



**2020 STATE
CHAMPIONSHIPS INSTRUCTIONS**
FOR PARTICIPATING TEAMS



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

Table of Contents

Brief Welcome	3
KHSAA Contacts	3
Qualifying for Participation in Championships	3
Competition Dates, Location and Schedule	3
Dates.....	3
Schedule.....	3
Venue and Address.....	3
Tickets and Fan Admission	3
Tickets.....	3
Saving Seats.....	4
Complimentary Tickets/Passes.....	4
Fan Admission.....	4
Backpacks.....	4
Deck-Level Administrators.....	4
Pre-Event Logistics	4
Conference Call.....	4
Pre-Event, On-Site Meeting.....	4
Pre-Event Materials.....	4
Practice.....	4
Lodging.....	5
Bus and Spectator Parking.....	5
Bylaw 22 - Requirement to Accompany.....	5
Postseason Rosters	5
Postseason Rosters.....	5
Admission Into Venue	6
Team Entry.....	6
Times.....	6
Venue Logistics	6
Dressing/Locker Rooms.....	6
Team Seating.....	6
Spectator Seating.....	6
Coolers.....	7
Water.....	7
Signage, Balloons and Noisemakers.....	7
Conducting the Event	7
State Competition Officials.....	7
Heat Sheets.....	7
Scoring.....	7
Timing/Judging.....	7
Cut.....	7
Tie-Breakers.....	7
Rules Points of Emphasis/Clarifications	8
Entry Limits.....	8
Diving Entries.....	8
Dive Order.....	8
Relays.....	9
Forward Starts.....	9
Backstroke Starts.....	9
Facility Specifications.....	9
Starting Block Wedges.....	9
Health Information	9
Athletic Trainers.....	9
Physical Exam Form.....	9
Venue Safety.....	9
Emergency Action Plan.....	9
Inclement Weather Procedures.....	10
Sportsmanship	10
Media And Intellectual Property Rights	10
School Media Credentials.....	10
Traditional Media Credentials.....	10
Media Rights Fee.....	10
General Media Rights.....	11
Telecast/Webcast Including NFHS Network Restrictions.....	11
Music Copyright.....	11
Filming.....	11
Event Merchandise	12
Post Event	12
Results.....	12
Trophies and Awards.....	12
Official KHSAA Championship Photos.....	12
Scholarship.....	12
Finances and Expenses	12
Important Website Links	13



2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

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- Associate Commissioner..... Butch Cope
- Assistant Commissioner.....Michael Barren
- Assistant Commissioner.....Darren Bilberry
- Assistant Commissioner..... Sarah Bridenbaugh
- General Counsel.....Chad Collins
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- Information Technology Director.....Rob Catron
- Event Management Specialist..... Dan White
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- Administrative Support Specialist.....Ginger Gilbert
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[@KHSAA](https://twitter.com/KHSAA)



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



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2020 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

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

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

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

Media 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.

COMPETITION DATES, LOCATION AND SCHEDULE

DATES

The 2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships will be held on Feb. 20-22 at the Lancaster Aquatics Center on the University of Kentucky campus in Lexington.

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.

VENUE AND ADDRESS

[Lancaster Aquatics Center](#)

[University of Kentucky](#)

416 Complex Drive, Lexington, Ky., 40506

(859) 257-7940

GPS Coordinates: 38.028565/-84.504200

TICKETS AND FAN ADMISSION

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 9 a.m. ET for girls' diving and at 5 p.m. ET for boys' diving.
- Friday's sales will begin at 9 a.m. ET for girls' swimming prelims and at 5:30 p.m. for the girls' swimming finals.
- Saturday's sales will begin at 9 a.m. ET for boys' swimming prelims and at 5:30 p.m. for the boys' swimming finals.
- All six (6) sessions require a separate ticket and the facility will be cleared at the end of each.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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.

FAN ADMISSION

Thursday

- Gates open for fans at 9 a.m. ET.
- Gates reopen for fans at 5 p.m. ET.

Friday & Saturday

- Gates open for fans at 9 a.m. ET.
- Gates reopen for fans at 5:30 p.m. ET.

BACKPACKS

Backpacks may not be brought into the Lancaster Aquatics Center by the general public.

DECK-LEVEL ADMINISTRATORS

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

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief web conference for participating coaches and athletic directors at 11 a.m. ET on Monday, Feb. 17.

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

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

PRE-EVENT, ON-SITE MEETING

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

PRE-EVENT MATERIALS

Regional results will be submitted by the Region Managers.

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

Upon check-in at the Aquatics Center, 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.

PRACTICE

No other practice times than what are published in the event schedule is permitted at the Aquatics Center within the meet schedule (Feb. 20-22).

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



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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.

BUS AND SPECTATOR PARKING

Thursday

- Parking will be in the Purple Lots located on Wildcat Court next to the Softball and Soccer Complex only.
- Participants may be dropped at the team check-in gate located off of Complex Drive (Please review map included as a link at the end of these instructions).
- After 2 p.m. ET, parking will also be available in the Green Lot next to Kroger Field off Cooper Drive.

Friday

- Parking will be in the Green Lot next to Kroger Field off Cooper Drive.
- Participants may be dropped at the team check-in gate located off of Complex Drive.

Saturday

- Parking will be in the Green Lot next to Kroger Field off Cooper Drive.
- Paid parking will also be available in Parking Structure #7 located off Sports Center Drive and overflow parking in the Greg Page Apartments Lot located off of Alumni and Commonwealth Drives.
- Participants may be dropped at the team check-in gate located off of Complex Drive.

BYLAW 22 - 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:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

POSTSEASON ROSTERS

POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster.

Only athletes marked as a postseason participant in the online system from the freshmen, junior varsity or varsity rosters as of the first date of the postseason are eligible to participate in any round.

No additional athletes may be added to the roster following that deadline, including those teams that advance to the state competition.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships 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 Gate located at the bottom of the Lancaster Center on the left-hand side of the building.

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

- Coaches tags are not media credentials and do not provide access to take photos or video.

TIMES

Thursday

- Doors will open for girl divers only at 8 a.m. ET.
- Gates open for fans at 9 a.m. ET.
- Doors will open for boy divers and swimming warm-ups at 4 p.m. ET.
- Gates reopen for fans at 5 p.m. ET.

Friday & Saturday

- Doors will open for swimmers at 8 a.m. ET.
- Gates open for fans at 9 a.m. ET.
- Doors will reopen after preliminaries for swimmers at 4:30 p.m. ET.
- Gates reopen for fans at 5:30 p.m. ET.

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.

On days when the opposite genders are competing, there will be a limited area for those participants per Fire Marshal Code.

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 Lancaster Aquatic Center staff for assistance.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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.

WATER

Coaches and athletes are reminded to bring their own water bottles.

SIGNAGE, BALLOONS AND NOISEMAKERS

Signs/banners are permitted at the facility, but must be of good taste and sportsmanship. The signs/banners must be handheld or attached in a manner not to damage the existing structure. The signs/banner shall not cover any corporate signage or obstruct the view of patrons. Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles. Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules. Balloons, which can block the view of other patrons, are not permitted at the event. Only venue provided amplified music is permissible, but only during pre-competition, natural and planned breaks.

CONDUCTING THE EVENT

STATE COMPETITION OFFICIALS

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

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.

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.

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.

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.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

RULES POINTS OF EMPHASIS/CLARIFICATIONS

ENTRY LIMITS

A competitor may enter a maximum of four (4) events, of which no more than two (2) 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

If you are a diver, coach or judge and you have not registered with DiveMeets.com, please register now. A link to the registration page is included at the end of these instructions.

To confirm if you are already registered, go to DiveMeets.com and use the Find link at the top of the page. Use the Diver, Coach or Judge search and if you see your name, select it to get your DiveMeets ID number.

You cannot participate in a DiveMeets meet as a diver, coach or judge or enter a meet online until you open a DiveMeets account.

Registering is free and you should only register once. If you have forgotten your password or account number, select "Forgot your password or DiveMeets ID" at the login page. DO NOT make a new account.

COACHES: You need to be registered with DiveMeets before your divers enter a meet online. When your divers enter a meet, they must select your name from a drop down list of coaches. If your name is not there, they must wait for you to create an account. If you have not registered, your name will not be there to select.

Once your account has been created, go to DiveMeets.com and login. You will then select the KHSAA state meet, register for the meet and enter your dive list.

This must be completed by Noon on Wednesday, February 19 or the diver will be scratched.

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

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

Each contestant shall submit a signed (by the coach and contestant) written description of dives on the NFHS Diving Entry Form. 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 (1) hour before the competition is to begin on Thursday.

DIVE ORDER

Preliminaries: Any two (2) voluntary dives and three (3) optional dives.

Semifinals: Two (2) voluntary and one (1) optional.

- All five (5) groups of dives must be represented in the first eight (8) rounds

Finals: One (1) voluntary and two (2) optional.

In championship meets, more than one (1) 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 (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.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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 2019-2020 Rule Book Rule 8-1-1 and NFHS Appendix A.

BACKSTROKE STARTS

All backstroke starts will adhere to the procedures outlined in the NFHS 2019-2020 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.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of UK Orthopaedics & Sports Medicine 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.

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

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 (EAP) 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, athletic trainer, official or venue staff so emergency medical services can be reached.

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



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions in regard 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.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.

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.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

School media credentials do not provide deck access at the event.

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 SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

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.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the KHSAA and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the KHSAA has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the KHSAA and shall be equitable for all teams.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

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

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

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

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.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

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 outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

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.

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 pays for professional photography coverage of the event.

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.

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 information 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, judges and event workers.



2020 Pannell Swim Shop/KHSAA State Swimming & Diving Championships Instructions

IMPORTANT WEBSITE LINKS

[KHSAA Swimming & Diving Website](#)

[Competition Rules](#)

[Overall Time Schedule](#)

[Event by Event Schedule](#)

[Psych Sheet](#)

[Boys' Heat Sheets](#)

[Girls' Heat Sheets](#)

[DiveMeets.com Registration](#)

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

[Parking Map](#)

[Media Credential Request Form](#)

[School Media Credential Request Form](#)

[Official KHSAA Championship Photos](#)

[Team Hotel Information](#)

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