



SWIMMING & DIVING

2021 REGIONAL MEET INSTRUCTIONS FOR MANAGERS, PARTICIPATING TEAMS AND FANS

DRAFT

**THE INFORMATION INCLUDED WITHIN
THESE INSTRUCTIONS IS TENTATIVE AND
SUBJECT TO CHANGE**



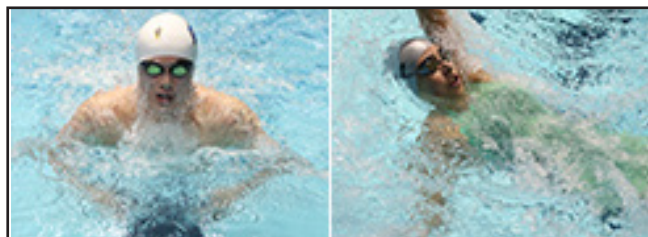
2021 Swimming & Diving Regional Meet Instructions

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Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.



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COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports & Sport-Activities" document for swimming & diving can be found at the following link: <https://bit.ly/30fmAtX>

In addition to swimming & diving specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a regional meet.

REMINDER - Any individual with symptoms of COVID-19 or failing the required temperature check shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED**- These standards are required at all sanctioned contests.
- **RECOMMENDED**- These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER**- While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

Differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

MASKS, FACE COVERINGS AND SOCIAL DISTANCE

Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved

BASIC MASK/FACE COVERING INFORMATION

All individuals entering a venue before, during, and after a contest shall wear a mask/face covering. (REQUIRED)

All administrators, workers, coaches and non-competitors, including substitutes, shall wear a mask/face covering at all times. (REQUIRED)

Only the exercising athletes and assigned contest officials in the meet on the deck at that specific moment are exempt from wearing a mask/face covering at all times. (REQUIRED)

A "gaiter" with multiple layers of cloth complies with this requirement provided it is properly worn covering the nose and mouth when the athlete is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

All coaches and non-competitors in the contest, must wear masks unless they are eating or drinking at the moment. (REQUIRED)

At all practices and contests, it is expected that these standards for universal masking be applied (with the exception of the participating athletes during actual competition) at all facilities and that patrons should be escorted out of the event if they refuse to comply. (RECOMMENDED)

Being more than six-feet away from other individuals does NOT waive the requirement to wear a mask unless all of the group resides in the same household at an outdoor event.

MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES

A mask/face covering is permitted for all participants at any time.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned ideally in a washer with hot water and soap and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)

Social distancing of at least six (6) feet shall be maintained at all times, where feasible for all involved in the event.

No hugging, high fives, shaking hands, or fist bumps for support/encouragement.

Behavior shall be modeled by adults, who must also insist on compliance by students.



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Indoor sports may need to use lower-level bleachers or multiple levels of seating to ensure social distancing among team members before addressing attendees.

Be mindful as we teach the students, it won't be like this forever!

CROSS-REFERENCE TO OTHER GUIDANCE

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is an ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

In addition to the links and information in the All Sports Guidance document, Swimming and Diving coaches, officials, and school administrators will want to study the reminders and information from a variety of sources, including:

- USA Swimming, "2020 Return To Competition Plan", <https://bit.ly/3dAfgil>, and
- USA Swimming "Facility Reopening Plan Guidelines", <https://bit.ly/2luZRV8>

Portions of the swimming and diving specific section of the document are included below.

SEASON LIMITATION AND CONTEST ADJUSTMENTS

The last official regular season contest can be held on the date prior to the first day set for regional competition.

Postseason play in Swimming and Diving, at this time, is scheduled to begin the week of April 5, with championship play currently scheduled to end the week of April 19.

All teams eliminated would be permitted to play additional contests before the week of the state championship, provided teams don't exceed the contest limit.

ADMINISTRATIVE AND VENUE SETUP

PRE-EVENT

The temperature of the entrants will be taken and anything above 100.4 will be considered a disqualifying temperature. (REQUIRED)

Change deck layouts where feasible and practical to ensure that in the standing, seating, and deck areas, individuals can remain at least six (6) feet apart for social distancing. (REQUIRED)

Eliminate the use of low ventilated spaces and rooms that prevent social distancing. (RECOMMENDED)

Stagger use of communal areas and clean and disinfect frequently touched surfaces. (REQUIRED)

Increase water sanitation level (keep chlorine closer to 2.0 PPM). (RECOMMENDED)

For larger meets, auxiliary spaces may need to be used to keep the natatorium within reduced capacity limits. (RECOMMENDED)

EVENT SETUP

NFHS Rules 4-8, 4-10, 4-11, 4-12, 4-13 (REQUIRED)

- Meet Officials responsible for information processing are often located together at a desk/table adjacent to the competition course or in an office/remote location.
- Develop alternative methods for submitting entries (3-2) and the movement of non-electronic information.
- Make every effort to require a distance of six (6) feet between individuals seated at the desk/table.

Establish multiple sessions for warm-up periods to limit the number of swimmers per lane. (REQUIRED)

- Restrict the number of swimmers in the competition area.
- Limit number of swimmers per lane during warm-up and warm-down periods.
- Adhere to USA Swimming Guidance for lane restrictions.

Conduct clerking at the starting blocks to avoid competitors congregating in a separate location before their race. (REQUIRED)

Only essential personnel are permitted on deck. (REQUIRED)

- Essential personnel is defined as swimmers/divers, coaches, athletic trainers, lifeguards, and officials.
- Authorized timers, recorders, runners, computer operators necessary to conduct the competition are essential.
- All others, i.e., team managers, video personnel, media photographers, family members, non-competing students, etc., are



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considered non-essential personnel and are not to be on the deck or in the seating area.

Teams shall limit the number of individuals in attendance at practice and meets. (REQUIRED)

- Only participants and essential coaches/officials/administrators are permitted on deck.

Equipment (RECOMMENDED)

- Watches, clipboards, and lap-counters should be sanitized after each use.
- Touchpads should be sanitized periodically while out of the water.
- Diving boards and backstroke flags should be sanitized periodically. (RECOMMENDED)

Diving Specific Notations: (RECOMMENDED UNLESS OTHERWISE NOTED)

- Limit the number of divers during warm-up by creating multiple sessions. (REQUIRED)
- Hot tubs should not be permitted.
- Divers may not approach the board until their turn to dive (practice) or compete (competition). (REQUIRED)
- Divers from one team should complete all their dives before the other teams does their dives.
- Before second team begins diving, the rails and board should be cleaned.
- Include a minimum distance of six (6) feet between individuals seated at the desk/table.
- Create a six-foot space between judges by spacing groups of judges on opposite sides of boards.
- Limit number of divers during warm-up by creating multiple sessions.
- During competition, divers may not approach the board until their turn to compete.
- Dive order sheets should be posted in multiple areas or duplicated and distributed to coaches to reduce the number of divers viewing the sheets at the same time. (REQUIRED)

CONDUCT OF EVENTS

Protocols that cause coaches and participants to congregate closely together should be avoided (results boards, awards ceremonies, etc.). Consider online platforms for posting of results and awards ceremonies. (CONSIDER)

Teams should coordinate for specific warm-up and warm-down times that allow for continued social distancing. (RECOMMENDED)

Swimmers shall refrain from congregating behind blocks. Coordinate with officials to allow enough time for finished heats to exit the area before the next heat enters the area. (REQUIRED)

Mask/face coverings shall be worn at all times by anyone not competing or warming down. (REQUIRED)

Coaches shall refrain from grouping together. Additionally, coaches should have a plan in place to ensure social distancing is adhered to at all times. (REQUIRED)

PRE AND POST EVENT

Communicate as much information as possible electronically prior to the meet. For information that cannot be submitted electronically, develop a socially distanced method for coaches to retrieve information on site. (RECOMMENDED)

NFHS Rule 5-2 Design alternative forms of entry submission to reduce face-to-face interaction when submitting a proper entry, (where/how/to whom are submitted), and a reduction or elimination of certain penalties currently associated with improper entries. (RECOMMENDED)

All individuals shall be prepared to exit the facility as efficiently as possible. (REQUIRED)

Athletes shall be spaced out in the pool to ensure social distancing at all times. There shall be no more than four (4) athletes in a lane at a time, alternating two (2) athletes at one end. There shall never be more than two (2) athletes stopped at the wall in the same lane. This applies to practice, meet warm-ups, meets, etc. (REQUIRED)

Coaches/Administrators should communicate with schools they are competing against to ensure everyone is aware of all facility rules and regulations. (RECOMMENDED)

Mass awards ceremonies shall be eliminated. (REQUIRED)

Meet results shall not be posted at a venue and recommend all results to be posted online, sent by email, and/or mail. (REQUIRED)



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Due to capacity restrictions surrounding current orders of the Governor and the allowance of a full compliment of entries, attendance is restricted to participants and essential personnel.

OFFICIATING (MECHANICS) (ADOPTED FOR 2020-21)

NFHS Rules 3-3-6, 4-2-1d - Decrease the number of participants in the pre-meet conference or hold one conference with coaches and one meeting with captains. The Referee can use the P.A. system or starting system microphone to allow participants to hear but keep them properly separated. (REQUIRED)

NFHS Rules 4-2, 4-3 - Various rules require interactions between officials, coaches, and athletes. Alternative methods for communication between the Referee and Starter shall include the utilization of the P.A. system, hand signals, or written communication. (REQUIRED)

NFHS Rules 4-2-2d, e - Notification of disqualification shall occur from a social distance via the use of hand signals or the P.A. system. (REQUIRED)

NFHS Rules 4-9 - Timers must assemble at the finish of each race, at the edge of the pool within the 6-8 feet confines of the lane, which they are timing. Timers should wear masks/face-coverings. (REQUIRED)

NFHS Rules 9-6; 3-2 - For Diving Judges, alternative methods for submitting entries and movement of non-electronic information will be required. Recommendations include a social distance six (6) feet between individuals seated at the desk/table. Create a six-foot space between judges by spacing groups of judges on opposite sides of boards or on one side of the board on a multi-level platform. (REQUIRED)

Officials may use an electronic whistle. (CONSIDER)

OFFICIATING (RULES) (ADOPTED FOR 2020-21)

NFHS Rules 1-3-2 - Athletes shall arrive at the venue already in competitive attire or provide alternative accommodations for swimmers and divers to change that allows for six (6) feet of social distancing.

NFHS Rule 3-2 - Alternative forms of entry submission to the Referee can be designed to reduce face-to-face interaction when submitting a proper entry, where/how/to whom entries are submitted, and a reduction or elimination of certain penalties currently attached to improper entries.

NFHS Rule 8-3 - Require all relay takeoff judging from the sides of the pool. Space relay swimmers apart from one another. Timers and relay takeoff judges shall wear masks/face-coverings.

NFHS Rules 2-7-6, 3-4 - With regard to lap counting, only one person per lane should be permitted at turning end. Provide hand sanitizer and require lap counters to clean hands and wipe down devices.

DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing swimming & diving meets, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

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 Sarah Bridenbaugh (sbridenbaugh@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in nine (9) regions as detailed in the competition rules.

The current alignment is available on the swimming & diving page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason meet.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.



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There will be three (3) Regional Dive Meets with the schools in the alignment combined as follows:

- Regions 1, 2 and 3
- Regions 4, 5 and 6
- Regions 7, 8 and 9

ALLOWABLE COMPETITION DATES

The planned regional swimming & diving meet dates are April 5-17, but are subject to change based on current events.

PRE-MEET MANAGER'S RESPONSIBILITIES

COMPLETE MEET MANAGER'S FORM

Complete the Regional Meet Manager's Form (GE56) to provide general information about your event.

Keep KHSAA staff informed of any changes to the form after it has been submitted.

A link to the form is included at the end of these instructions.

CONTACT PARTICIPATING SCHOOLS

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

PRE-MEET MEETING

It is recommended that an in-person, socially distanced meeting of all coaches be held prior to the start of the meet to discuss rules and procedures.

The use of a virtual meeting is permitted and strongly recommended.

FUTURE REGIONAL SITES

Meet Managers should remind schools wishing to host a region to make that request by submitting Form GE59 (Application for Hosting), which is included as a link at the end of these instructions.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

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 tournament.

Based upon building limitations and to maximize student participation, there will be no spectators at postseason swimming & diving events in 2021.

Attendance is limited to participants, coaches, officials and event staff only.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

This document shall include any COVID-19 requirements or adjustments made for the event.

HOST SITE ADMINISTRATOR

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.

PRE-MEET MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "KHSAA Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports & Sport Activities" document for wrestling (<https://bit.ly/30fmAtX>)



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- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss the inclement weather policy and plans
- Discuss meet expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, Hytek Manager
- Auxiliary Workers: Staffing should be limited as workers count toward building capacity and parking attendants, etc.
- Facility rules and other notes
- Review sportsmanship expectations for competitors and coaches
- Discuss future sites

VENUE LOGISTICS

COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

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.

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 (non-mechanical and non-powered) are not permitted at the aquatic centers and will be taken away if found.

Balloons are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-meet, natural and planned breaks/timeouts and when the clock is stopped and swimmers and divers are not competing.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/30fmAtX>) for multiple references to water, hydration and food guidelines.

ROSTERS, ENTRY AND RELAY CARDS

POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

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

Only swimmers or divers appearing on the school's postseason roster 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 championships.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available athletes.



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This roster information is also used for advance preparations for state qualifiers.

SUBSTITUTIONS/LIMITATIONS

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

INSTRUCTIONS FOR MEET ENTRY

To be eligible to participate in the KHSAA Regional and State Diving meets, a contestant must have competed in at least one (1) 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 diving alternates have participated in the required meet (1) prior to the start of the postseason (region meet).

A swimmer or diver may enter a maximum of four (4) events, no more than two (2) of which may be individual events.

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. To assist with limited deck capacity, alternates will not be permitted to attend unless they swim or are one of the four (4) entries in another individual event listed on a relay.

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 shall not score in the finals.

All meet files will be returned to each region's Entry Chair by 1 p.m. ET on Saturday, April 3, 2021.

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

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. Search in Diver, Coach or Judge 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 your respective regional meet, register for the meet and enter your dive list.

This must be completed by 5 p.m., four (4) days prior to your regional diving competition. For the state meet, this will need to be completed by Noon on Sunday, April 18.

RELAY ENTRIES

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



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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, five (5) individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event.

Any of these five (5) individuals may swim in the 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 five (5) 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 2021 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, Friday, April 2, 2021.

It will also be necessary to mail a hard copy of the same entry file to the Regional Manager or his/her designee to be received no later than 5 p.m. ET, Saturday, April 3, 2021.

The host school of each region shall email their entry file to swresults@khsaa.org by 5 p.m. ET on Thursday, April 1, 2021.

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.

Only use full names and grade numbers in the entry file.

Be sure the school name and code are listed according to the KHSAA listing on the website.

Double check your entry for accuracy and make a printed copy for your records.



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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 or his/her designee.

USA Swimming ID numbers will not be accepted at the venue.

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 back-up copy of the meet file to Administrative Meet Referee Bill Tingley at swresults@khsaa.org.

Regional entries may not be changed following 5 p.m., Friday, April 2.

Exceptions may only be considered by the KHSAA.

FORMAT OF EVENT

NFHS rules will be used without exception.

REGIONAL SCORING FORMAT

All events will be timed finals for 2021.

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

The next seven (7) times taken from each three-region pod will advance to the respective state site.

The 40th slot from all regions will advance to its respective state site.

No more than 16 participants from any one (1) 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

POINTS OF EMPHASIS

POOL SPECIFICATIONS

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

TIE-BREAKER

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

TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

KEY RULES REMINDERS - SWIMMING

FORWARD STARTS - All forward starts will adhere to the procedures outlined in the NFHS 2020-21 Rule Book Rule 8-1-1 and NFHS Appendix A.

BACKSTROKE STARTS - All backstroke starts will adhere to the procedures outlined in the NFHS 2020-21 Rule Book Rule 8-1-2 and NFHS Appendix A.

A competitor may withdraw from an event, 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.



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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 2020-21 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 (1) 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).

Even with three (3) regions combined to compete at a regional, each individual region is being scored separately. There will not be any combined region results. Qualifiers for the State Meet will still be conducted within each respective region followed by at-large qualifiers within the three (3) combined regions.

KEY RULES - SWIMMERS AND DIVERS

Uniforms: Makes sure all competitor suits adhere to the uniform restrictions outlined in the NFHS 2020-21 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.

PROCEDURE FOR GETTING OFFICIALS AND FEES

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

Contact Bucky Stoess (502-551-4937) to approve the referee and the registered officials.

Contact officials immediately.

Prepare checks for regional officials.



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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.

Regions may provide names for consideration to be on the diving judge panel.

- These names should be submitted to Bucky Stoess (502-551-4937) or (raystoess@600westmain.com).

Each region must provide the names of two (2) experienced timers per session (Boys/Girls Finals) for the State Meet to Bucky Stoess.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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.

SECURITY

It is the responsibility of the Region 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 remind 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. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the event, have the officials escorted to the locker room and/or parking lot.

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.

MEDICAL PROVISIONS

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 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

EMERGENCY ACTION PLAN

All region hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each Region Manager is expected to have and maintain an emergency action plan for their meet which shall be practiced and referred to prior to the event.



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Before starting matches, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's the duty of the Region 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.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

GENERAL MEDIA RIGHTS

Due to capacity restrictions surrounding current orders of the Governor and the allowance of a full compliment of entries, attendance is restricted to participants and essential personnel.

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.

For 2021, television media and other media outlets are subject to denial for entry primarily due to COVID-19 attendance restrictions.

Attendance at postseason swimming & diving events is limited to swimmers/divers, coaches, athletic trainers, lifeguards, and officials.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances 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, managers are encouraged to make allowances 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 tournament manager 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 meet manager 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 meet manager and shall be equitable for all teams.

RADIO BROADCASTS

Due to capacity restrictions surrounding current orders of the Governor and the allowance of a full compliment of entries, attendance is restricted to participants and essential personnel.

For 2021, Broadcasters are subject to denial for entry primarily due to COVID-19 attendance restrictions.



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Attendance at postseason swimming & diving events is limited to swimmers/divers, coaches, athletic trainers, lifeguards, and officials.

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

Due to capacity restrictions surrounding current orders of the Governor and the allowance of a full compliment of entries, attendance is restricted to participants and essential personnel.

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.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

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 host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to the Communications Director of the KHSAA.

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®).

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.

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REPORTING RESULTS

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



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Region Managers will be required to participate in an online Zoom Video Conference on a date to be determined. Relay cards should be sent via express delivery to the KHSAA Office, Attention Butch Cope, immediately following your event. These must be received by Monday, April 19.

Instructions on joining the meeting will be sent directly to each manager.

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

Live results through Meet Mobile may be utilized.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2020-21 tournaments.

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

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherds at 1-800-274-4373 or email 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 \$515.00 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.

COVID AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies and medals at the regional tournaments:

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time, AS THEY EXIT THE FACILITY.
- Distribute medals into envelopes and have the coaches pick them up, one at a time, AS THEY EXIT THE FACILITY. This will need to be a socially distanced, queued line allowing coaches to get any medals due to their team members.
- Be sure to have clear protocols in place for social distancing/masking during the awards pick-up.
- The ONLY alternative option is to mail the awards to each school post tournament.

INSTRUCTIONS FOR STATE MEET QUALIFIERS

The top two (2) swimmers in each event from each region meet, plus the next fastest seven (7) times from within the three (3) pods (Regions 1-3, 4-6, 7-9) qualify for the state meet.

The 40th participant will come from all regions combined and be assigned to its appropriate state pod of regions.

Diving finals are scheduled for Thursday, April 22 at Falling Springs in Versailles.

Swimming finals are scheduled for Saturday, April 24 at three site - Russell Co. for regions 1-3, Blairwood in Louisville for regions 4-6 and Union College in Barbourville for regions 7-9.

No more than 16 participants from any one (1) 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.



2021 Swimming & Diving Regional Meet Instructions

FINANCES

TOURNAMENT FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to bcope@khsaa.org.

MEET COSTS

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

The participating schools shall adopt a plan for distribution of proceeds.

If there is a dispute, contact the Commissioner's office.

IMPORTANT WEBSITE LINKS

- [KHSAA Swimming & Diving Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports and Sport-Activities - Swimming & Diving](#)
- [COVID-19 Media Guidance](#)
- [Current Alignment](#)
- [DiveMeets.com Registration](#)
- 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](#))
- [GE56 \(Regional Meet Manager's Form\)](#)
- [GE59 \(Application for Hosting\)](#)