

2019



**SWIMMING & DIVING REGION
MEET INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



2019 KHSAA Swimming & Diving Region Meet Instructions

Table of Contents

Duties Summary Statement.....	1
KHSAA Contact List.....	1
Reference to Team Alignment	1
Allowable Competition Dates	1
Pre-Meet Manager's Responsibilities	1
Pre-Meet Meeting Model Agenda	1
Instructions for Meet Entry	2
Roster Requirements and Substitutions	4
Procedures for Future Region Sites	4
Admission of Participants/Team Party	4
Pool Specifications	4
Procedure for Getting Meet Officials and Fees	4
Points of Emphasis.....	5
Bylaw 22 Reminder	6
Trademark, Media Rights and Use of Marks	6
Music Copyright.....	7
Event Merchandise.....	7
Security	7
Medical Provisions	7
Inclement Weather Procedures.....	8
Post Event/Reporting Results	8
Trophies	8
Finances and Financial Report.....	9
Instructions for State Meet Qualifiers	9
Important Website Links	9



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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing swimming & diving meets. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

KHSAA CONTACT LIST

The primary contact for swimming & diving is Associate Commissioner Butch Cope (bcope@khsaa.org).

If Mr. Cope is for some reason not available, Assistant Commissioner Mike Barren (mbarren@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in nine regions as detailed in the competition rules.

If a school not on the current list of aligned teams desires to enter competitors, contact the KHSAA prior to accepting the entry.

The current alignment is available on the KHSAA website by holding your cursor over Sports/Activities, then clicking Swimming & Diving and selecting General Information.

Only schools on the list of aligned teams are eligible to enter unless approved by KHSAA officials.

ALLOWABLE COMPETITION DATES

KHSAA Swimming & Diving Region Meets shall be conducted the week of Feb. 4-9, 2019.

PRE-MEET MANAGER'S RESPONSIBILITIES

CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your meet schedule, entry deadline and other pertinent information.

COMPETITION RULES

Remind all coaches to be familiar with the Competition Rules for KHSAA Swimming & Diving that are available on the sport specific page of the KHSAA website.

REQUIRED FORMS

Remind coaches that all Swimming & Diving information and required forms are available on the KHSAA website under the major category Sports/Activities and then Swimming & Diving.

ONLINE ROSTERS

Remind coaches that all participants must appear on the KHSAA Member School Online Roster System.

PRE-MEET MEETING

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 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

To be eligible to participate in the KHSAA Region and State Diving meets, a contestant must have competed in at least four (4) diving 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 divers and alternates have participated in the required number of meets from the regular season (November 15, 2018) to the start of postseason (February 2, 2019) 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 six (6) minutes and 30 seconds.
- The cut-off time for girls is seven (7) minutes.
- Swimmers not making these cut off times in the 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 p.m. ET on Thursday, Jan. 31, 2019.

The entries will be checked by the state 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 region 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 (4) 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 (8) individuals may be designated, and it shall not count as an entry unless the competitor actually



competes in the event.

Any of these eight (8) 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 region venue.

Up to eight (8) swimmers, listed from the entry file, may 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 2019 Pannell Swim Shop/KHSAA State Swimming & Diving Championships may be changed from the region to the 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 p.m. ET, Thursday, Jan. 31, 2019.

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 p.m. ET, Friday, Feb. 1, 2019.

The host school of each region shall email their entry file to swresults@khsaa.org by 5 p.m. ET on Wednesday, Jan. 30, 2019.

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 numbers 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.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

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.

This can be done via the member school 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 region 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.

PROCEDURES FOR FUTURE REGION SITES

Any school wishing to host a region shall make that request by submitting Form GE59 (Application for Hosting), which is included as a link at the end of these instructions, to the KHSAA.

ADMISSION OF PARTICIPANTS/TEAM PARTY

Coaches and administrators should be given direct details about how to enter the region's host site.

This will allow for more organization on the day of the meet.

Ticketing policies and allocations must be the same for all competing teams.

The KHSAA suggests a general admission price of no less than \$5.

POOL SPECIFICATIONS

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

PROCEDURE FOR GETTING MEET OFFICIALS AND FEES

Officials for the regional meets must be licensed by the KHSAA.

Contact Bucky Stoess to approve the referee and the registered officials (502-551-4937) before Feb. 1, 2019.

Contact officials immediately.

Prepare checks for regional officials.

The pay rate for the Region Meet is \$75 per meet (this includes mileage) for the referee, starter and each stroke and turn 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 Feb. 1, 2019.

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 Feb. 1, 2019.



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 2018-19 Rule Book Rule 8-1-1 and NFHS Appendix A.

BACKSTROKE STARTS - All backstroke starts will adhere to the procedures outlined in the NFHS 2018-19 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 region meets. Starting block wedges will be used at the state meet.

KEY RULES REMINDERS - 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 2018-19 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 NFHS Rule Book Rule 9-4-1).

KEY RULES - FOR SWIMMERS AND DIVERS

Uniforms: Makes sure all competitor suits adhere to the uniform restrictions outlined in the NFHS 2018-19 Rule Book Rule 3-3-1, 2, 3, 4, and 5.

At Championship meets (Regional and State meet), a failure to compete in an event 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 (KHSAA Bylaw 25).

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.

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 compete in the finals.

The top two finishers in each event will advance automatically to the State Championships.

The next 14 times taken from both heats will be considered for at-large positions.

No more than 16 participants from any one region will advance in any event.

Sixteen (16) place scoring shall be used for the Regional Meets (NFHS Rule 7-3) 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

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below,

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

TRADEMARK, 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the meet manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the meet manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the meet manager has the right to designate a specific area for filming. No filming will be allowed



outside of that area.

The determination of space availability is solely with the meet manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA 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. The fee schedule will be published annually by the Commissioner's office.

- The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the Region Championships.

Contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.

SECURITY

RESPONSIBILITY

It is the responsibility of the Regional Manager to secure adequate police protection and other security precautions as necessary.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

KHSAA REQUIREMENTS

The KHSAA requires a meet administrator, other than the coach, at the host 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 athletic trainers and 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, page 18 of the document.

- Any fees associated 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 region meet.

- Emergency action plans shall be practiced and referred to prior to the meet.

INCLEMENT WEATHER PROCEDURES

Schools 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 regarding re-start or re-scheduling. In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

POST EVENT/REPORTING RESULTS

Immediately following the conclusion of your Region Championships, email a copy of the Hytek and Ediver backup files to Bill Tingley, Administrative Meet Referee at: swresults@khsaa.org.

Attend the seeding meeting for the state meet on Sunday, Feb. 10, 2019 at the KHSAA office (2280 Executive Drive, Lexington, Ky.) at Noon ET.

All results may be reported to the media immediately upon conclusion of the meet.

Live results through Meet Mobile may be utilized.

TROPHIES

Trophies will be shipped directly to the Regional Manager from Riherds.com Trophies.

You will receive email notification on the shipping, please click the button within that email to confirm receipt.

Open trophy boxes immediately and inspect them.

Report any breakage or missing items directly to the company (Riherd's Medal and Trophy Company at 1-800-274-4373 or at khsaa@riherds.com).

The Regional 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 \$487.64 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.

Your package should consist of the following:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) Individual first place gold medal
- One (1) individual second place silver medal
- Six (6) bronze medals for individual finishers 3-8

Contact Butch Cope (bcope@khsaa.org) at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies.



FINANCES AND FINANCIAL REPORT

All Regional Managers shall submit a financial report at the conclusion of the meet by filling out Form GE51 (Regional Meet Financial Report) and submitting it to the KHSAA office.

The form may be emailed to swresults@khsaa.org.

As you plan for your event, be mindful of both the cost of officials and the cost of trophies and any related medals.

INSTRUCTIONS FOR STATE MEET QUALIFIERS

The top two (2) swimmers in each event from each Region Meet, plus the next fastest 22 times achieved throughout the state in all finals heats at Regional Meets, will qualify for the KHSAA State Swimming & Diving Meet.

The top two (2) divers in each event from each Region Meet, plus the next highest 22 scores achieved throughout the state in all finals at 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 Region Manager to determine the at-large qualifiers.

Each school must contact Butch Cope (bcope@khsaa.org) at the KHSAA if there are any substitutions and all substitutions must comply with the competition rules which are included as a link at the end of these instructions.

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.

IMPORTANT WEBSITE LINKS

- [KHSAA Swimming & Diving Website](#)
- [Competition Rules](#)
- SW108 (KHSAA Disqualification Form) ([DOCX](#)) ([PDF](#))
- [SW 110 \(KHSAA Relay Take Off Form, 8 lanes\)](#)
- [SW113 \(False Start From 8 Lanes\)](#)
- SW122 (Meet Officials) ([DOCX](#)) ([PDF](#))
- GE51 (Financial Report) ([DOCX](#)) ([PDF](#))
- [GE59 \(Application for Hosting\)](#)