



2017 SWIMMING AND DIVING STATE MEET INSTRUCTIONS FOR PARTICIPATING TEAMS



2017 SWIMMING AND DIVING STATE TOURNAMENT INFORMATION

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INTRODUCTION AND CONTACT INFORMATION

- Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on advancing to the state championships
- It is hoped that these instructions answer most questions about participation in the 2017 KHSAA State Swimming and Diving Championships

KHSAA STAFF CONTACTS

- Administrators and Coaches should contact Darren Bilberry (dbilberry@khsaa.org), Assistant Commissioner Michael Barren (mbarren@khsaa.org) or Administrative Assistant Jeanie Molloy (jmolloy@khsaa.org) at the KHSAA offices should you have any questions
- Media and Statistics inquiries should be directed to Communications Director Joe Angolia at the KHSAA offices (jangolia@khsaa.org)
- Inquiries may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party

PRE-EVENT LOGISTICS

PRE-TOURNAMENT CONFERENCE CALL

- A voluntary conference call will be held for all participating Coaches at 11:00 a.m. on Monday, February 20
- Schools will be sent via email, additional instructions regarding the call
- Participating schools will be invited to participate at 11:00 a.m. ET
- Participants can call from any location to join the conference call

GENERAL INFORMATION

- The 2017 KHSAA State Swimming and Diving Championships will be held on February 23, 24 & 25 at the Ralph Wright Natatorium at the University of Louisville, 2216 South Floyd Street, Louisville, KY 40208 (502-852-5555)

DIRECTIONS

- From Lexington
 - Take Interstate 64 West for 62 miles
 - Take Exit 12 onto Interstate 264 West Watterson Expressway for 7 miles
 - Take Exit 12 onto Interstate 65 North towards Indianapolis for 2.5 miles
 - Take Exit 133 toward US 60 Alt W/Eastern Parkway
 - Turn left onto University Boulevard
 - Turn right onto South Floyd Street
- From Northern Kentucky
 - Take Interstate 275 West for 7.5 Miles
 - Take Interstate 71/75 South towards Louisville for 77 miles
 - Keep right at the fork and follow signs for Interstate 65
 - Take Exit 133 toward US 60 Alt W/Eastern Parkway

- Merge onto Arthur Street
- Turn right onto University Boulevard
- Turn right onto South Floyd Street
- From South Central Kentucky
 - Take Interstate 75 North towards Lexington
 - Keep left at the fork to continue onto Interstate 64 West for Frankfort/Louisville
 - Take Exit 12 onto Interstate 264 West Watterson Expressway for 7 miles
 - Take Exit 12 onto Interstate 65 North towards Indianapolis for 2.5 miles
 - Take Exit 133 toward US 60 Alt W/Eastern Parkway
 - Turn left onto University Boulevard
 - Turn right onto South Floyd Street
- From Eastern Kentucky
 - Take Interstate 64 West towards Louisville
 - Take Exit 12 onto Interstate 264 West Watterson Expressway for 7 miles
 - Take Exit 12 onto Interstate 65 North towards Indianapolis for 2.5 miles
 - Take Exit 133 toward US 60 Alt W/Eastern Parkway
 - Turn left onto University Boulevard
 - Turn right onto South Floyd Street
- From Western Kentucky
 - Take Interstate 64 East towards Louisville
 - Use the left lane to take the Interstate 65 Exit
 - Keep left at the fork to take Interstate 65 South
 - Take Exit 133 toward US 60 Alt W/Eastern Parkway
 - Merge onto Arthur Street
 - Turn right onto University Boulevard
 - Turn right onto South Floyd Street

GPS COORDINATES

- Please use "2216 South Floyd Street" as the street address when utilizing GPS and mapping software
- The Ralph Wright Natatorium is located on the corner of South Floyd Street and University Boulevard across the street from Trager Stadium

PARKING

- Thursday Parking
 - School will be in session so there will be limited parking in the Parking Structure and on the streets surrounding the area as well
 - The Natatorium parking lot is reserved for KHSAA officials
 - Free Parking will be available at Green Lot B beyond Papa John's Stadium
 - Fans can ride the Shuttle provided by KHSAA (D.C.Tours, Yellow School Bus) to the Ralph Wright Natatorium
 - After 4:00 p.m. there will be parking available in the Floyd Street Garage for \$5.00
 - Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to Green Lot B at Papa John's Stadium to park during the meet
 - Bus drivers will be able to ride the shuttle to the Ralph Wright Natatorium
 - Bus Drivers will need to enter the Natatorium at the Team Check-in Tent
- Friday Parking
 - School will be in session so there will be limited parking in the Parking Structure and on the streets surrounding the area as well
 - The Natatorium parking lot is reserved for KHSAA officials
 - Free Parking will be available at Green Lot B beyond Papa John's Stadium

- Fans can ride the Shuttle provided by KHSAA (D.C.Tours, Yellow School Bus) to the Ralph Wright Natatorium
- After 4:00 p.m. there will be parking available in the Floyd Street Garage for \$5.00
- Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to Green Lot B at Papa John's Stadium to park during the meet
- Bus drivers will be able to ride the shuttle to the Ralph Wright Natatorium
- Bus Drivers will need to enter the Natatorium at the Team Check-in Tent
- Saturday Parking
 - The parking garage next to the Natatorium will be available all day on Saturday for \$5.00
 - The street meters will be available as well
 - The natatorium parking lot is reserved for KHSAA officials, no public parking
 - Free Parking will be available at Green Lot B beyond Papa John's Stadium
 - Fans can ride the Shuttle provided by KHSAA (D.C.Tours, Yellow School Bus) to the Ralph Wright Natatorium
 - Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to Green Lot B at Papa John's Stadium to park during the meet
 - Bus drivers will be able to ride the shuttle to the Ralph Wright Natatorium
 - Bus Drivers will need to enter the Natatorium at the Team Check-in Tent

LODGING

- Each coach will arrange for lodging for his or her participants
- The Hilton Garden Inn (2735 Crittenden Drive, Louisville) will serve as tournament headquarters

COACHES PACKET PICKUP

- Team packets can be picked up at the Participant entrance of the Ralph Wright Natatorium beginning Thursday at 10:30 a.m.

BYLAW 22 REMINDER

- KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- See Bylaw 22 in the KHSAA Handbook if you have any questions

COMPETITION DATES AND SCHEDULE

- The 2017 KHSAA Swimming and Diving State Championship is scheduled for February 23rd, 24th and 25th at the Ralph Wright Natatorium
- A complete timetable is published on the KHSAA website, as well as all other necessary information, with links available at the end of these instructions

ADMISSION INTO VENUE

PARTICIPANTS

- On Thursday, Team Check-in for competitors and coaches will begin at 10:30 a.m.
- On Friday, Team Check-in for competitors and coaches will begin at 7:30 a.m.
- On Saturday, Team Check-in for competitors and coaches will begin at 8:30 a.m.
- It will be necessary for all coaches and team members to enter the Natatorium through the designated Team Check-in area
- Coaches: Each school will receive on-deck coaching credentials for admission for use by the coaches
- The number of credentials will be based upon the number of swimmers entered in the meet, boys and girls combined two credentials for nine swimmers or less, and three credentials for ten or more swimmers
- These must be worn at all times

COMPLIMENTARY TICKETS/PASSES/ADMISSION POLICY

- No passes other than those produced for the championships will be honored at the gate

- Principal, Coach, Athletic Director, Official passes or any other type of identification will not entitle the holder to admission
- Designated coaches, swimmers and divers will be admitted free of charge, all other individuals must have a ticket for admission
- Designated coaches' names shall be listed
- For liability and insurance reasons, deck admission is limited to meet staff, officials, coaches and state qualified competitors and will be enforced throughout the meet
- USA swim coaches, unless they are a designated KHSAA high school coach, may not be listed on a team's state meet entry as an Assistant Coach or Support Personnel and may not be on the deck at any time
- Boys' and girls' competitors will be allowed in free for all events but must sit in the designated team areas when not competing

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION ONE FOR ALL SESSIONS

- Due to seating restrictions and capacity, saving seats is prohibited
- Due to limited seating, it is suggested that those wanting to attend this session arrive early
- Each person will be allowed to purchase one ticket per person in line
- Children ages 10 and under are admitted free for each session
- At the conclusion of each session spectators will be required to vacate the Natatorium

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION ONE

- Tickets will go on sale at 11:30 a.m. on Thursday, February 23, and will be priced at \$10.00 for session one all day on Thursday for adults, children above 10 years of age, and students
- On Thursday, fans will be given an armband that must be worn at all times and will allow for access in and out of the Natatorium during both diving preliminary sessions
- The pool will be closed from 3:00 p.m. – 5:00 p.m. after the boys' diving preliminaries
- Fans may be readmitted at no charge for the girls' diving preliminaries beginning at 5:30 p.m. provided they are still wearing their armband
- This armband is good for Thursday only

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION TWO

- Tickets will go on sale at 9:00 a.m. on Friday, February 24, and will be priced at \$10.00 for session two for adults, children above 10 years of age, and students
- There is no re-entry permitted without the purchase of another ticket

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION THREE

- Tickets will go on sale at 3:30 p.m. on Friday, February 24, and will be priced at \$10.00 for session three for adults, children above 10 years of age, and students.
- There is no re-entry permitted without the purchase of another ticket

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION FOUR

- Tickets will go on sale at 10:00 a.m. on Saturday, February 25, and will be priced at \$10.00 for session four for adults, children above 10 years of age, and students
- There is no re-entry permitted without the purchase of another ticket

GENERAL PUBLIC/FANS/NONPARTICIPANTS-SESSION FIVE

- Tickets will go on sale at 4:15 p.m. on Saturday, February 25, and will be priced at \$10.00 for session five for adults, children above 10 years of age, and students
- There is no re-entry permitted without the purchase of another ticket

VENUE LOGISTICS AND RESTRICTIONS

SPECTATOR/PARTICIPANT SEATING

- Spectators must remain in the designated red bleacher area at all times
- Spectators are not permitted on deck for any reason

- Wheelchair/A.D.A. Accommodations – Efforts will be made to make a reasonable accommodation for those individuals who may need wheelchair access or other needs due to disabilities, please see Darren Bilberry or Michael Barren of the KHSAA or Mike Zehnder at the Natatorium
- Participants located in the designated team areas around the deck must keep all exits clear at all times
- Participants should remain in their designated team areas while not competing

COOLERS

- Coolers cannot be brought inside of the Natatorium
 - Athletes will be admitted with their gym bags, and unless identified as a security concern, these bags will not normally be subject to search
 - Team coolers can be kept in the participant deck area, but NOT in the stands
 - For fans and other individuals, coolers and other things used to transport food may NOT be brought inside
 - Please keep in mind that this is an Association ruling, and is necessary for insurance and liability reasons
- T-SHIRT SALES/DISTRIBUTION (NON-KHSAA SALES)*
- There will be no sale or distribution of t-shirts or any other type of athletic apparel on-site, except by approved KHSAA vendors

CONDUCT OF EVENT

HEAT SHEETS

- Heat Sheets and lane assignments will be posted on the KHSAA website shortly after the seeding meeting
- The KHSAA will provide printed copies of heat sheets and lane assignments for coaches prior to the finals

RULES POINTS OF EMPHASIS

ENTRIES AND RESULTS

- A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events
- Once a competitor swims or dives in the preliminaries in an event it counts as an event, regardless of whether or not they make the finals in that event
- State qualifiers must be from the top 12 finishers from each region
- The top two (2) swimmers/divers in each event, in each of the nine (9) regional qualifying meets, and the next twenty-two (22) fastest swimmers or highest scoring divers from the state-at-large (determined by times and scores established in regional meets) will qualify for the State Meet
- Alternates may choose whether they want to swim or dive in any event if called upon to do so
- 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
- A declared false start must be reported to the referee at a published time designated by the Meet Manager
- 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

ADDITIONAL DIVING ENTRY RULES

- Dives need to be submitted by the entry deadline (Wednesday, February 22) using the Ediver email entry form
- The Ediver email entry form may be found at the end of this document
- Each contestant shall submit a signed (by the coach and contestant) written description of dives on the NFHS Diving Entry Form, which shall include the number, the position, the degree of difficulty and the order in which dives will be attempted for all levels of competition, preliminaries through finals
- The signed diving sheets will be submitted no later than one hour before the competition is to begin on Thursday

DIVE ORDER

- There will be forty (40) divers in the preliminaries

- After the first three (3) dives there will be a cut to the top thirty-two (32) divers to finish the preliminaries
- Preliminaries: any two voluntary dives and three optional dives
- Semifinals: two voluntary and one optional
- All five groups of dives must be represented in the first eight rounds
- Finals: one voluntary and two optional
- In championship meets more than one optional dive from the same group is not permitted through the semifinals (Rule 9, Section 4, Article 1 a., b., c., & d, P-61)
- The five voluntary dives shall come from each of the five groups, with their assigned DD and have a sum total of 9.0 or less
- 16 PLACE SCORING will be used

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Points	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1

TIMING/JUDGING

- A fully automatic timing system and back-up watches will be used to time each event

RELAYS

- Coaches must submit their relay cards according to the schedule included in the meet packets, to the Meet Director's desk
- The relay cards may include as many as eight (8) names
- The four (4) swimmers who are competing in the preliminaries must be marked (the lead off swimmer shall be designated)
- No names may be added or deleted after this time
- Being listed on the card does not count as an event unless the competitor actually competes in the event
- Coaches will need to mark those competing in the finals (the lead off swimmer shall be designated) according to the time sensitive schedule

FORWARD STARTS

- All forward starts will adhere to the procedures outlined in the NFHS 2016-2017 Rule Book Rule 8-1-1 and NFHS Appendix A

BACKSTROKE STARTS

- All backstroke starts will adhere to the procedures outlined in the NFHS 2016-2017 Rule Book Rule 8-1-2 and NFHS Appendix A

STARTING BLOCK WEDGES

- Starting block wedges will not be permitted

HEALTH AND RISK MINIMIZATION INFORMATION

ATHLETIC TRAINER

- Athletic Training services will be provided for participating teams during this event by Ellis and Badenhausen Orthopedics, P.S.C.
- Athletic Training Staff will be available beginning one hour prior to each session and remain available throughout the day
- Schools are reminded that they are responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant
- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose, as this form contains appropriate language, and should bring that form for each athlete

VENUE SAFETY

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged

- Please advise KHSAA or venue personnel of any situation you encounter which you or a competitor feels should be addressed to minimize risk to all involved

EMERGENCY ACTION PLAN

- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop an Emergency Action Plan for this event
- This plan will be available upon arrival on-site from the Athletic Training Staff

STATE EVENT OFFICIALS

- Officials presiding over the event are licensed and assigned by the Kentucky High School Athletic Association

SPORTSMANSHIP

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High School Athletics emphasize positive values
- All parties have worked hard to create a sense of teamwork, respect, responsibility and perspective
- We remind you that officials expect good behavior and will quickly penalize misconduct
- We encourage and appreciate your help
- Let this competition reflect mutual respect among all participants and officials

MEDIA, CORPORATE, TV, RADIO, WEBCAST, TRADEMARKS

SCHOOL MEDIA

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass
- This pass must be requested in advance of the start of the event through the online system

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

MEDIA RIGHTS FEE

- Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event, are subject to a media rights fee
- Information regarding the media rights fee for each event is available through the online credentialing system

TEAM BROADCASTS

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in
- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system
- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events

INTELLECTUAL PROPERTY RIGHTS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships

VIDEOTAPING

- External power sources may not be used by patrons
- Patrons may videotape any portion of this competition from the confines of their defined spectator area but may not in any manner transmit video live through any resource, including personal social media accounts
- Violators are subject to removal

NFHS NETWORK

- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office and is available by contacting the Communications Director

BROADCAST/TELECAST/WEBCAST RIGHTS

- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Contact Joe Angolia at the KHSAA (jangolia@khsaa.org) with any broadcasting, telecasting or webcast rights information

EVENT MERCHANDISING

- KHSAA State Championship apparel will be available for sale at the event and online post event
- TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility

POST EVENT

TROPHIES AND AWARDS

- Medals will be given for the top eight places in each event
- A team trophy will be given to the winning, runner-up, third and fourth place boys' and girls' teams
- There will also be a combined team first and second place trophy awarded along with various individual awards
 - Only properly credentialed media members are permitted to take pictures during the awards ceremony
 - Coaches are not permitted to use cameras or camera phones to take pictures from the deck during the meet or the awards presentation
 - The KHSAA has an official event photographer taking professional photos that will be available for purchase on the KHSAA website following the event
- Participation in the awards ceremony is NOT optional and is an expectation for entering the tournament

CHAMPIONSHIP PHOTOS

- The KHSAA pays for professional photography coverage of the event
- Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event
- Coaches/Parents WILL NOT be permitted to access the deck to take pictures during the meet or the awards ceremonies

FINANCES AND EXPENSES

- There is no school reimbursement for this event
- Member schools are responsible for all expenses incurred for participation in this event

IMPORTANT WEB LINKS

- KHSAA Website Swimming Information - <http://khsaa.org/sports/winter/swimming/>
- Swimming/Diving Competition Rules - <http://khsaa.org/handbook/competitionrules/swcompetitionrules.pdf>
- State Swim/Diving Information/Instructions - <http://khsaa.org/state-swim-meet-information-and-instructions/>
- State Swimming/Diving Heat Sheets - <http://khsaa.org/swimming/2017/insert2017.pdf>
- State Session Schedule - <http://khsaa.org/swimming/2017/statetimeschedule.pdf>
- Region and State Results - <http://khsaa.org/2017-khsaa-regionstate-entriesresults/>
- School Media Requests - <http://khsaa.org/si103-school-media-request-form/>
- Photo Gallery - <http://khsaa.zenfolio.com/>

Diving Entries

State Championships will consist of **40** divers in the prelims. **After the first 3 dives, we will cut to the top 32 divers to finish the preliminaries.** Please plan ahead to keep diving form changes to a minimum.

Dives need to be submitted by the entry deadline using the Ediver email Entry form. Please use this link:

<http://www.ediver.info/emailentries.aspx>

Sample Instructions:

Your Name _____

Your Email _____

Name of your Team (School) _____

Meet Hosts Email michael.zehnder.1@louisville.edu

Name of the Meet KHSAA State Championships

Name of the Event 1 meter Diving

Click **NEXT STEP** and fill out the form with a divers name and dives for this event. Be sure that the spelling of the divers name is the same as the spelling of the name on the state psych sheet.

Click **ADD THIS DIVER** button to add this diver and their dives to the email. Fill out the form for the next diver, and repeat until all the divers in that event are entered.

Click **SEND MY ENTRY** button when ready to submit your divers and dives.

Please send one email per sex, per event to michael.zehnder.1@louisville.edu.

All Entry emails must be received by Wednesday, February 22, 2017 at 12:00 p.m. EST or the diver will be scratched.