

2019



**PSS PANNELL
SWIM SHOP**

**SWIMMING & DIVING
STATE CHAMPIONSHIPS**



**STATE SWIMMING & DIVING
CHAMPIONSHIPS INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



2019 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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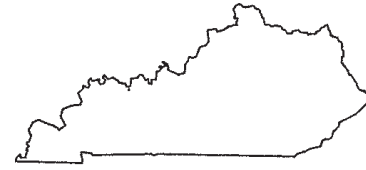
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[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 Pannell Swim Shop/KHSAA State Swimming & Diving Championships.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

Administrators and coaches should contact Associate Commissioner Butch Cope (bcope@khsaa.org), Assistant Commissioner Mike Barren (mbarren@khsaa.org) or Administrative Assistant Kara Howard (khoward@khsaa.org) at the KHSAA offices should they have any questions.

They, along with Event Management Specialist Dan White (dwhite@khsaa.org), will be on site throughout the event to assist you as needed.

Media and results inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The top two (2) swimmers/divers in each event from each of the nine (9) regional qualifying meets advance to state.

The next 22 fastest swimmers or highest scoring divers at the regionals also qualify as at-large selections.

- No more than 16 student-athletes from a single region may qualify for each event.

Alternates (times/scores after the initial 40 qualifiers per event) may choose whether they want to compete if called upon.

PRE-EVENT LOGISTICS

GENERAL INFORMATION

The 2019 State Swimming & Diving Championships will be held on Feb. 21-23 at the Ralph Wright Natatorium on the University of Louisville campus.

ADDRESS/GPS COORDINATES

2216 South Floyd St., Louisville, Ky., 40208

(502) 852-5555

GPS Coordinates: 38.2151/-85.7555

CONFERENCE CALL

There will be a brief web conference for coaches and athletic directors prior to the event at 3:30 p.m. ET on Tuesday, Feb. 12.

Schools will be sent additional instructions regarding the call via email once the field is set.

Participants can set up from any location to join the conference.

PRE-EVENT MATERIALS

Regional results have been submitted by the Region Managers.

There is no additional information you need to submit prior to the coaches' meeting.

Upon check-in at the natatorium, head coaches will be provided the appropriate number of bag tags for the participants.

These bag tags will serve as admission for the student-athletes throughout the competition.



DIRECTIONS

From Lexington

- Take Interstate 64 West for 62 miles
- Take Exit 12 onto Interstate 264 West Watterson Expressway for 7 miles
- Take Exit 12 onto Interstate 65 North towards Indianapolis for 2.5 miles
- Take Exit 133 toward US 60 Alt W/Eastern Parkway
- Turn left onto University Boulevard
- Turn right onto South Floyd Street

From Northern Kentucky

- Take Interstate 275 West for 7.5 Miles
- Take Interstate 71/75 South towards Louisville for 77 miles
- Keep right at the fork and follow signs for Interstate 65
- Take Exit 133 toward US 60 Alt W/Eastern Parkway
- Merge onto Arthur Street
- Turn right onto University Boulevard
- Turn right onto South Floyd Street

From South Central Kentucky

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

From Eastern Kentucky

- Take Interstate 64 West towards Louisville
- Take Exit 12 onto Interstate 264 West Watterson Expressway for 7 miles
- Take Exit 12 onto Interstate 65 North towards Indianapolis for 2.5 miles
- Take Exit 133 toward US 60 Alt W/Eastern Parkway
- Turn left onto University Boulevard
- Turn right onto South Floyd Street

From Western Kentucky

- Take Interstate 64 East towards Louisville
- Use the left lane to take the Interstate 65 Exit
- Keep left at the fork to take Interstate 65 South
- Take Exit 133 toward US 60 Alt W/Eastern Parkway



- Merge onto Arthur Street
- Turn right onto University Boulevard
- Turn right onto South Floyd Street

PARKING

Thursday & Friday Parking

- School will be in session, so there will be limited parking in the Floyd Street Garage and on the streets surrounding the area.
- The Natatorium parking lot is reserved for KHSAA officials. No public parking is permitted in this area.
- Free parking will be available in the back half of Green Lot A beyond Cardinal Stadium.
- There is no shuttle service from the stadium lot to the Natatorium on Thursday. Participants and fans should plan accordingly. A shuttle service WILL be provided from Lot A to the Natatorium on Friday.
- After 4 p.m., there will be parking available in the Floyd Street Garage for \$5.
- Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to the back half of Green Lot A at Cardinal Stadium to park during the meet.
- Bus drivers must enter the Natatorium at the Team Check-in Tent.

Saturday Parking

- The Floyd Street Garage will be available all day on Saturday for \$5.
- The metered street parking will be available as well.
- The Natatorium parking lot is reserved for KHSAA officials. No public parking is permitted in this area.
- Free parking will be available in the back half of Green Lot A beyond Cardinal Stadium.
- There is no shuttle service from the stadium lot to the Natatorium on Saturday. Participants and fans should plan accordingly.
- Team buses should unload promptly on Floyd Street at the Natatorium and then proceed to the back half of Green Lot A at Cardinal Stadium to park during the meet.
- Bus drivers must enter the Natatorium at the Team Check-in Tent.

LODGING

Each school is responsible for securing lodging arrangements, if desired.

Schools are responsible for all travel expenses, including lodging, for participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

The Association has posted information on its website for properties offering a limited number of discounted rooms being held until Feb. 15 (first come, first serve).

Refer to the links section at the end of this document for hotel information.

BYLAW 22 - REQUIREMENT TO ACCOMPANY

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

A segment of that bylaw states:

"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.”

COMPETITION DATES AND SCHEDULE

DATES

The 2019 State Swimming & Diving Championships will be held on Feb. 21-23 at the Ralph Wright Natatorium.

SCHEDULE

A complete timetable is published on the KHSAA website, as well as all other necessary information. Links to the Swimming & Diving page and timetable are included at the end of this document.

PRACTICE

No other practice times than what is published in the event schedule is permitted at the Natatorium.

Please do not contact University of Louisville staff in an attempt to gain access to the facility.

PRE-TOURNAMENT ON-SITE MEETING

A schedule of the coaches’ meetings is published in the event timetable, available as a link at the end of these instructions.

ADMISSION INTO VENUE

TEAM ENTRY

Teams will check-in to receive their credentials for all approved coaches and be given the proper number of bag tags for the participants based upon the number of swimmers and divers entered in the meet.

Coaches: Each school will receive on-deck coaching credentials that may only be used by an approved coach.

- The number of coach credentials in your packet will be based on swimmers entered. For boys and girls combined, you will receive two for nine swimmers or less and three for 10 or more swimmers.
- Credentials must be worn at all times.

There are separate credentials for the boys’ and girls’ events, so those that coach both will check-in each day.

- Credentials will provide deck access for the day of that competition only (i.e., a Friday pass does not grant deck access for Saturday).

The bag tags and credentials will serve as admission into the facility.

All entry for coaches and participants is through the Team Check-In Tent only.

Anyone trying to enter through the ticket gate, for any reason, will be rerouted.

TIMES

Thursday

- Doors will open for boys’ divers only at 10:30 a.m. ET.
- Gates open for fans at 11:30 a.m. ET.
- Doors will open for girls’ divers and swimming warm-ups at 4:30 p.m. ET.
- Gates reopen for fans at 5:30 p.m. ET.

Friday & Saturday

- Doors will open for swimmers at 8 a.m. ET.



- Gates open for fans at 9:30 a.m. ET.
- Doors will reopen after preliminaries for swimmers at 4 p.m. ET (seats will be available in the stands until pool is clear).
- Gates reopen for fans at 5:30 p.m. ET.

TICKETS

Tickets are \$10 each, per session, and each individual in line may only purchase one ticket.

Children 10 and under are admitted free.

Due to space limitations, there is no re-entry for the event. If you leave the facility for any reason, you will be required to purchase another ticket.

- Thursday's sales will begin at 11:30 a.m. ET for boys' diving and at 5:30 p.m. ET for girls' diving.
- Friday's sales will begin at 9:30 a.m. ET for boys' swimming prelims and at 5:30 for the boys' swimming finals.
- Saturday's sales will begin at 9:30 a.m. ET for girls' swimming prelims and at 5:30 for the girls' swimming finals.
- All six sessions require a separate ticket and the facility will be cleared at the end of each.

SAVING SEATS

This is a general admission event, but due to seating limitations, saving seats is prohibited.

It is suggested that those wanting to attend a session arrive early.

COMPLIMENTARY TICKETS/PASSES

No passes, other than those produced by the KHSAA for the championships and KHSAA ID badges, will be honored at the gate.

Principal, coach, athletic director and official passes, or any other type of identification, will not entitle the holder to admission.

For liability and insurance reasons, deck access is limited to meet staff, officials, coaches and state qualified competitors and will be enforced throughout the meet.

USA Swim coaches, unless they are a designated KHSAA high school coach, may not be listed on a team's state meet entry as an Assistant Coach or Support Personnel and may not be on the deck at any time.

DECK-LEVEL ADMINISTRATORS

Due to space limitations, administrators are not permitted on the deck.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker room facilities are available on site.

Any damage to the facility shall be charged to the school involved.

Only participants and coaches are allowed in the locker room area.

TEAM SEATING

Teams are to sit in their respective area as designated by region.

When not competing, participants should remain in their designated areas.

Participants located around the deck must keep all exits clear at all times.

SPECTATOR SEATING



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

Wheelchair/A.D.A. Accommodations - Efforts will be made to make a reasonable accommodation for those individuals who need wheelchair access or other needs due to disabilities. Please see Mike Barren of the KHSAA or Seth Boone at the Natatorium for assistance.

COOLERS

Athletes will be admitted with their gym bags, and unless identified as a security concern, bags will not be subject to search.

Team coolers can be kept in the participant deck area, but NOT in the stands.

For fans and other individuals, coolers and other containers used to transport food may NOT be brought inside.

Please keep in mind that this is a KHSAA ruling and is necessary for insurance and liability reasons.

SIGNAGE/BALLOONS/NOISEMAKERS

Signs/banners are permitted inside the Natatorium, but must be of good taste and sportsmanship.

The covering of any corporate signage is not permitted.

Signs must be handheld or attached using masking tape.

Balloons are not permitted inside the facility.

Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules.

CONDUCTING THE EVENT

HEAT SHEETS

Psych and Heat Sheets will be posted on the KHSAA website once finalized.

Due to the format, heat sheets for the finals will not be provided to the coaches.

You can access the information via the Meet Mobile app, as well as the KHSAA website.

CUT

The top 16 participants in each event advance to the finals.

In swimming events, the top eight (8) from prelims advance to the championship.

The next eight (9-16) will participate in the consolation final.

RULES POINTS OF EMPHASIS

ENTRY LIMITS

A competitor may enter a maximum of four events, of which no more than two may be individual events.

Once a competitor swims or dives in the preliminaries of an event, it counts towards the total, regardless of whether or not they make the finals.

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 ENTRIES

The State Championships will consist of 40 divers in the preliminaries.

After the first 3 dives, a cut will be made to the top 32 divers to finish the prelims.

Dives need to be submitted by the entry deadline using the Ediver Email Entry Form available at this [link](#).

- Please plan ahead to keep diving form changes to a minimum.
- Enter your name, email and the name of your school.
- The Meet Hosts Email is khsaading@gmail.com
- The Name of the Meet is 2019 Pannell Swim Shop/KHSAA State Championships
- The Name of the Event is 1 meter Diving
- Click NEXT STEP and fill out the form with a divers name and dives for this event
- Be sure that the spelling of the divers name is the same as the spelling of the name on the state psych sheet
- Click ADD THIS DIVER button to add this diver and their dives to the email
- Fill out the form for the next diver, and repeat until all the divers in that event are entered
- Click SEND MY ENTRY button when ready to submit your divers and dives
- Please send one email per sex, per event to khsaading@gmail.com
- All Entry emails must be received by Wednesday, February 20, 2019 at 12:00 p.m. EST or the diver will be scratched

Each contestant shall submit a signed (by the coach and contestant) written description of dives on the NFHS Diving Entry Form which is included as a link at the end of these instructions.

Include the number, position, degree of difficulty and order in which dives will be attempted for all levels of competition (preliminaries through finals).

The signed diving sheets must be submitted no later than one hour before the competition is to begin on Thursday.

DIVE ORDER

Preliminaries: Any two voluntary dives and three optional dives.

Semifinals: Two voluntary and one optional.

- All five groups of dives must be represented in the first eight rounds

Finals: One voluntary and two optional.

In championship meets, more than one optional dive from the same group is not permitted through the semifinals (Rule 9, Section 4, Article 1 a., b., c., & d, P-61).

The five voluntary dives shall come from each of the five groups with their assigned DD and have a sum total of 9.0 or less.

SCORING

16-place scoring will be used:

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

TIMING/JUDGING

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

TIE-BREAKERS



By rule, there are swim-offs for advancing from prelims to finals.

For team awards, duplicate trophies will be awarded instead of breaking ties.

RELAYS

Coaches must submit their relay cards, according to the schedule included in the meet packets, to the Meet Director's desk.

The relay cards may include as many as eight (8) names.

The four (4) swimmers who are competing in the preliminaries must be marked (the lead off swimmer shall be designated).

No names may be added or deleted after this time.

Being listed on the card does not count as an event unless the competitor actually competes in the event.

Coaches will need to mark those competing in the finals (the lead off swimmer shall be designated) according to the time sensitive schedule.

FORWARD STARTS

All forward starts will adhere to the procedures outlined in the NFHS 2018-2019 Rule Book Rule 8-1-1 and NFHS Appendix A.

BACKSTROKE STARTS

All backstroke starts will adhere to the procedures outlined in the NFHS 2018-2019 Rule Book Rule 8-1-2 and NFHS Appendix A.

FACILITY SPECIFICATIONS

The facility specifications as outlined in the NFHS Swimming & Diving Rulebook will be used.

STARTING BLOCK WEDGES

Starting block wedges will be used at the state meet.

ROSTERS AND SUBSTITUTIONS

Only those athletes appearing on the school's online postseason roster prior to the first day of postseason competition are eligible to participate in any round.

There may be no additional athletes added to the team roster following that deadline.

STATE EVENT OFFICIALS

Officials presiding over the event are licensed and assigned by the KHSAA.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of Ellis and Badenhausen Orthopedics, P.S.C., to provide trainers for the State Swimming & Diving Championships.



Athletic training staff will be available beginning one (1) hour prior to each session and remain available throughout the day.

PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

Attendance at events is a vital family and community based activity which is encouraged.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event and the plan will be available upon arrival.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, athletic trainer, or facility staff member so emergency medical services can be reached.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

An AED will be located at the team check-in gate.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA to make decisions with regards to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

The safety of the public and participants will be the most important factor in any decision.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

MEDIA CREDENTIALS

SCHOOL MEDIA

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.
- This pass must be requested in advance of the start of the event through the online system using Form S1103 which is included as a link at the end of these instructions.
- Due to space limitations and the potential for overcrowding, school media will not be permitted deck access at state swimming & diving.

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.



- Applications should be submitted by the editor or director at each organization.
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

INTELLECTUAL PROPERTY RIGHTS

The intellectual property, corporate, broadcasting and media rights to all 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).

The Commissioner is the manager of all State Championship play.

CORPORATE SPONSORSHIP

Pannell Swim Shop is the official title sponsor of the swimming & diving championships.

The official reference is the Pannell Swim Shop/KHSAA State Swimming & Diving Championships.

BROADCAST/TELECAST/WEBCAST

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

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events.

No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

No sale or distribution of any type of apparel or memorabilia is allowed on-site except for the approved KHSAA vendor.

POST EVENT



RESULTS

Results will be available through the Meet Mobile app and posted on the KHSAA website throughout the event.

TROPHIES AND AWARDS

Boys' and girls' team trophies will be awarded to the top four (4) schools.

Medals will be awarded for the top eight (8) places in all events.

A combined team trophy will be awarded to the top two schools.

Participation in the awards ceremony is NOT optional and is an expectation for entering the event.

- Only properly credentialed media members are permitted to take pictures during the awards ceremony.
- Coaches are not permitted to use cameras or camera phones to take pictures from the deck during the meet or the awards presentation.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

The KHSAA will have an official photographer on site capturing images during awards ceremonies, pre and post meet events, as well as action shots during the meet.

Official championship photos will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event.

Coaches/parents WILL NOT be permitted access to the deck to take pictures at the awards ceremonies.

NFHS COACH OF THE YEAR

The National Federation of High Schools Coaches Association recognizes a Coach of the Year in each of the sports sanctioned by the KHSAA.

The winner will receive his/her award directly from the KHSAA for a presentation at the school.

SCHOLARSHIP

As part of its title sponsorship, Pannell Swim Shop will be awarding one boy and one girl a one-time \$500 scholarship.

The online application was distributed to coaches.

FINANCES AND EXPENSES

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers.

IMPORTANT WEBSITE LINKS

[KHSAA Swimming & Diving Website](#)

[Competition Rules](#)

[Overall Time Schedule](#)

[Event by Event Schedule](#)

[Psych Sheet](#)

[Heat Sheets](#)

[eDive](#)

[Meet Mobile \(iOS\) \(Android\)](#)



2019 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

[Media Credential Request Form](#)

[School Media Credential Request Form](#)

[Official KHSAA Championship Photos](#)

[Team Hotel Information](#)

[UofL Parking Map](#)

[Form GE04 \(Physical Exam Form\)](#)