (exceptions are contained in the body of the rule), the competitor shall be disqualified from further competition. The competitor shall not be disqualified from events in subsequent rounds for which he/she has previously qualified. Previous performances are not nullified.

Meet Schedule.

District schedules are to be determined by the District Executive Committee.

Pool, Lane and Equipment Specifications.

Rules regarding water depth, starting platform height the distance from starting platform to surface of the water, pool dimensions or construction, pool markings or lanes, use of a recall device and backstroke flags shall not be waived by prior mutual consent for championship meet sites.

When existing facilities are such that pool dimensions, markings and construction do not meet the standards prescribed by rules, meets may be conducted by prior mutual consent of the competing teams for invitation and regular season meets only, unless state association regulations determine otherwise.

Officials.

One of the most important aspects of the district meet is early selection and appointment of meet officials and meet personnel. It is strongly recommended that you contact and secure your needed officials as soon as possible. You may view certified swimming officials & diving judges on the [Texas Interscholastic Swimming & Diving Officials \(TISDO\) webpage](#).

Schools participating may be asked to supply some responsible adults to serve as volunteers. **These individuals should not be placed in positions of making decisions involving students from their own school.**

If at all possible, the officials making subjective calls and decisions should have experience in working other meet s prior to the district meet. Officials and volunteers should be asked to report for a meeting with the meet director or prior to the meet and be apprised of NFHS Swimming & Diving rules.

UIL Officials shall be used according to the *UIL Constitution and Contest Rules*, Section 1204(m)(6).

District Meet Officials:

Recommended number of officials – minimum of 7

1-meet referee – diving-per session	\$80
1-meet referee – swimming-per session	\$80
1-starter – per session	\$30
4-stroke/turn officials-per session, each	\$30

Awards.

The DEC and district hosts are responsible for ordering and the expense of the awards. Districts may determine the format of awards.

Awards will be announced for the public, and schools will be recognized no earlier than 30-minutes following the final results posting. Schools have a 30-minute window of time in order to protest any race result.

Certification to Regional Meet.

The district chairs are required to send their UIL District Result Form to the regional director no later than **midnight CST, Saturday, January 25, 2025 (4A) and Saturday, February 1, 2025 (5A & 6A).**

- **4A District Meet Directors will certify the top four individuals (including diving) and top four relays to regionals.**
- **5A/6A District Meet Directors will certify the top six individuals (including diving) and top six relays to regionals.**
- If there are ties in determining the qualifiers to the next meet, the times of the competitors from the preliminary competition will be considered first with the competitor with the fastest preliminary time advancing.
- Relays qualify by school and may be changed. No more than eight relay swimmers shall be listed on regional results or regional entry forms.
- Scratches are permitted due to illness or academy ineligibility. If this occurs, the district director calls the regional director. The district director calls the new qualifier if time permits.

Regional hosts have specified regional entry instructions for the District Chair and qualifying schools:

<http://www.uiltexas.org/swimming-diving/regional-sites>

UIL RESOURCES

National Federation Swim & Dive Rule Book

2024-2025 NFHS Rule Changes <https://www.nfhs.org/sports-resource-content/swimming-and-diving-rules-changes-2024-25/>

UIL School Code List <https://www.uiltexas.org/swimming-diving/school-codes>

***** PLEASE UTILIZE THESE SCHOOL CODES AND SCHOOL NAMES, as assigned by the UIL**

District Reporting Forms https://www.uiltexas.org/files/athletics/SwimDive_District_Results_Form.pdf

District Alignments <http://www.uiltexas.org/swimming-diving/alignments>

UIL Regional Site Information <http://www.uiltexas.org/swimming-diving/regional-sites>

UIL State Meet Information page <http://www.uiltexas.org/swimming-diving/state>

UIL Logo Permission <http://www.uiltexas.org/machform/view.php?id=29>

CHECKLIST FOR MEET DIRECTORS

Meet Responsibilities (120 days out)	Completed
Facility and Arrangements	
Conflicts with other school events	
Check facilities as to rule specifications	

Information to Participating Schools (60 days out)	Completed
Entry Forms	
Entry Instructions and Fees	
Scratch Process	
Care of Facility	
Seating	
Entrances	
Officials	
Timing and Results	
Concessions	
Ticket Prices	
Warm-ups	
Pool use during Meet	
Locker Rooms	
Schedule	

Staffing- Assign	Completed
<i>Officials Section 1204(m)(6) required fees</i>	
Workers	
<i>Computer Operator</i>	
<i>Deck Marshals</i>	
<i>Diving Announcer/Clerks</i>	
<i>Trainers</i>	
<i>Locker Room Attendants</i>	
<i>Ticket Sellers/Takers</i>	
<i>Program Sellers</i>	
<i>Concession Sellers</i>	

Equipment (14 days out)	Completed
Public Address System	
Pool Equipment	
<i>Lane Ropes (check connection and condition of floats)</i>	
<i>Starting Blocks (check non-skid surface)</i>	
<i>Recall Rope (check trip mechanism, if any)</i>	
<i>Back Stroke Flags (check condition of pennants, number and support system)</i>	
<i>Lap Counters (check all card numbers)</i>	
<i>Lane Time Boards (check for proper operation)</i>	

<i>Diving Boards (check support and fulcrums)</i>	
Timing and Results System (Timing Mechanism and Start Gun/Horn, Watches)	
Check/Organize Awards	
Prepare for Press Coverage (five days in advance)	

Meet Management Responsibilities (days before meet and during meet)	Completed
Heat or seed meet (see National Federation Rule Book)	
Heat sheets (provide to schools)	
Double check pool equipment	
Hospitality (Coaches & Officials)	
Officials Meeting- conducted by Meet Referee	
Coaches Meeting	
<i>Last minute scratches</i>	
<i>Meet Officials</i>	
<i>Conduct of swimmers/coaches</i>	
Locker Rooms	
Pool Warm-up (designate lanes to be used for swimming, starts, turns, sprinting)	
Deck Management for Schools	
Scoreboard	
Awards Stand	

Post Meet Responsibilities (immediately following meet)	Completed
Results Distributed to Teams & Media	
Record Applications for NFHS	
Results Reported to Regional Director	
File records and results	
Payment to Officials	