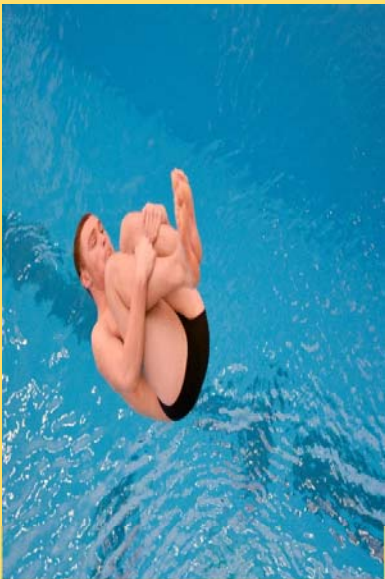




# 2016 Boys' and Girls' Swimming and Diving Regional Meet Instructions



## **DUTIES FOR REGIONAL MEET MANAGERS**

In an effort to assist you in your role as Regional Manager, the following lists your responsibilities as manager.

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### **COMPETITION DATES**

- The 2016 Swimming and Diving Regional Meets are to be conducted the week of February 7 through February 13, 2016.

### **REGIONAL MEET ENTRY PROCEDURE**

- Each team must have electronically submitted the team roster to the Association prior to the end of the regular season. This can be done via the member school only page on the website. There may be no additional swimmers added to the team roster following the first day of the first week of the regional meet, including for those teams/swimmers that advance to the finals. This information is used for advance preparations in case of a team/swimmer qualifying for the state championship and also serves as the required eligibility listing for the team.
- To be eligible to participate in the regional and KHSAA State Swimming and Diving meet, a contestant must have competed in at least four meets on a team representing a member school. Proof of participation is the hard copy of the meet results signed by a KHSAA certified referee. By entry into the member school's Regional Championship, the Coach and Athletic Director of the member school certifies that all swimming competitors, divers, alternates and relay alternates have participated in the required number of meets from the regular season (November 15, 2015) to the start of postseason (February 7, 2016). KHSAA Competition Rules, Page 43, IV.B.1.
- A swimmer or diver may enter a maximum of four (4) events, no more than two (2) of which may be individual events. Once a competitor swims in the preliminaries of an event it counts as an event regardless of whether or not they make the finals.
- Schools are limited to four (4) entries in each event, except relays. No more than two (2) alternates may be listed in the entry file, in each event. An alternate entered in an individual event counts as an event entered for that swimmer. Only one (1) relay team for each relay event may represent a school.
- Each school participating in swimming and diving shall enter contestants into their Regional, using Hytek Meet Manager, Hytek Team Manager or Hytek Team Manager Lite, by emailing an entry file to the Regional Manager or their designee, on or before 5:00 p.m. EST, Wednesday, February 3, 2016. It will also be necessary to mail a hard copy of the same entry file to the Regional Manager to be received no later than 5:00 p.m.

EST, Friday, February 5, 2016. No other means of entry will be accepted. Include all alternates in individual events and those athletes swimming on relays that are not in the individual events (see below Relay entries).

- Completed divers' entry forms MUST be received by the Regional Manager or their designee, by the Regional deadline. All appropriate signatures must also be on the hard copy of divers' forms.
- Be sure the entry file is filled out listing the swimmer's best time for seeding purposes. Please use full names and grade number in the entry file. Be sure the school name and code is listed according to the KHSAA. Double check your entry for accuracy and make a printed copy for your records.
- There are no time standards for Regional Meets, except in the 500 freestyle. The cut-off time for boys is 6 minutes and 30 seconds. The cut-off time for girls is 7 minutes. Swimmers not making these cut off times in the preliminaries will not advance to swim in the finals. Swimmers not making the cutoff times in finals will not be eligible to score points.
- In order for proof of times for USA swimmers, the USA swimmers I.D. number must be placed in the ID field of Team Manager or Meet Manager and shall be in the Regional electronic entry file when received by the entry deadline by each Regional Manager. The information needs to be in the following order: last name, first name, middle initial and birthday.
- Regional entries and results may not be posted on a website or distributed outside each Regional venue until February 16, 2016. Regional entries and results may be distributed to Media, approved by the KHSAA Communications Director.
- Once the entries are received and uploaded into Meet Manager, the Entry Chair will send a copy of the meet file to Bill Tingley at [KHSAAswimming2016@gmail.com](mailto:KHSAAswimming2016@gmail.com). Do not alter the entries. The entries will be checked for the following information: grade numbers, school codes, correct number of entries per swimmer, correct number of alternates per event and the inclusion of relay names in the database. All meet files will be returned to the Entry Chair by 5:00 p.m. on Thursday, February 5, 2016. All questions will be addressed in the return email allowing the Entry Chair to receive corrections from Coaches before the final Psych sheet is posted.
- Each school entering relays into their Regional, must enter using Hytek Meet Manager, HyTek Team Manager or HyTek Team Manager Lite, by emailing an entry file to the Regional Manager or their designee on or before 5:00 pm EST, Wednesday, February 3, 2016. Be sure the entry file is filled out listing the relay team's best time for seeding purposes. No other means of entry will be accepted.
- In each relay event, eight individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event. Any of these eight individuals may swim in the prelims, swim-offs and/or finals provided he/she does not exceed the permitted entries for the meet. These swimmers must be listed in the entry file or the entry is not complete.
- Only the four swimmers declared on the relay card, including the relay lead-off swimmer, which shall be submitted at a specified time and place prior to the start of the event, are permitted to report to the blocks and compete. In case of illness or injury to one of the four swimmers, it shall be reported to the referee and any one of the remaining swimmers designated on the entry card may replace the ill/injured swimmer provided he/she does not exceed the allowable entries. The ill/injured swimmer shall not be charged with an entry.
- Relay cards will be available from each Regional Manager at the Regional venue. Up to eight swimmers, listed from the entry file, shall be listed on relay cards by the coach. Coaches must submit their completed relay cards to the Regional Manager or their designee according to the schedule included in the meet packets. The four (4) swimmers who are competing in the preliminaries should 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 schedule.
- NOTE: Under no circumstances can a swimmer be scratched from an individual event in order to swim in a relay. This includes qualifying from prelims to finals in regional and state competition. Example: A swimmer who qualifies for the state meet in an individual event may not scratch from that event in order to swim in a relay.

- A relay team that qualifies for the KHSAA State Meet may be changed from the region to the KHSAA State Meet (Different swimmers may be entered at the State Meet than those that competed in the Regional Meet). In each relay event, eight individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event. Any of these eight individuals may swim in the prelims, swim-offs and/or finals provided he/she does not exceed the permitted entries for the meet.

#### **REGIONAL PRE-MEET MEETING**

- Mail each school in your Region the Regional Meet Schedule for your meet. Include a maximum of six (6) relay cards for each school (include three (3) blue cards for Boys and three (3) orange cards for Girls). If possible give consideration to having a preliminary coaches meeting to discuss specific details. Be sure you include your scratch deadline and procedure in your written information.
- All profit or losses after expenses are shared with the schools in each region. Please mail a copy of the financial report to the participating schools and the KHSAA no later than February 26, 2016 (KHSAA Form GE 73).

#### **REGIONAL MEET FUTURE SITES**

- Any school wishing to host a region may make that request by submitting the GE72 (Application for Hosting Sanctioned Tournament) to the KHSAA.

#### **POOL SPECIFICATIONS**

- Review the National Federation Swimming & Diving Rule Book and pay special attention to entry limitations, water depth, and other safety concerns.

#### **REGIONAL MEET OFFICIALS**

- Officials for the regional meets must be approved by the KHSAA. Contact Jan Goff to approve the referee and the registered officials (502-931-9013) before February 5, 2016.
- Contact Officials immediately. Prepare checks for Regional Officials. The pay rate for the Regional Meet is \$65/day for the Referee, Starter and two (2) S&T Officials.
- Each region must provide the names of two (2) certified diving judges willing to judge the regional and state meets to Jan Goff no later than 2/5/16.
- Each region must provide the names of two (2) (experienced timers per session (Boys/Girls Prelims and Finals for each) for the State Meet to Jan Goff no later than 2/5/16.

#### **MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS**

- The intellectual property, corporate, broadcasting and media rights to the regional meet prior to the state meet belong exclusively to the KHSAA, including titling agreements and sponsorships.
- Any developed logos are registered trademarks of the KHSAA and usage is strictly monitored. All usage must be approved in advance by the KHSAA.
- No member school can sign an exclusive agreement for a postseason event (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.
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level. 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.

- 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.
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager.
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest. Such broadcast may not be re-broadcast in any form including internet and social media.
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area.
- It shall be solely the determination of the event manager as to space availability.
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film.

### **REGIONAL TROPHIES**

- Regional Trophies will be shipped directly to you or your school from Rihards.com Trophies.
- Open trophy boxes immediately and inspect them, and report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373).
- Assume responsibility for the finances of the tournament to include the trophy and medal cost of awards. The estimated cost can be calculated as \$446.26 per gender.
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament.
- The trophy company will contact you with an option to purchase ribbons on behalf of your region (to add to the medals) and to purchase carry/storage boxes. You are under no obligation to order these items.
- The total cost for these items is \$446.26 per gender and your package should consist of the following:
  - One first place team trophy
  - One second place team trophy
  - One Individual first place gold medal
  - One individual second place silver medal.
  - Six bronze medals for individual finishers 3-8
- Contact Darren Bilberry at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies.

### **RULES EMPHASIS POINTS**

- FORWARD STARTS - All forward starts will adhere to the procedures outlined in the NFHS 2015-2016 Rule Book Rule 8-1-1 and NFHS Appendix A.
- BACKSTROKE STARTS - All backstroke starts will adhere to the procedures outlined in the NFHS 2015-2016 Rule Book Rule 8-1-2 and NFHS Appendix A.
- 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.

**DIVING**

- Each contestant shall submit a written description of dives on their diving sheet which includes the number, the position, the degree of difficulty and the order in which dives will be attempted for all levels of the competition preliminaries through the finals. These sheets must be submitted with the meet entry. Only 2015-2016 National Federation of High School Diving Sheets are to be used. This final diving form shall be signed by the contestant and the coach at the time of submission. Dives may be changed up to one hour prior to the start of the diving competition.
- Please follow the instructions listed on the back of the diving form. The order of dives is as follows:
- Preliminaries: any two (2) voluntary dives and three (3) optional
- Semifinals: two (2) voluntary dives and one (1) optional (all five (5) groups of dives must be represented in the first eight (8) rounds)
- Finals: one (1) voluntary dive and two (2) optional
- In championship meets, the competition shall consist of five (5) voluntary dives and six (6) optional dives. The five (5) voluntary dives shall come from each of the five (5) groups, with their assigned DD and have a sum total of 9.0 or less. The six (6) optional dives shall include at least one (1) chosen from each of the five (5) groups. No more than one (1) optional dive from the same group is permitted through the semifinals. (See National Federation of High Schools Rules Book Rule 9, Section 4, Article 1, a., b., c., & d. page 76).
- UNIFORMS – Makes sure all competitor suits adhere to the uniform restrictions outlined in the NFHS 2015-2016 Rule Book Rule 3-3-1, 2, 3, 4, and 5.
- At Championship meets (Regional and State meet), a no show is a disqualification from the rest of the meet. Once the Referee turns the heat over to the Starter with an outstretched arm, the heat is closed. From this point forward no swimmer will be allowed to “jump” up on the block.
- Use an air horn for a recall start - guns or recall ropes are not allowed.
- A team is not allowed to warm-up unless a KHSAA Certified Coach is present. (See KHSAA Bylaw 25 Section).  
1 Note: We will enforce the following rule: feet first entry for warm-ups.
- Taunting is not allowed on the deck.
- On site shaving is prohibited at the competition site. The penalty for this violation is disqualification.

**REGIONAL MANAGER RESPONSIBILITIES FOLLOWING THE MEET**

- Immediately following the conclusion of your Regional Championships, email a copy of the Hytek backup file and the Edive backup file to Bill Tingley, Administrative Meet Referee at KHSAAswimming2016@gmail.com and Rob Catron at the KHSAA at [swresults@khsaa.org](mailto:swresults@khsaa.org).
- All profit or losses after expenses are shared with the schools in each region. Please mail a copy of the financial report to the participating schools and the KHSAA no later than February 25, 2016 (KHSAA Form GE 73).
- Attend the seeding meeting for the State Meet on Sunday, February 14, 2016 at the KHSAA office (2280 Executive Drive, Lexington, Ky.) at 12:00 p.m.

**REGIONAL SCORING FORMAT**

- There will be a championship and consolation heat for finals in each event. This format will allow 16 swimmers (per event) to swim at finals. The top two finishers in each event will advance automatically to the State Championships. The next ten times taken from both heats will be considered for at large positions. No more than twelve participants from any one region will advance in any event
- Sixteen (16) place scoring shall be used for the Regional Meets. (NFHS Rule 7 Article 3). For all relays, double the individual points possible for that place.

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

### **STATE MEET QUALIFIERS**

- The top two (2) swimmers in each event from each Regional Meet, plus the next fastest 22 times from the state-at large achieved in all finals heats at the Regional Meets, will qualify for the KHSAA State Swimming and Diving Meet.
- The top two (2) divers in each event from each Regional Meet, plus the next highest 14 scores from the state-at large achieved in all finals at the Regional Meets, will qualify for the KHSAA State Swimming and Diving Meet.
- 
- The coach or school representative is responsible for contacting the Regional Manager to determine the at-large qualifiers. This information will be available from your Regional Manager on Sunday evening, February 14, 2016, after the seeding meeting earlier that day.

### **FINANCES AND FINANCIAL REPORT**

- All Regional Managers shall submit a financial report at the conclusion of the meet by filling out the GE73 (Regional Tournament Financial Report) and submitting it to the KHSAA office. The form may be emailed to Darren Bilberry via [dbilberry@khsaa.org](mailto:dbilberry@khsaa.org) or may be faxed to 859-293-5999.
- As you plan for your event, be mindful of both the cost of officials and the cost of trophies and any related medals.

### **IMPORTANT WEBSITE LINKS**

- GE72 (Application for Hosting Sanctioned Tournament) – <http://khsaa.org/forms/ge72.pdf>
- GE73 (Regional Tournament Financial Report) – <http://khsaa.org/forms/ge73.pdf>
- SW108 (KHSAA Disqualification Form) - <http://khsaa.org/forms/sw108.pdf>
- SW109 (KHSAA Relay Take Off Form) - <http://khsaa.org/forms/sw109.pdf>
- SW112 (False Start From 8 Lanes) - <http://khsaa.org/forms/sw112.pdf>
- SW122 (Meet Officials) - <http://khsaa.org/forms/sw122.pdf>



## KHSAA COMPETITION RULES

### Governing Swimming & Diving

*(Adopted by the Board of Control for all play in this sport)  
(Where these rules refer to the Commissioner, they shall refer to the Commissioner of the KHSAA. Sports specific duties may be appropriately delegated to a member of the Commission for the implementation of these rules. See Case Situations for specific rulings and interpretations used to administer these provisions)*

#### I) ASSIGNMENT OF SCHOOLS

##### A) Alignment of Teams for Postseason Play

The Kentucky High School Athletic Association shall sponsor separate postseason competition in swimming for boys and girls, provided that there is sufficient interest of the membership and such is approved by the Board of Control. The Commissioner shall divide the state into geographic sections with the approval of the Board of Control. The entire alignment shall be reviewed when the Board of Control conducts a realignment related to swimming. In the interim, newly added or deleted programs will be handled on a case by case basis by the Commissioner's office.

As of August 15, 2015, the alignment for boys' and girls' swimming is as follows:

REGION 1 – Caldwell County, Calloway County, Christian County, Christian Fellowship, Community Christian (Paducah), Crittenden County, Fort Campbell, Graves County, Green County, Henderson County, Hickman County, Hopkins County Central, Hopkinsville, Livingston Central, Madisonville-North Hopkins, Marshall County, Mayfield, McCracken County, Murray, Paducah Tilghman, St. Mary, Trigg County, University Heights

REGION 2 – Allen County-Scottsville, Apollo, Barren County, Bowling Green, Butler County, Daviess County, Franklin-Simpson, Glasgow, Greenwood, Logan County, Monroe County, Muhlenberg County, Ohio County, Owensboro, Owensboro Catholic, Russellville, South Warren, Warren Central, Warren East

REGION 3 – Adair County, Bethlehem, Campbellsville, Casey County, Central Hardin, Elizabethtown, Fort Knox, John Hardin, LaRue County, Marion County, Meade County, Nelson County, North Hardin, Pulaski County, Russell County, Somerset, Southwestern, Taylor County, Thomas Nelson

REGION 4 – Bullitt Central, Bullitt East, Butler, Central, Doss, DuPont Manual, Evangel Christian, Fairdale, Holy Cross (Louisville), Male, North Bullitt, Pleasure Ridge Park, Presentation, Shawnee, St. Francis, St. Xavier, Valley

REGION 5 – Assumption, Atherton, Ballard, Brown, Christian Academy-Louisville, Eastern, Fern Creek, Kentucky Country Day, Kentucky School f/t Blind, Louisville Collegiate, Mercy, Sacred Heart, Seneca, Trinity (Louisville), Waggener, Whitefield Academy

REGION 6 – Anderson County, Boyle County, Collins, Danville, East Jessamine, Eminence, Frankfort, Franklin County, Garrard County, Henry County, Kentucky School f/t Deaf, Mercer County, North Oldham, Oldham County, Owen County, Shelby County, South Oldham, Spencer County, West Jessamine, Western Hills, Woodford County

REGION 7 – Beechwood, Bishop Brossart, Boone County, Calvary Christian, Campbell County, Conner, Cooper, Covington Catholic, Covington Latin, Dixie Heights, Heritage, Highlands, Holmes, Holy Cross (Covington), Lloyd Memorial, Notre Dame, Ryle, Scott, Simon Kenton, St. Henry District, Villa Madonna

REGION 8 – Berea, Bourbon County, Bryan Station, George Rogers Clark, Harrison County, Henry Clay, Lafayette, Lexington Catholic, Lexington Christian, Madison Central, Madison Southern, Mason County, Model, Montgomery County, Paris, Paul Laurence Dunbar, Robertson County, Sayre, Scott County, St. Patrick, Tates Creek

REGION 9 – Allen Central, Ashland Blazer, Barbourville, Boyd County, Corbin, East Carter, East Ridge, Elliott County, Fleming County, Johnson Central, Knott County Central, Knox Central, Letcher County Central, North Laurel, Oneida Baptist Institute, Piarist, Rockcastle County, Rose Hill Christian, Rowan County, Russell, South Laurel, West Carter, Williamsburg

#### II) DATES AND SITES FOR POSTSEASON COMPETITION

##### A) Dates for Play

- 1) The Commissioner with the approval of the Board of Control shall determine the dates of the region and state meets.
- 2) All meets shall be held within the dates indicated on the Memorandum Calendar unless otherwise approved by the

Commissioner and recommended by a vote of the participating school representatives.

- 3) Schedule conflicts with other academic required activities will be resolved by the office of the Commissioner.

##### B) Sites for Play

- 1) The Commissioner shall make the determination of the region meet sites.
- 2) Schools interested in hosting may submit a request after consulting with the designated member of the Commission. The prospective host may be asked to supply information relating to seating and parking facilities and such other information as may be requested by the Commissioner.
- 3) The Commissioner's office may use a requested site selection plan as a guide, but is not bound by this plan in determining the sites.
- 4) Only schools which are members of the Association prior to January 1 of the year in which the meet is held, and already having a suitable facility for hosting the meet shall be allowed to apply, and only those competing in the current year will be allowed to vote for the region meet site selection plan.
- 5) If a region is unable to resolve conflict over a plan, the Commissioner shall establish a plan.
- 6) All hosts granted an event shall host at least one meet during the region meet year with at least five schools entering competitors and using the electronic entry and results system. All host courses shall be properly marked per NFHS rules if the markings are not able to be affixed to the ground. The region host school shall own a current license to the Association designated software application for managing region entries and results or shall contract with a current license holder.
- 7) The region host school shall own a current license to the Association designated software application for managing region entries and results or shall contract with a current license holder.
- 8) The Board of Control shall determine the site of the state finals after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.

#### III) TOURNAMENT MANAGERS, MEETINGS AND PAIRINGS

##### A) Selection of Tournament Manager

- 1) The Commissioner will appoint a manager for each of the region meets, and shall serve as the manager for the state meet. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event.
- 2) It is the duty of each region manager to notify all schools participating in the meet as to the time and place of the meet, to supply him or her with entry material and instructions, to invite their participation, and make all arrangements to conduct the meet.
- 3) It is an explicit duty of each tournament manager to inform the association IMMEDIATELY as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. The receipts of a tournament can be assessed a fine (levied against the manager) for failure to comply with these provisions.
- 4) The Commissioner shall serve as the manager for the state meet and may appoint as many assistant managers as deemed necessary to manage the event. The Commissioner will direct all of the business necessary to conduct the state tournament.

#### IV) ELIGIBILITY TO ENTER TOURNAMENT PLAY AND SUBSTITUTIONS

##### A) Roster Requirement

- 1) Each school shall enter an unlimited number of contestants on an electronic roster via the KHSAA website and online participation tracking system by the published deadlines.
- 2) This roster may be revised throughout the regular season and shall serve all roster purposes in these rules.
- 3) On the first day of postseason play, these rosters shall be locked so that no additional players may be added, deleted or revised following this date, thereby creating the final eligibility list for tournament play.
- 4) After this time, the only revision allowed will be to correct a documented clerical error as approved by the Commissioner.

##### B) Individual Entry Requirements



- 1) To be eligible to compete in the region or state meet, a contestant shall have competed in a minimum of four(4) meets involving a minimum of two schools on a team representing a member school during the regular season.
  - 2) Athletes competing in high school races (grades 9-12) and participating with a high school as a representative of that school irrespective of level of the meet, shall be allowed to count that meet toward the four meet minimum.
  - 3) Athletes desiring to enter the Diving competition shall have competed in Diving during at least four high school meets on a team representing a member school during the regular season. Such participation shall be verified to the region manager using the required KHSAA forms. Athletes entering high school meets where only Diving is contested or meets where that school's only participation is Diving may count that participation against the required four (4) meets and the school does not have to count that particular meet against its maximum number of meets allowed under Bylaw 23.
  - 3) Coaches should maintain and have available copies of all results for the region manager to verify in case of a challenge to the required participation minimums by any athlete. Such individual meet verification (results) may be recorded on standard forms distributed by the Association in lieu of keeping individual results.
- C) Team Entry and Advancement
- 1) The initial entry report for contestants in the region meet shall be submitted not later than 5:00 p.m. four (4) days prior to the region meet.
  - 2) All entries in KHSAA postseason play shall be done electronically using the Association designated software application not later than one week prior to the start of the region meet.
  - 3) A school may enter as many as four contestants in each event at the region meet except for the relay events.
  - 4) A school may enter only one relay team in each relay event at the region meet.
  - 5) Only in the case of documented medical emergency can these deadlines be waived or a substitution be allowed.
  - 6) Each manager is responsible for the forwarding of the entries for the region meet to all competing teams.
- D) Advancement to State Meet
- 1) The top two finishers in each event from each region meet shall qualify for the state meet.
  - 2) The next fourteen (14) at-large times from each event, or highest scores in the case of diving shall qualify for the State meet.
- E) Substitutions
- 1) Any otherwise eligible contestant whose name is on the entry blank may be substituted for the original entry prior to the time that heats are set up for the region meet. The region manager shall establish this deadline.
  - 2) There are no substitutes for individual event qualifiers to the state meet.
  - 3) In the State Meet, relay teams need not be composed of the same contestants as those in the region meet.
  - 4) In relay events, eight (8) individuals may be listed as entries, any four (4) of which shall be assigned to swim. Participating in the preliminary or final round of an event shall count as an event toward this limitation.
- V) UMPIRES / OFFICIALS
- A) Regular Season Competition
- It is strongly recommended that a KHSAA licensed official be present at each Swim meet that counts toward the limit of meets in accordance with Bylaw 23.
- B) Postseason Competition
- 1) Officials for all KHSAA sponsored championship competition shall be assigned by the Commission in compliance with the Federal Court Decree of 1971 (1987, 2007) and within the published guidelines of the KHSAA Officials Guidebook.
  - 2) The local management of the postseason swim meets shall have the authority to hire and utilize all licensed officials necessary for properly conducting the meets.
- VI) CHAMPION, TROPHIES AND AWARDS
- A) Champion
- 1) All entrants from a school finishing in the first sixteen (16) places in each event shall accumulate team points toward the

team championship.

- 4) The champion of each meet will be the team compiling the highest total score.

B) Trophies and Awards

1) Region.

- a) Trophies will be given to the team winner and runner-up .
- b) Awards will be given to top six (6) finishing in each event at the region meet.
- c) The trophies and medals at the region shall be paid from the gate receipts of that meet.

2) State.

- a) Trophies will be awarded to the teams finishing first, second, third and fourth at the state tournament.
- b) Awards will be given to the top eight (8) individuals finishing in each event at the state meet.
- c) The Association will bear the costs of all trophies and medals at the state tournament.

VII) FINANCES, PASSES

A) Region

- 1) The finances of the region meet will be managed at the region level.
- 2) The region competing schools shall decide any distribution of net profit/loss, which shall be shared. All gross receipts prior to any distribution shall include any applicable advance payment made by teams to help offset event costs.

B) State

- 1) The Association will finance the state tournament.
- 2) Schools are responsible for the expenses of competitors participating in the state meet.

VIII) SPORT SPECIFIC COMPETITION RULES

A) Playing Rules

- 1) All games shall be played using the NFHS Swimming Rules as published by the NFHS in Indianapolis. Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in contests played in Kentucky and will be distributed to the membership when relevant.
- 2) Detailed and binding instructions, both for managers and participating teams, shall be published on the KHSAA website.
- 3) The Board of Control shall serve as the Games Committee as designated by the NFHS Swimming Rules. The Board shall through its normal procedures, receive input from the Commissioner's Advisory Committee and all other internal opportunities prior to finalizing any decision in compliance with these rules.

B) Specifications for Swim Venues

The specifications for recommended and required standards for swim venues to be used in postseason competition may be developed by Association staff and Advisory Committees and approved by the Board of Control.

C) Events

All meets will have the following events: 200 Yard Medley Relay, 200 Yard Freestyle, 50 Yard Freestyle, 200 Yard Individual Medley, 1 Meter Diving, 100 Yard Butterfly, 100 Yard Freestyle, 100 Yard Backstroke, 500 Yard Freestyle, 100 Yard Breaststroke, 400 Yard Freestyle Relay and 200 Freestyle Relay.

## CASE SITUATIONS RELATED TO THE COMPETITION RULES of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made by the Commissioner in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

### **Case CR-1- What is the purpose of the Competition Rules of the KHSAA?**

In many sports and sports activities, there are decisions that have to be made to establish a framework for competition. These rules (different than the Playing Rules) establish alignments, bracketing provisions and championship arrangements. In all cases, the Board of Control has final jurisdiction over the Competition Rules.

### **Case CR-2- What are the current championships of the KHSAA?**

The KHSAA sponsors (sanctions) sports championship events in the fall, winter and spring seasons. Fall championships are considered to be cross country (boys and girls), field hockey, golf (boys and girls), soccer (boys and girls), volleyball (girls), and football (combined); winter championships are basketball (boys and girls), wrestling (combined) and swimming and diving (boys and girls); spring championships are baseball (boys), softball (fastpitch for girls), tennis (boys and girls) and track and field (boys and girls)

In addition, the KHSAA sponsors (sanctions) a state championship in the Sport Activities of Archery (combined), Bass Fishing (combined), Bowling (Boys and Girls) and Cheer (All Girl and Coed divisions).

### **Case CR-3- What sports and sport activities are insured by the KHSAA?**

The KHSAA Board of Control will purchase Catastrophe Insurance, using the member dues and tournament receipts, to insure the student-athletes who compete in the sanctioned sports and sport activities of the KHSAA. In addition, students serving in a support capacity at those sponsored events (managers, trainers, sideline cheerleaders (providing they comply with the NFHS rules restrictions).

Such insurance coverage shall be in force from the first day of the Bylaw 23, Limitation of Seasons in a sponsored sport or sport activity, through the last day, provided such competition complies with all parts of the Bylaw and its individual competitors comply with all applicable KHSAA bylaws. The deductible for this policy shall be published in a timely manner to ensure that the school and student-athletes have adequate opportunity to comply with Bylaw 12.

The KHSAA Board of Control will purchase General Liability Insurance, using the member dues and tournament receipts, to provide for General Liability coverage for the Association and its agents and assignees, in all KHSAA sponsored competition in all sports (postseason) for which the Association sponsors a championship. The Commissioner shall ensure through all forms of due diligence, that all levels of these sponsored championships are conducted in accordance with applicable KHSAA Competition Rules in order to maintain the integrity of the policy.

### **Case CR-4- How many schools are required to agree to participate in KHSAA sponsored postseason competition in order for the Association to hold a championship in that sport or sport-activity?**

Fifty (50) member schools located in at least three (3) different basketball regions shall agree to field a team in order that

the Association consider sponsoring a championship. The achievement of this percentage is no guarantee of the development of a championship as the Board of Control must consider fiscal and legal consequences such as the Association budget, the budget of the member schools and the impact on such things as Title IX.

Twenty-five member schools located in at least three (3) different basketball regions shall participate each year in order that the Association maintains a championship.

These criteria may be waived by the Board of Control in order to sponsor a championship in any sport that does not conflict with state or federal law and which provides additional participation opportunities exclusively for females.

The Association shall survey the membership every three years to determine interest in new offerings.

### **Case CR-5- Who is in control of the media and press at KHSAA sponsored competition?**

1) The intellectual property, corporate, broadcasting and media rights to the State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

2) 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. No member school can sign an exclusive agreement for a postseason round (District, Region, semi-state) without agreement between the schools and approval of the KHSAA Office.

3) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, but are assigned to the Principal of each institution for management and control. No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.

4) At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

5) At all levels of competition, including district, region, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are to make allowances for members of the media to tape portions of the contests at no charge to the media outlet, as long as the taping is for the sole purpose of news highlights.

6) Contact the KHSAA Communications Director with questions.

### **Case CR-6- Who is empowered to make decisions at KHSAA tournaments when inclement weather forces postponement of contests or events?**

While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified.

### **Case CR-7- Is it possible for a winner and corresponding runner-up in baseball, basketball, field hockey, soccer, softball or volleyball district tournament to meet before the final region game?**

No, because they are to be placed in opposite brackets.

### **Case CR-8- Is there a mandatory brand of game ball to be used in postseason play in baseball, basketball, football, soccer, softball and volleyball?**

Yes, the Association has a long-term agreements with multiple sponsors. Staff at KHSAA can assist with specific model numbers, although use of specific numbers is not mandated.

In all postseason contests in baseball, softball, football and basketball, a Rawlings brand ball (or Worth brand in softball) with the proper NFHS authenticating mark shall be used for There is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

In all postseason contests in soccer, a SELECT Sports brand ball with the proper NFHS authenticating mark shall be used. There

is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

In all postseason contests in volleyball, a Baden brand ball with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

**Case CR-9- Are there any restrictions on the scheduling and playing of games in a “seeded district” in baseball, basketball, soccer, softball, or volleyball?**

Yes. Principals, Athletic Directors and Coaches should consult the Competition Rules related to each of these sports for more specific dates for tournament meetings and allowances for scheduling of these meetings. All games involved in the calculation of a seed position SHALL be played on or before the Wednesday prior to the start of postseason play. Games played after that time SHALL NOT factor into the seeded position.

**Case CR-10- How are the tournament sites selected for district tournament sites for baseball, basketball, soccer, softball in the event that agreement cannot be reached on a site selection plan?**

If a site selection plan cannot be reached on first round (normally district) tournaments, the Commissioner will intervene and establish a rotation plan subject to appeal to the Board of Control. The site selection plan shall be confirmed by annual balloting during the season and reported to the Association along with seeding decisions. Rotating the tournament sites does not necessarily mean that each school shall host the tournament at that school's home site, but that each school, with available proper and adequate facilities, shall have the opportunity to host the tournament, even if an alternative site is required due to site requirements within a given sport.

**Case CR-11- Is there a deadline for a district host school in baseball, basketball, soccer, softball or volleyball to select a playing site if the school home site doesn't meet the requirements for holding the tournament?**

Yes. Through various rules and rulings in past years, every school in a specific district alignment shall have an opportunity to serve as the host for the tournament. Each school may, of course, decline that opportunity. However, this requirement ensures that on a periodic basis, all schools get to share in the concession and parking proceeds, host share of the ticket receipts and other benefits that come from serving as the host. It is recognized that all schools in a given alignment grouping will not meet the tournament specifications.

For this reason, the following steps shall be taken by the schools in the district-

- 1) The schools shall meet and decide what facilities can hold the attendance of the last five years of the tournament based on the fan followings of the schools, and satisfy other logistical needs such as accessibility, parking, etc. (agreed sites). In addition, all sites must meet any adopted site criteria for the sport that has been approved by the Board of Control. If there is a disagreement, the Board of Control can serve as the final resolution and KHSAA staff shall assist in that determination.
- 2) The discussion on site applicability is separate from the ability to “host”, that is being the tournament manager, operating concessions, etc. as all schools shall be given that opportunity to host, just not necessarily at a site that cannot accommodate the event.
- 3) From that list of agreed sites, the rotation of sites is to be considered, factoring in of course, that all schools shall be given a chance (if they want) to host, even if it isn't played at the host school's home playing facility.
- 4) In a year when the designated host's home facility does not meet the specifications for holding the tournament, the final selection as to the playing site rests with the designated host school. That school has sole discretion to make that decision, but is compelled to choose only from the list of agreed facilities as mentioned in (1) above.
- 5) In a year when the designated host school's home facility does not meet the specifications for holding the tournament, the designation shall be made by September 20 in volleyball and soccer; January 1 in basketball; and April 15 for baseball and

softball.

**Case CR-12- How are the contest sites selected for region tournaments/meets/contests?**

The Commissioner establishes all regional sites. The Commissioner shall be generally guided by a site selection plan approved by a 2/3 vote of the member schools in the region, but is not compelled to assign the event to that site specified in the plan, and shall only assign to the sites meeting specified sports specific criteria.

Changes to a requested site selection plan shall be confirmed by balloting of the Principals or Designated Representatives of the member schools.

**Case CR-13- May a name be added to the roster or entry form after the first day of postseason competition?**

No, changes cannot be made unless otherwise provided in the competition rules for a specific sport. The principal shall check the online roster in all sports and sport-activities to ensure that all players are on the list as the rosters are locked after postseason play begins. For individual sports using the published entry list and/or forms, the specific sport tournament rules will address any options for substitution or correction, if such options exist.

**Case CR-14- How is it determined that a meet counts against the four meet minimum in Track and Field or Cross Country?**

In order to count as a meet for the four meet minimum a meet shall be a meet which rises to the standard of counting as a meet towards the interpretations of Bylaw 23. In addition, in Cross Country, the distance would be a minimum of 2500 meters and a maximum of 5000 meters and involved entries from two or more schools. To count towards the minimums, the meets may be at the varsity or nonvarsity level in terms of meet structure. It shall be counted in the same manner for all competitors (varsity, JV or freshman). The school approved or provided uniform shall be worn in this competition. In accordance with Bylaw 22, a school representative shall accompany the team.

**Case CR-15- If a Cross Country Meet is interrupted by weather, can other races be run that day?**

Yes. The particular interrupted race is considered complete and counts both towards meet limits and participation minimums. If other competition can resume after required delays, that is permissible. Only races actually started can count towards meet limits or participation minimums.

**Case CR-16 - Are there policies on participation by boys on girls' teams and vice-versa?**

Yes. See the Board of Control policies for complete details.

**Case CR-17 - Are there policy statements or recommendations from the Commissioner's office on postgame activity by teams and individuals?**

Yes. Several sports have “traditions” regarding postgame handshakes, etc. by team members (both en masse and as individuals), but none of them have such action dictated by playing rules. While it is an obvious sign of sportsmanship and civility, many incidents have occurred both in Kentucky (more than two dozen in the last three years in Kentucky alone) and throughout the country, where fights and physical conflicts have broken out during these postgame handshakes. And this is not restricted to specific sports.

Unfortunately, the adrenaline and effort required to participate in the sport sometimes seems to deplete the supply of judgement available to participants. And this can be particularly problematic when there is a lack of an appropriate level of adult supervision, or counterproductive actions by the adults involved with the team.

During 2013-14, the following directors were issued by the Commissioner to the membership for all of the schools and officials regarding post game in baseball, basketball, football, soccer, softball, volleyball and wrestling:

Following the contests, officials are to quickly and efficiently leave the playing facility following all rules mandated duties and ensure that the rules book mandated jurisdiction ends



promptly. There is no need for officials to secure the game balls, shake hands with the coaches or players, or stick around the playing area for any other reason.

Officials have no role in what goes on in postgame, including handshakes, etc. after jurisdiction has ended. Officials also have NO role in administering this time period. Officials choosing to involve themselves in postgame activities will be penalized appropriately;

Game management and the administration of the participating team(s) are solely responsible for what happens after the contest is concluded.

Certain interaction is required by the NFHS playing rules (i.e. the awarding of a bout winner in wrestling). Other postgame rituals such as handshakes, etc. must be closely monitored by school officials and are not a part of the game regulated by game officials. However, any unsportsmanlike conduct occurring during this time will subject the coach/player to penalties and discipline; and

The coaches and administration of the teams are always responsible for the individual conduct of the members of the team following the contest and shall be held accountable for such.

Henceforth, any incidents by an individual squad member (including coaches) or group of squad members that results in unsporting acts immediately following the contest will result in a penalty against the member school athletic program, and additional penalties against the individuals or schools as deemed appropriate following investigation.

#### **Case CR-18 - Who pays for the trophies for KHSAA postseason Competition?**

In all sports and sport-activities, the host of the event is responsible for the payment of trophies and is permitted to take that amount for the standard trophies ordered by the Association from gate receipts or other agreed fees. Those not charging a fee for admission are permitted to assess each member school for entry into the event to help cover these and other costs, but such assessment shall be included in any financial settlement published for the event.

#### **Case CR-19 - Are financial reconciliation reports required to be submitted to the KHSAA after KHSAA postseason events?**

Yes. All levels of KHSAA postseason event require a financial reconciliation.

#### **Case CR-20 - Has the Board of Control adopted a position statement or policy on the realignment / alignment of teams?**

Yes. On a perpetual basis, the Commissioner shall ensure that staff maintains a current alignment of teams in each sport with the following review points considered:

If a single school adds a team (or individuals) or deletes a team (or all individuals), the alignment may be revised on an ongoing basis by the Commissioner;

The Board of Control may, at its own discretion, choose to realign all teams participation in a sport or sport activity based on input from the Commissioner;

A realignment may also be caused by a previously adopted alignment having an expiration of its valid period. This is especially important in the enrollment based sports (classified sports). Cross Country/Track and Field and Football are aligned on a four-year alignment period;

Cross Country and Track and Field shall have the same alignment;

Football shall be aligned based on the average four-year enrollment of boys in the school, including the year in which the realignment project is completed, and the final alignment shall attempt to result in a final product being adopted at least twelve (12) months notice to the member schools for scheduling;

Cross Country/Track and Field shall be aligned on a not less than every four year basis, using the average four-year enrollment of total students in the school, including the year in which the realignment project is completed; and Specific parameters about each sport alignment shall be

contained in the Competition rules for the Sport or Sport Activity.

Whenever a sport or sport activity is to be realigned, the Board shall direct the Commissioner to produce the necessary information as to seed discussion by the Board of Control. The criteria and factors to be used in developing a draft alignment shall adhere to the following steps:

Identification as to whether or not enrollment classifications will be used;

Plot/Diagram the location of all competing schools; Begin by looking at geographic clusters of schools. Geography (including specific travel route information) is an important criteria for placement in groups (regions, districts, etc.), but is not the sole determinant for placement;

Travel routes must be reviewed as a potential factor, as well as the identification of the existence of multiple travel routes; In the non-classified team sports (baseball, basketball, soccer, softball, volleyball), the basketball alignment should be an initial framework, specifically the region boundaries;

If possible in the non-classified team sports, the district boundaries should be important element, but the level of participation of the schools in the district must be factor;

The unique factors of each sport, particularly the individual sports, must be reviewed including facilities; and

The participation and alignment history, both individual and teams, is a factor in consideration, but not the final determinant;

When reviewing alternative suggestions for alignments, the Board shall prioritize the requests from the membership that effect the requesting school over those suggestions that result from suggestions about other schools without effecting the suggesting school.

The following factors are NOT to be considered:

Past success or failure;

Enrollment (in a non-classified sport);

Socio-economic status and student body composition;

Type of school (A1, D1, F1, J1, M1, R1); and

Specific desires of coaches (input must be from administrative level).