

WIAA // GESA CREDIT UNION

## **POSTSEASON STANDARD OPERATING PROCEDURES**

# **GIRLS SWIM & DIVE**

**NOVEMBER 14-15, 2025**

**King County Aquatic Center (Federal Way)**

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# COACH INFORMATION

## EVENT SCHEDULE

Schools in each classification will rotate through three times assigned for preliminaries and finals. Find the full schedule for each of the three State Meet sessions on the [Girls Swimming & Diving page](#) of the WIAA website.

- **Wednesday, November 12** – Coaches Meeting (Virtual), 7:00pm [\[LINK\]](#)
- **Thursday, November 13** – Site practice time availability, 4:30-7:30pm
  - Cost for the practice is \$3.00 per athlete, payable by cash or a check made out to the WIAA.
  - Each school must provide on-deck supervision while athletes practice.
  - Schools will be provided a sign-up to schedule practice time, as space and time is limited.

## SITE DETAILS & PARKING

- Parking at King County Aquatic Center is limited and operates on a first come, first served basis.
- No buses will be allowed to park in the KCAC parking lot. Parking for buses is in the Little League Lot East of KCAC.
- If the parking lot is full, please park in the Little League lot.

## UNIFORMS

- Uniforms must follow the 2025 NFHS Swimming & Diving Rules Book.
- Questions about your uniform should be cleared by the officials prior to the meet.

## FIRST AID/MEDICAL

- Trainers and Lifeguards will be on site throughout the meet.
- For athletes with health conditions that require medication or treatment, review the [medical procedure document](#).

## ADDITIONAL PROCESSES

Coaches can select each of the two links below to review additional important information about the Meet.

- [Games Committee Structure for State Championship Meets](#)
- [Important relay Declaration Procedures for State Championship Meets](#)

# SPORT-SPECIFIC SOPs

## PASS GATE LIMITS

- Pass Gate personnel are restricted to the following individuals affiliated with qualifying teams:
  - 1 Athlete Pass per qualified competitor
  - 1 Coach Pass for every 4 swimmers, up to a maximum of 3 Coach Passes
  - 1 Coach Pass for schools with 1 or more qualified divers
  - 1 Student Manager Pass (coaches may request 1 Manager Pass at the end of the coaches meeting)
- Refer to the Pass Gate submission in FinalForms for remaining personnel availability and limits.
- School Media, as submitted through the Pass Gate, will not receive deck access.

- If the only competitor from a school competes in the 500 Free, an additional pass will be granted to a lap counter.
- Passes for Coaches and Managers must be visible at all times when they are on the deck.

## **STATE TOURNAMENT QUALIFICATION & ENTRY PROCESS**

- [2025-26 State Swim & Dive Championships Entry Procedure](#)
- Using 16th-place preliminary times from the three previous State Meets, the WIAA and Washington Interscholastic Aquatics Coaches Association Committee will determine 2025-26 [minimum qualifying time standards](#).
- In addition to allocations in each event, swimmers qualify for the State Meet through the following measures:
  - Achieving a minimum qualifying standard in a District Qualifying Meet.
  - Achieving a minimum qualifying standard through the process outlined in the State Tournament Qualification & Entry Process.
  - Swimmers with the next fastest times in consolation and championship finals at Districts will fill out a field.
- Only the Top 12 athletes at each District Meet receive consideration for the remaining spots in each field.
- Athletes advancing to State on minimum qualification standards must compete in the same events at Districts.
- District Meet Managers must send a results file to the State Meet Manager immediately after meet completion.
  - If an athlete who earns an allocation won't compete in that event at the State Meet, the District Meet Director must also notify the State Meet Director of the change in accepted allocations.
- Divers may qualify for the State Meet only through 11-dive qualifying meets provided by their WIAA District.
- As dual meet diving events are six-dive competitions, each District may host up to four 11-dive meets per season.
- Each diver is limited to participation in a maximum of four 11-dive qualifying meets.
- These competitions are in addition to the 12 regular season meets a team is allowed.
- Payment for 11-dive qualifying meets is up to WIAA District policy.
- Scores meeting qualifying standards must be submitted by the State Tournament Qualification & Entry Process for those scores to be verified and used for entry into the state meet.
- Teams wishing to modify diving to provide an 11-dive experience for athletes may do so.
- However, only scores earned in 11-dive qualifying meets provided by WIAA Districts are used for State qualifying.
- To qualify for the State Meet outside of the District Meet allocations process, divers must meet a two-part qualifying standard consisting of a Minimum Degree of Difficulty and point totals for the six optional dives:
  - 4A Girls & Boys: 11.6 difficulty, 300 pts.
  - 3A Girls & Boys: 11.6 difficulty, 300 pts.
  - 1A/2A Girls & Boys: 11.6 difficulty, 240 pts.
- Wildcard invitations to complete a field will be determined from District Finals scores only.
- Results of 11-dive qualifying meets must be sent to the State Meet Manager within seven days of the competition. By entering participants in postseason competition, each member school certifies that, barring illness, religious observance or unforeseen events, the individuals representing the school will participate in every level of competition through the completion of the State Championship event.
  - Exception: A coach signs an athlete up for three relays at the District Meet, but they only compete in two.
  - That athlete is free to swim in any of the three relays at State as long as they meet the four-event-max rule.
- Up to eight relay swimmers MUST be listed on the Relay Entry Form.
  - This entry limit extends to each District Meet as well.
- 24 individuals and 24 relay teams will compete during prelims for each 16- or 20-entry event.

- 20 individuals and 20 relay teams will compete during prelims for each 12-entry event.
- 16 individuals and 16 relay teams will compete during prelims for each 8-entry event.

## **RULES & REGULATIONS**

- All 11-dive meet judges must complete the NFHS Officiating Swimming and Diving Course through NFHSLearn.
  - Certified judges must submit their certificate of completion to [Andy Barnes](#) or [Todd Wollenweber](#).
  - [Certified Dive Judges](#)
- A competitor may withdraw from a preliminary event or final with a declared false start.
  - Notice must be given to the referee or referee's designee by the athlete, coach, or other team personnel.
  - The coach and athlete **MUST** be on site to declare a false start.
  - Specified declared false start times are as follows:
    - In preliminary rounds, the declared false start must be declared prior to the start of the event.
    - For Events 1-5 of the Championship Round, the false start must be declared 30 minutes before the scheduled start of the meet.
    - For Events 6-12, the declared false start must be declared prior to the end of Event 4.
    - If the declared false start is used in the consolation or championship finals, the alternate will be called up and the event will be reseeded.

# **2025-26 GENERAL SOPS**

## **ALLOCATIONS**

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender. Additional information can be found on the WIAA's [Tournament Berths](#) page.

## **QUALIFYING TOURNAMENTS/EVENTS**

Qualifying events must conclude by the Saturday before the WIAA State Tournament begins.

## **STATE TOURNAMENT TICKETS**

The WIAA partners with GoFan to offer digital ticketing. Fans are encouraged to buy tickets online in advance but can also purchase digital tickets onsite. Limited paper tickets will be available at most sites on event day.

- The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.
- Visit the WIAA's [State Tournament Tickets](#) page for detailed ticket information.
- Service fees apply to all tickets.

## **ALL-TOURNAMENT TEAMS**

The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team. If one is announced and publicized, it is not organized by the WIAA.

## **INSURANCE**

Leagues, WIAA Districts, and the WIAA maintain General Liability for their respective tournaments. The WIAA also provides catastrophic insurance for its postseason events. All other coverage, including accident insurance, is the responsibility of participating schools and/or individuals.

## **GAMES COMMITTEE**

Tournament Managers will appoint a Games Committee available onsite or by phone for all postseason qualifying and State events. Full details regarding the members and duties of the Games Committee can be found in Rule 22.0.0 of the [WIAA Handbook](#).

## **PROTESTS**

All WIAA State Tournaments will follow the Protest Process outlined in Rule 29.0.0 of the [WIAA Handbook](#). Please visit the [Postseason Protest Procedures](#) resource page for general and sport-specific guidelines.

## **INCLEMENT WEATHER: TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR A STATE EVENT**

Teams and individuals qualifying for State Events should have their participation rights protected, while participants must also understand these events follow specific facility, officiating, and operational restrictions. For safety reasons, uncontrollable weather may require delaying, postponing, or canceling a contest or tournament, though the goal is to accommodate teams/individuals by rescheduling. Detailed information regarding the WIAA's Inclement Weather Policy and procedures for postponement or rescheduling can be found in Rule 25.4.0 of the [WIAA Handbook](#).

### **Thunder & Lighting:**

- If thunder is heard or lightning is seen, play is suspended for at least 30 minutes and people are immediately moved to a designated safe location.
- After suspension, wait at least 30 minutes after the last thunder or lightning before resuming play. Any new thunder or lightning resets the clock to another 30 minutes.

## **TEAM CEREMONIES**

Except for postgame awards, team ceremonies before or after contests must occur in the locker room or on the sideline to avoid delaying the contest or affecting other teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age may only hold support positions at WIAA State Championships if the parent signs the Underage Worker Form on the [Tournament Registration Page](#) and assumes all risk.

## **SUPERVISORY PERSONNEL**

Participating schools must register a Supervisory Staff member on their [Pass Gate](#) with the following expectations:

- Upon arrival, Supervisor will check in with Event Staff at the Pass Gate and receive a WIAA-issued 'Supervisor' pass to be worn for easy identification during their team's contests.
- Supervisor will monitor fan and student behavior for their crowd as outlined in the WIAA's [Fan Expectations](#) and assist the facility security staff or Event Staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

- The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments about identity (race, ethnicity, gender, disability, religion) are prohibited. Tournament Managers and event staff may remove offenders. Witnesses can report incidents using the WIAA's [Discrimination & Harassment Reporting Form](#).
- Schools are encouraged to share the WIAA's [Fan Expectations](#) with their communities and students prior to attending State Events for policies regarding cheers, signs, artificial noisemakers, mascots, face painting, continuous standing, clean-up, drones and more.

## **PEP BAND EXPECTATIONS**

Restrict playing to timeouts, between periods, pre and postgame or other dead ball situations, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

## **CHEERLEADER EXPECTATIONS**

Use only school district-approved cheers at appropriate times, direct cheers/chants only toward their school's team, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

## **TEAM ARRANGEMENTS**

- **LODGING:** Participating teams are responsible for their own lodging and must provide supervision for all school representatives at their place of lodging.
- **LOCKER ROOMS:** Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **PHYSICIANS/TRAINERS:** Teams interested in supplying their own physician/trainer must complete the [School Athletic Trainer/Physician Form](#) and return it to the Tournament Manager.
- **PARTICIPANT ADMISSION & ROSTER LIMITATIONS:**
  - Roster limits for each State Event are listed in the respective sport-specific regulations. Only those participants included on the roster can be in uniform.
  - Students not included on a team's roster/squad or school pass list must pay admission or be included on the Pass List..
  - Participant admission/access is non-transferable.

## **RETURN TO PLAY AUTHORIZATION**

**Athletes removed from participation and attended to by a physician cannot re-enter competition until authorized by the physician who made the original decision.**

## **STATE TOURNAMENT IDENTIFICATION AND MERCHANDISE**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

- The WIAA has licensed [Rush Team Apparel](#) to print, sell, and/or distribute WIAA-registered merchandise. Schools are encouraged to contact the [WIAA Staff](#) for information regarding that partnership.

- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- Schools interested in producing merchandise using any of the approved phrases listed above must do one of the following:
  1. Contact the [WIAA Staff](#) to procure merchandise through [Rush Team Apparel](#), or,
  2. Remit a percentage of the gross revenue of merchandise sold to the WIAA. The percentage will be agreed upon by the school and the WIAA.
- Permission to distribute items onsite at a State Event must be approved by the WIAA Staff.

### **SPONSORSHIP/VENDOR PRESENCE**

Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors. Political displays and/or solicitation are prohibited.