



2018 SWIMMING AND DIVING REGIONAL MEET INSTRUCTIONS



TABLE OF CONTENTS

DUTIES SUMMARY STATEMENT	1
REFERENCE TO TEAM ALIGNMENT	1
ALLOWABLE COMPETITION DATES	2
PRE-MEET MANAGERS RESPONSIBILITIES	2
PRE-MEET MEETING AND MODEL AGENDA.....	2
INSTRUCTIONS FOR MEET ENTRY	2
ENTRY REQUIREMENTS.....	3
DIVING ENTRIES	3
RELAY ENTRIES.....	3
RELAY CARDS.....	3
CHANGES IN RELAYS.....	4
HYTEK ENTRY FILES AND PROCEDURE.....	4
PROCEDURES FOR FUTURE REGION SITES	4
STATE MEET QUALIFIERS.....	4
BYLAW 22 REMINDER	4
POINTS OF EMPHASIS	5
TIE BREAKER	5
KEY RULES-REMINDERS-SWIMMING	5
KEY RULES-EMINDERS-DIVING.....	5
KEY RULES-FOR SWIMMERS AND DIVERS.....	5
REGIONAL SCORING FORMAT	6
POOL SPECIFICATIONS	6
MEET OFFICIALS	6
TROPHIES	6
SECURITY.....	6
MEDICAL PROVISIONS.....	7
ATHLETIC TRAINERS.....	7
EMERGENCY ACTION PLAN	7
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS.....	7
INCLEMENT WEATHER PROCEDURES.....	7
NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS	7
REPORTING TIMES AND RESULTS	8
INSTRUCTIONS FOR STATE MEET QUALIFIERS	8
FINANCES AND FINANCIAL REPORT	8
IMPORTANT WEBSITE LINKS	8

DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook rules and regulations governing Swimming and Diving meets
- You should familiarize yourself with these rules found in the KHSAA Competition Rules

REFERENCE TO TEAM ALIGNMENT

- If any team desires to enter competitors and that school is not listed in the current Swimming and Diving alignment of teams, contact the Association office prior to accepting the entry
- Only those schools on that list are eligible to enter unless approved by the KHSAA office

ALLOWABLE COMPETITION DATES

- The KHSAA Swimming and Diving Regional Meets will be conducted the week of February 4 through February 10, 2018

PRE-MEET MANAGERS RESPONSIBILITIES

- Contact all schools in your Region and inform them of your Regional meet schedule, entry deadline and other pertinent information
- Remind all coaches to be familiar with the Competition Rules for KHSAA Swimming and Diving meets that are available on the Swimming and Diving page of the KHSAA website as well as in the Handbook, which is also available online
- Remind coaches that all Swimming and Diving information and required forms are available on the KHSAA website, under the major category of KHSAA Sports (Swimming and Diving)
- Remind coaches that all participants must appear on the KHSAA Member School Online Roster System
- Discuss each item in this checklist to ensure consistent understanding by participants
- It is recommended that a meeting of all coaches be held prior to the start of the meet to discuss rules and procedures

PRE-MEET MEETING AND MODEL AGENDA

- Call to order
- Designate someone to take minutes
- Discuss meet expenses (majority approval required)
- PA, Hytek manager
- Security (must have plan in place)
- Medical
- Other

INSTRUCTIONS FOR MEET ENTRY

- Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season
- Only those swimmers appearing on the school postseason roster as of the Monday of the first postseason week (freshmen, JV or varsity roster marked as postseason participants) are eligible to participate in the postseason
- 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 or divers added to the team roster following the first day of the first week of the regional meet, including for those teams/swimmers or divers that advance to the finals
- This roster information is used for advance preparations in case of a team/swimmer or diver 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 certify that all swimming competitors, divers, alternates and relay alternates have participated in the required number of meets from the regular season (November 15, 2017) to the start of postseason (February 4, 2018) per KHSAA Competition Rules
- 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
- Swimmers not making the cutoff times in the 500 freestyle finals will not be eligible to score points

ENTRY REQUIREMENTS

- 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 500 freestyle during the preliminaries will not advance to swim in the finals
- All meet files will be returned to each region's Entry Chair by 5:00 p.m. on Thursday, February 1, 2018
- The entries will be checked by the Entry Chair 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 questions will be addressed in the return email allowing the Entry Chair to receive corrections from Coaches before the final Psych sheet is posted

DIVING 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

RELAY ENTRIES

- Only one (1) relay team for each relay event may represent a school
- 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
- 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

RELAY CARDS

- 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, including 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

CHANGES IN RELAYS

- 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)

HYTEK ENTRY FILES AND PROCEDURE

- 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 p.m. EST, Thursday, February 1, 2018
- 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 2, 2018
- The host school of each region shall email their entry file to swresults@khsaa.org by 5:00 p.m. Wednesday, January 31, 2018
- 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 above Relay entries)
- Be sure the entry file is filled out listing the swimmer's best time for seeding purposes
- No time entries (NT) will not be accepted
- Use full names and grade number in the entry file
- Be sure the school name and code is listed according to the KHSAA listing on the website
- Double check your entry for accuracy and make a printed copy for your records
- 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
- Once the entries are received and uploaded into Meet Manager, the Entry Chair will send a copy of the meet file to Administrative Meet Referee Bill Tingley at swresults@khsaa.org

PROCEDURES FOR FUTURE REGION SITES

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

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 22 scores from the state at-large achieved in all finals at the Regional Meets, will qualify for the KHSAA State Swimming and Diving Meet
- No more than sixteen participants from any one region will advance in any event
- The coach or school representative is responsible for contacting the Regional Manager to determine the at-large qualifiers

BYLAW 22 REMINDER

- All are reminded that 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
- Please see Bylaw 22 in the KHSAA Handbook if you have any questions

POINTS OF EMPHASIS

TIE BREAKER

- Any necessary swim offs as a result of ties at the regional level will be conducted on site on the Thursday of the state meet

KEY RULES-REMINDERS-SWIMMING

- 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
- 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
- Starting Block Wedges will not be utilized in the postseason (Region and State) and are not permitted

KEY RULES-EMINDERS-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 2017-2018 National Federation of High School Swimming Diving Scoresheets (SWSH) are to be used
- The Diving Scoresheet 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 semifinal (See National Federation of High Schools Rule Book Rule 9, Section 4, Article 1, a., b., c., & d. page 76)

KEY RULES-FOR SWIMMERS AND DIVERS

- Uniforms: Makes sure all competitor suits adhere to the uniform restrictions outlined in the NFHS 2017-2018 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)
- 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 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 fourteen times taken from both heats will be considered for at-large positions
- No more than sixteen 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) and 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

POOL SPECIFICATIONS

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

MEET OFFICIALS

- Officials for the regional meets must be approved by the KHSAA
- Contact Bucky Stoess to approve the referee and the registered officials (502-551-4937) before February 2, 2018
- Contact Officials immediately
- Prepare checks for Regional Officials
- The pay rate for the Regional Meet is \$75/meet for the Referee, Starter and each S&T Official and Diving Judge.
- Each region must provide the names of two (2) certified diving judges willing to judge the regional and state meets to Bucky Stoess no later than February 2, 2018
- 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 Bucky Stoess no later than February 2, 2018

TROPHIES

- Regional Trophies will be shipped directly to the manager from Rihards.com Trophies
- The manager shall 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)
- The manager shall assume responsibility for the finances of the meet to include the trophy and medal cost of awards, with the estimated cost calculated as \$478.86 per gender
- 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, and you are under no obligation to order these items
- The total cost for these items is \$478.86 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

SECURITY

- It is the responsibility of the meet manager to secure adequate police protection, and other security precautions as necessary
- The KHSAA requires a meet administrator, other than the coach, at the meet site

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties

MEDICAL PROVISIONS

ATHLETIC TRAINERS

- The host school is responsible for securing medical coverage for the event including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, the link is available at the end of these instructions
- Any fees associated with the medical coverage are to be taken from gate receipts

EMERGENCY ACTION PLAN

- Each meet manager is expected to have and maintain an emergency action plan for the regional meet
- Emergency action plans shall be practiced and referred to prior to the meet

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- 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, 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 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 and will have paid the required media rights fee to the KHSAA
- 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
- It shall be solely the determination of the event manager as to space availability
- If the meet 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

INCLEMENT WEATHER PROCEDURES

- Schools who are hosting regional meets should be especially sensitive to the postponement of meets
- It is imperative that the meet managers adhere to the scheduled postseason dates
- It is the duty of the meet manager in consultation with the officials, participating teams and the KHSAA, to make decisions with regards to re-start or re-scheduling in the event of stoppage or postponement and ensure that all teams, media outlets and schools are properly notified

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

- The Commissioner is the manager of all rounds of 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

REPORTING TIMES AND RESULTS

- 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: swresults@khsaa.org
- Attend the seeding meeting for the State Meet on Sunday, February 11, 2018 at the KHSAA office (2280 Executive Drive, Lexington, Ky.) at 12:00 p.m.
- All results may be reported to the media immediately upon conclusion of the meet
- Live results through Meet Mobile shall be utilized

INSTRUCTIONS FOR STATE MEET QUALIFIERS

- Each school must contact Joe Angolia (jangolia@khsaa.org) at the KHSAA if there are any substitutions and all substitutions must comply with the competition rules
- If a swimmer or diver qualifies for the state meet as a result of a scratch, that participant's coach will be notified by the KHSAA
- The coach or school representative is responsible for contacting the Regional Manager to determine the at-large qualifiers

FINANCES AND FINANCIAL REPORT

- All Regional Managers shall submit a financial report at the conclusion of the meet by filling out the GE51 form (Regional Meet Financial Report) and submitting it to the KHSAA office
- The form may be emailed to Darren Bilberry via dbilberry@khsaa.org or may be faxed to 859-293-5999
- As the manager plans for your event, be mindful of both the cost of officials and the cost of trophies and any related medals

IMPORTANT WEBSITE LINKS

- KHSAA website – <http://khsaa.org/sports/winter/swimming/>
- KHSAA Board Policies – <http://khsaa.org/handbook/20172018/policies.pdf>
- SW108 (KHSAA Disqualification Form) - <http://khsaa.org/forms/sw108.pdf>
- SW 110 (KHSAA Relay Take Off Form, 8 lanes) <http://khsaa.org/forms/sw110.pdf>
- SW113 (False Start From 8 Lanes) - <http://khsaa.org/forms/sw113.pdf>
- SW122 (Meet Officials) - <http://khsaa.org/forms/sw122.pdf>
- GE51 (Financial Report) - <http://khsaa.org/forms/ge51.pdf>
- Competition Rules - <http://khsaa.org/handbook/competitionrules/swcompetitionrules.pdf>