



SWIMMING AND DIVING

2021-2022 REGIONAL COMPETITION INSTRUCTIONS

**FOR MANAGERS AND
PARTICIPATING TEAMS**





2021-2022 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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SUPERSEDURE NOTE

The information in these instructions supersedes any information previously distributed, including the Competition Rules.

In many cases, these rules have been revised over the last couple of years through the pandemic to the point where time has not permitted complete overhaul and revision of the competition rules.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact with any additional questions.

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" document can be found at the following link: <https://bit.ly/3jvElu7>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Guidance is broken 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. In a few cases, these will be **STRONGLY RECOMMENDED**.
- **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.

All items in the document should be interpreted as "CONSIDER" for local consideration unless otherwise noted.

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

MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific masking ordinance should also include a requirement for managers to post signage and make regular announcements.

COMPETITORS

- Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

NON-COMPETITORS

- Non-Competitors, in compliance with current KDPH and CDC guidelines are recommended to wear masks in all indoor settings unless otherwise exempted (e.g., cannot wear a mask due to disability), regardless of COVID-19 vaccination status.
- In compliance with [current KDPH K-12 education guidance](#), "In general, people do not need to wear masks when outdoors, though mask use may be considered in outdoor settings that involve sustained close contact with other people who are not fully vaccinated."

PUBLIC HEALTH PROTOCOLS

- Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing swimming and diving, 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.



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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 Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org).

If Mrs. Bridenbaugh is for some reason not available, Associate Commissioner Butch Cope (bcope@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 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.

ALLOWABLE COMPETITION DATES

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 January 31st, with championship play currently scheduled to end the week of February 7th for diving and February 14th for swimming.

REGIONAL COMPETITION DATES, SITES AND MANAGERS

The regional dates for the nine Swimming Meets are set for February 1-5, but are subject to change based on local conditions.

Two regional diving dates will be utilized, one combining Regions 1-6 and the other combining Regions 7-9.

The final determination of sites is made by the Commissioner who is guided but not bound to the site selection plan.

PRE-MEET MANAGER RESPONSIBILITIES

STATE MEETING OF MANAGERS

Region Managers will be required to participate in an online Zoom Video Conference on a date to be determined.

COMPLETE MEET MANAGER'S FORM

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

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 Hosting), which is included as a link at the end of these instructions.

ATTENDANCE BY SPECTATORS

Attendance at any event is at the final discretion of the host school or school system after consultation with local health officials.

Attendance should be guided by a thorough review, including identifying those who are Essential, Preferred, and Non-Essential.

All seating determinations, both inside and outside, should be developed after a continuous review of local data and CDC guidelines.



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Consideration should be given, mainly when data regarding the virus is not favorable, to careful review and consideration of attendance limitations for indoor sports and sport-activities.

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

FUTURE REGIONAL SITES

Region Managers should review the site selection plan with all schools in the region at the pre-tournament meetings.

A link to any prior site selection plan is included at the end of these instructions.

If changes or corrections are made to the site selection plans, use KHSAA Form GE58 (Region Site Selection Plan) and return it to the KHSAA immediately following the meeting.

All sites shall comply with NFHS rules and requirements and any deviations to the standards and specifications are to be approved by the Commissioner.

Please be sure to complete this step so future sites are recommended to the KHSAA office.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Coaches and administrators should be given details about how to enter the host site as this will allow for more organization on the day of the meet.

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

OUTSIDE PROVIDERS/VENDORS

Contact security and other outside providers/vendors and ensure that all other pre-tournament functions are complete.

PRE-MEET MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- 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
- Discuss spectator attendance



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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.

ADMINISTRATIVE AND VENUE SETUP

CONDUCTING MEETS EXPECTATIONS

All practices and meets should emphasize the basic public health guidelines of handwashing, face-covering/masking, and social distancing.

Consider a universal masking policy for non-competitors.

While the document references an exception for those with a medical waiver, in truth, if someone needs a medical waiver for any reason, they likely should not be attending an indoor event.

FACILITY HOSTS EXPECTATIONS

If available, provide designated space (locker room, classroom, etc.) for officials' pre-meet and post-meet activities.

If the designated space cannot accommodate social distancing of officials, then where possible, officials should be separate from spectator/team interaction.

Use signage concerning hygiene, social distancing, and facial coverings.

Develop one-way ingress and egress plans and one-way aisles that also allows for social distancing.

PRE-EVENT EXPECTATIONS

Change deck layouts where feasible and practical to ensure that in the standing, seating, and deck areas where individuals can remain apart for social distancing.

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

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

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

EVENT SETUP EXPECTATIONS

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.

Only essential personnel are permitted on deck, defined as swimmers/divers, coaches, athletic trainers, lifeguards, officials, timers, recorders, computer operators necessary to conduct the competition are essential.



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All others, i.e., team managers, video personnel, media, photographers, family members, non-competing students, etc. should be in the gallery remaining seating area and not on the deck.

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.

CONDUCT OF EVENTS EXPECTATIONS

Protocols that cause coaches, participants, spectators to congregate closely together should be avoided (results boards, awards ceremonies, etc.).

Consider online platforms for posting of results and awards ceremonies.

Swimmers should 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.

OFFICIATING (MECHANICS) (ADOPTED FOR 2021-2022)

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.

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

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

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.

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 between individuals seated at the desk/table. Create 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.

OFFICIATING (RULES) (ADOPTED FOR 2021-2022)

NFHS Rules 1-3-2 - Athletes should arrive at the venue already in competitive attire or provide alternative accommodations for swimmers and divers to change that allows for 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 - Recommend all relay takeoff judging from the sides of the pool. Space relay swimmers apart from one another.

NFHS Rules 2-7-6, 3-4 - With regard to lap counting, only one person per lane should be permitted at turning end.

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.



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

HYTEK SWIMMING AND DIVING ENTRY FILES AND PROCEDURE

REQUIREMENTS TO ENTER

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.

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 HyTek Operator or their designee on or before 5 p.m. ET, January 28th.

All meet files will be returned to each Regional HyTek Operator by 1 PM on Saturday, January 29th.

No other means of entry will be accepted.

Be sure the entry file lists each swimmer's best time for seeding purposes.

No time entries (NT) will not be accepted during entry.

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.

VERIFICATION OF TIMES

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 Hytek Operator 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 Regional HyTek Operator will send a back-up copy of the meet file to State Administrative Official Bill Tingley at swresults@khsaa.org.

Regional entries may not be changed following 5 p.m., Friday, January 28th

Exceptions may only be considered by the KHSAA.

Diving Note: Divers must be entered both through Hytek and through www.divemeets.com.

INSTRUCTIONS FOR DIVING MEET ENTRIES

ENTRY REQUIREMENTS

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 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).

REGISTRATION VIA DIVEMEETS.COM FOR DIVING COMPETITORS

Coaches must enter divers through Hytek

In addition, 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.



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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 registration must be completed by 5 p.m., four (4) days prior to your regional diving competition.

INSTRUCTIONS FOR SWIMMING AND DIVING MEET ENTRY VIA HYTEK

ENTRY REQUIREMENTS

All meet files will be returned to each Regional HyTek Operator by 1 p.m. ET on Saturday, January 29, 2022.

The entries will be checked by the State Administrative Official 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 Regional HyTek Operator to receive corrections from coaches before the final Psych sheet is posted.

RELAY ENTRIES

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

Only the four (4) swimmers declared on the relay card, including the relay lead-off swimmer, which shall be submitted at a specified time and place prior to the start of the event, are permitted to report to the blocks or 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 lists the relay team's best time for seeding purposes, no other means of entry will be accepted.

In each relay event, six (6) individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event.

Any of these six (6) 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.

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

Up to six (6) 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.

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.

Regional HyTek Operator should ensure that relay names are not deleted when sending the Hytek file after the meet.



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FORMAT AND CONDUCTING EVENTS

RULES

NFHS rules will be used in all cases unless statewide deviations or adaptations are listed in the Competition Rules or this document.

CONDUCTING THE DIVING MEET

SPECIFIC DIVES

The NFHS diving sheets are no longer required.

Each contestant shall submit a description of dives on www.divemeets.com 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).

Dives may be changed up to one (1) hour prior to the start of the diving competition.

The choice of dives will be governed by NFHS Rules 9-4-1.

Rules regarding the order of dives will be determined by the number entering each individual region even with multiple regions at the same site.

Even with the regions combined at one site, each individual region is being scored separately and there will not be any combined region results.

Automatic qualifiers for the State Meet will be determined within each respective region first, followed by at-large qualifiers.

GENERAL DIVING REQUIREMENT

Qualifiers for the State Meet will be determined within each respective region followed by at-large qualifiers .

A team or individual is not allowed to warm-up unless a KHSAA Certified Coach is present (KHSAA Bylaw 25).

Taunting is not allowed on the deck.

On-site shaving is prohibited at the competition site.

CONDUCTING THE SWIMMING MEET

TIME STANDARDS

There are no time standards for regional meets, except in the 500 freestyle.

Special provisions for the 500 meter freestyle

- The cut-off time for boys is six (6) minutes and 30 seconds.
- The cut-off time for girls is seven (7) minutes.
- Athletes not meeting the following standards cannot enter the regional event
- Swimmers not making these cut off times in the 500 freestyle shall not score or advance to the finals.

GENERAL SWIMMING REQUIREMENTS

Starting Block Wedges will not be utilized in region meets.

Starting block wedges will be used at the state meet.

Even with the regions combined at one site, each individual region is being scored separately and there will not be any combined region results.

Automatic qualifiers for the State Meet will be determined within each respective region first, followed by at-large qualifiers.

A team is not allowed to warm-up unless a KHSAA Certified Coach is present (KHSAA Bylaw 25).

All entry must be feet first during warm-ups.

Taunting is not allowed on the deck.

On-site shaving is prohibited at the competition site.

TEAM SCORING

There will be a championship and consolation heat for finals in each event.

This format will allow 16 swimmers (per event) to compete in the finals.



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

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

No more than 16 participants from any one (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

TIE-BREAKER

Any necessary swim-offs as a result of ties at the regional level which would cause the field to expand beyond 40 entrants in an event, 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.

PROCEDURE FOR GETTING OFFICIALS AND FEES

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

Contact Bucky Stoess (502-551-4937 or email raystoess@600westmain.com) to determine the names of the referee and the other licensed officials and then contact officials immediately.

Prepare checks for regional officials.

The pay rate for the Region Meet is \$75 per gender per meet (including mileage) for the referee, starter and each stroke and turn official and diving judge.

Additional compensation for officials working larger regions is at the discretion of the Region Manager in consultation with Mr. Stoess.

Each region should provide the names of two (2) experienced timers per session (Boys/Girls Finals) for the State Meet to Mr. 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 also 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.



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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.

Before starting meets, 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.

POST EVENT

REPORTING RESULTS

Regional HyTek Operator shall create a backup database and send to swresults@khsaa.org by Friday, January 28th at 9 PM.

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

Relay cards should be sent via express delivery to the KHSAA Office, Attention Sarah Bridenbaugh (sbridenbaugh@khsaa.org), immediately following your event to arrive not later than Tuesday, February 8.



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There are no restrictions on results being reported to the media immediately or the use of Live results through Meet Mobile.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2021-22 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. Diving managers will have an estimated cost of \$18.08 for each region and each gender.

Swimming managers will have an estimated cost of \$514.36 per region and 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

Diving managers will receive:

- One first place diving medal
- One second place diving medal
- Six bronze medals for individual finishers 3-8

Contact Sarah Bridenbaugh (sbridenbaugh@khsaa.org) at the KHSAA should you encounter a situation with an unbreakable tie involving

MEDALS OR TROPHIES AWARDS PRESENTATION PROTOCOL

All awards presentations shall be setup to ensure that the individuals are separated by school and the awards are delivered to the school representatives by the presenter.

INSTRUCTIONS FOR STATE MEET QUALIFIERS

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

The top two (2) divers in each event from each Region Meet and then the next highest 22 scores achieved throughout the state in all finals at Regional Meets, will qualify for the KHSAA State Swimming and Diving Meet.

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

The coach or school representative is responsible for contacting the Region Manager to determine the at-large qualifiers.

Each school must contact Sarah Bridenbaugh (sbridenbaugh@khsaa.org) at the KHSAA if there is a need to discuss any withdrawal or other permitted substitutions which must comply with the competition rules.

FINANCES

TOURNAMENT FINANCIAL REPORT

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

Finances and expenses are handled by the host school within policies adopted a majority vote of the member schools.

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

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51



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(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 Sarah Bridenbaugh (sbridenbaugh@khsaa.org).

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

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

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.

For 2022, 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 could be 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

For 2022, Broadcasters are subject to denial for entry due to COVID-19 attendance restrictions or failure to adhere to published media policies.

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

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.



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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.

IMPORTANT WEBSITE LINKS

- [KHSAA Swimming & Diving Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 4 - Perseverance, guidance for continued practice and competition during the pandemic](#)
- [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 \(Application for Hosting\)](#)



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