

# 2026 Swim District Meet Director Webinar

Information for District Swim Meet Director

# District Meet Director Responsibilities

- The OSAA does not require districts to submit Individual Entry Forms. Information for all individual entries is to be received through submission of your league/special district's online form through the OSAA website by February 14<sup>th</sup> at 8pm.

# State Championship Entry Form Process

1. Download the State Championship Entry Form from the OSAA website; go to the *Swimming* page.
2. Click on "Official Entry Form."
  - a. Save form to your hard drive or disk as "Classification-District" Swimming (i.e., 5A-2 Midwestern League; 4A/3A/2A/1A- SD1)
  - a. Open the saved file and enter all information directly on each form.
    - 1) Use upper and lower-case letters, the first and last names and school of each relay team qualifier. Please make sure that all names are spelled correctly, as that is the way they will be published.
    - 2) Use the numerical year in school (i.e., 9, 10, 11, 12) not Fr, So, Jr, Sr.
    - 3) All schools should be entered with their complete name. NO ABBREVIATIONS i.e., Hillsboro not HilHi; McLoughlin not Mac-Hi, Yamhill-Carlton not Y-C, Hood River Valley not Hood River, etc.
  - b. Use your "TAB" key to move between cells.

# Number of Entries Allowed Per Individual

- ***2025-26 NFHS Swimming Rules Book, Rule 3.2.1 – “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 .”***

# Steps to Remember

Proofread the form before sending. Ensure that all names are spelled correctly and all fields are completed for each participant entry.

Enter the number of participants, the names of the schools participating and each school's head coach and assistant coach. Enter this information in the space provided in the lower left-hand side of the entry form.

Send as an email to [krisw@osaa.org](mailto:krisw@osaa.org) no later than **8pm, Saturday, February 14th**. Include Girls Relay Entry Form, Boys Relay Entry Form and Hy-Tek Meet Manager backup.

# Para-Athlete Reminders

- Para-Athlete Qualifiers - Must submit written doctor's documentation of the athlete's disability. Send as an email to [krisw@osaa.org](mailto:krisw@osaa.org) no later than **8pm, Saturday, February 14.**

# Pre-State Championship Postings

---

A. The state championship meet will be seeded at the OSAA office on Sunday, February 15th and all entries will be posted on the website by 6pm.

- 1) **District Meet Directors AND coaches** of qualifying swimmers are responsible for checking the accuracy of the entry information, including correct spelling.
- 2) Check all entries for correct spelling of participant's FIRST and LAST names, numerical year in school, school name, etc., as this information will appear the same way on the heat sheets unless corrected.
- 3) **Please work with coaches to get USA Swimming ID numbers in the database before the meet. This is REQUIRED for any swimmers who would like their times from District Championships or State Championships to be entered into the USA Swimming times database.**

A. Follow these instructions to check your district's / school's entry information:

- 1) Access the OSAA website, [www.osaa.org/swimming](http://www.osaa.org/swimming)
- 2) Go to **"Qualifiers by Event"** and click on your classification.

- **CORRECTIONS ONLY:** (*spelling, grade, school, etc.*) Corrections shall be emailed to Kris Welch [krisw@osaa.org](mailto:krisw@osaa.org)

# Substitutions – Multiple Event Qualifiers

- a) Multiple Event Qualifiers: Except as indicated below, participants who qualify in more than one event shall participate in all the events for which they qualify from preliminaries to finals.
  - a) If a District Meet Director notifies the OSAA of a change prior to 4pm on the Monday **(February 16, 2026)** preceding the state championship, an individual may drop from one or more events in which they are qualified. The next place winner at the District Meet in the respective event or events is eligible as a substitute if replacing the district champion. If not, the individual(s) with the next best time will be the replacement(s).
  - a) If the OSAA has not been notified of a change prior to 4pm on the Monday **(February 16, 2026)** preceding the state championship, the participant who has qualified in multiple events must compete in all qualified events or they shall be scratched from all events in which the participant has qualified.



# Single or Multiple Event Qualifiers Dropping All Events or Substitutions only on Relays

**Single or Multiple Event Qualifiers Dropping All Events or Substitutions only on Relays.** This deadline is for a participant dropping out of the state championship and being replaced by another participant or participants.

- 1) If a District Meet Director notifies the OSAA by 4pm two business days prior to the first day of the state championship (**February 18, 2026**) that a single event or multiple event qualifier is dropping all events, a substitution or substitutions may be made.
- 2) The next place winner at the District Meet in the respective event or events is eligible as a substitute if replacing the district champion. If not, the individual(s) with the next best time will be the replacement(s).

## For More Information

- District Meet Director Information available on the OSAA Website starting Wednesday, January 28th.
- Specific information for qualifying standards are available for each classification and for Para-Athletes in the Swimming Plan Book.



# POE: Sportsmanship

---

## **Sportsmanship.**

- 1. Good sporting behavior is one of the fundamental ingredients to the continued success and enjoyment of education-based high school sports and activities. Coaches set the tone at athletic contests with their display of sportsmanship. If these individuals act in a sportsmanlike manner, their behavior sets the tone for players, spectators and others.**
- 2. In recent years, a heightened level of unsportsmanlike behavior has been occurring by spectators at high school sporting events, and it must be stopped. The use of demeaning language, or hate speech, by students, parents and other fans must cease. High school sports and other activities exist to lift people up, not demean or tear people down. The goal is to treat everyone fairly and treat each other with respect. Any speech or harassment that is insulting, demeaning or hurtful will not be tolerated.**
- 3. High schools must establish a culture that values the worth of every single person – both players on the school's team and players on the opposing team. There must be a no-tolerance policy regarding behavior that shows disrespect for another individual. Good sports win with humility, lose with grace and do both with dignity. It takes the efforts of everyone every day to ensure that sportsmanship remains one of the top priorities in education-based activity programs.**

# Common Question

## 10. RELAY ENTRY TIMELINE:

- A. Schools shall submit up to eight names for relays with their initial entry into the district meet.
- B. A relay slip with the names of the four athletes scheduled to compete shall be submitted to the designated meet personnel for each relay no later than the following deadlines:
  - 1) Medley Relay – 45 minutes prior to the start of competition
  - 2) 200 Free Relay – at the start of the girls 100 Butterfly
  - 3) 400 Free Relay – at the start of the boys 500 Freestyle
- C. There shall be no changes in the four athletes once the deadline has passed (order may be changed) except as permitted in NFHS Rule 3.2.2 (...illness or injury certified by a physician or the referee forces a competitor to withdraw).
- D. The first swimmer of a relay team, once called to the starting platform by the referee, shall not change his/her swimming order in the relay event with any teammate (NFHS Rule 8.3.4).

# Questions

**Contact Kris Welch with any question**  
**[krisw@osaa.org](mailto:krisw@osaa.org) 503-682-6722 ext. 230**

**HY-Tek questions: Pat Allender**  
**[patrick.allender@gmail.com](mailto:patrick.allender@gmail.com)**

**Rules Questions: Jacki Allender**  
**[swimming.sri@osaa.org](mailto:swimming.sri@osaa.org)**