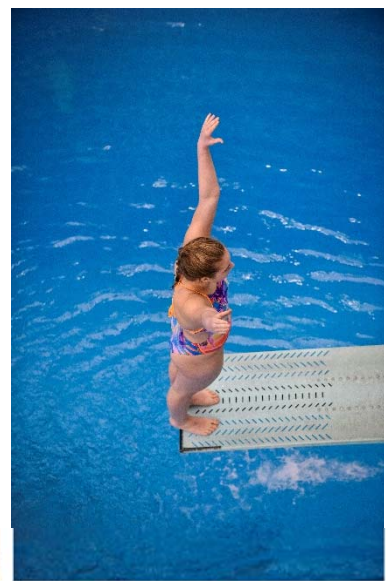




# 2018 PANNELL SWIM SHOP/KHSAA SWIMMING AND DIVING STATE MEET INSTRUCTIONS



## 2018 SWIMMING AND DIVING STATE MEET 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 2018 Pannell Swim Shop/KHSAA State Swimming and Diving Championships

*KHSAA STAFF CONTACTS*

Administrators and Coaches should contact Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)), Assistant Commissioner Michael Barren ([mbarren@khsaa.org](mailto:mbarren@khsaa.org)) or Administrative Assistant Jeanie Molloy ([jmolloy@khsaa.org](mailto: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](mailto: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-EVENT CONFERENCE CALL*

A voluntary conference call will be held for all participating coaches at 1:00 p.m. ET on Monday, February 19 Schools will be sent additional instructions regarding the call via email

Participating schools will be invited to participate at 1:00 p.m. ET

Participants can call from any location to join the conference call

*GENERAL INFORMATION*

The 2018 Pannell Swim Shop/KHSAA State Swimming and Diving Championships will be held on February 22, 23 & 24 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, no public parking is permitted in this area
- Free parking will be available at the back half of Green Lot A beyond Papa John's Stadium
- Fans can ride the shuttle provided by KHSAA (Jefferson Transportation, 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 the back half of Green Lot A 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, no public parking is permitted in this area
- Free parking will be available at the back half of Green Lot A beyond Papa John's Stadium
- Fans can ride the shuttle provided by KHSAA (Jefferson Transportation, 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 back half of Green Lot A 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 is permitted in this area
- Free parking will be available at back half of Green Lot A beyond Papa John's Stadium
- Fans can ride the shuttle provided by KHSAA (Jefferson Transportation, Yellow School Bus) to the Ralph Wright Natatorium
- Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to back half of Green Lot A 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, KY) will serve as tournament headquarters

You can make reservations by calling 1-502-637-2424 and referencing KHSAA Swimming and Diving

#### *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 2018 Pannell Swim Shop/KHSAA Swimming and Diving State Championships are scheduled for February 22rd, 23rd and 24th 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 receive 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 at team check-in

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-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 22, 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 23, 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 23, 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 24, 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/NON/PARTICIPANTS-SESSION FIVE*

Tickets will go on sale at 4:15 p.m. on Saturday, February 24, 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 for assistance

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*

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*

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 16 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 21) 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 2017-2018 Rule Book Rule 8-1-1 and NFHS Appendix A

*BACKSTROKE STARTS*

All backstroke starts will adhere to the procedures outlined in the NFHS 2017-2018 Rule Book Rule 8-1-2 and NFHS Appendix A

*STARTING BLOCK WEDGES*

Starting block wedges will not be permitted for 2018

**HEALTH AND RISK MINIMIZATION INFORMATION**

*ATHLETIC TRAINER*

Athletic Training services will be provided for participating teams during this event by Ellis and Badenhause Orthopedics, P.S.C.

Athletic Training Staff will be available beginning one hour prior to each session and remain available throughout the day

*MEDICAL VERIFICATION*

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 CREDENTIALS**

#### *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

#### *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

#### *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

#### *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

Credentials will be required for those wishing to videotape diving sessions for All-American consideration

Anyone wishing to access the deck during these sessions will be required to go to the team check-in media entrance on Thursday and Saturday to request their credentials after purchasing their ticket

There will be a different color credential each day and this credential will allow these individuals on deck only during the diving sessions of the meet

Coaches please share this information with anyone who plans on filming and email that person's name to Darren Bilberry at your earliest convenience

Filming will occur next to the judges

Due to limited space there will be a waiting area on deck and then an area to film which they will access when your athlete is ready to dive

#### *NFHS NETWORK INFORMATION AND WEBSTREAMING*

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

### **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**

#### *RESULTS*

Results will be posted at the competition and later on the KHSAA website

#### *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 event

#### *PANNELL SWIM SHOP SCHOLARSHIP*

Pannell Swim Shop will be giving a 500.00 scholarship to one male and one female participant

#### *MIDWAY AWARD*

Coaches have previously nominated candidates for this sport/sport-activity for the Midway Female Student-Athlete of the Year

KHSAA staff will make every effort to contact the coach and/or parents of the winner to have them present for this award

#### *NFHS COACH OF THE YEAR*

The National Federation of High Schools' Coaches Association recognize the Coach of the Year Award in each of the sports sanctioned by the KHSAA

The KHSAA staff will make every effort to contact the coach to have them present for this award

#### *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/2018/insert2018.pdf>

State Session Schedule - <http://khsaa.org/swimming/2018/statetimeschedule.pdf>

Region and State Results - <http://khsaa.org/2018-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>

Enter your name, your email and the name of your school

The Meet Hosts Email is [michael.zehnder.1@louisville.edu](mailto:michael.zehnder.1@louisville.edu)

The Name of the Meet is 2018 Pannell Swim Shop/KHSAA State Championships

The Name of the Event is 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](mailto:michael.zehnder.1@louisville.edu)

All Entry emails must be received by Wednesday, February 21, 2018 at 12:00 p.m. EST or the diver will be scratched