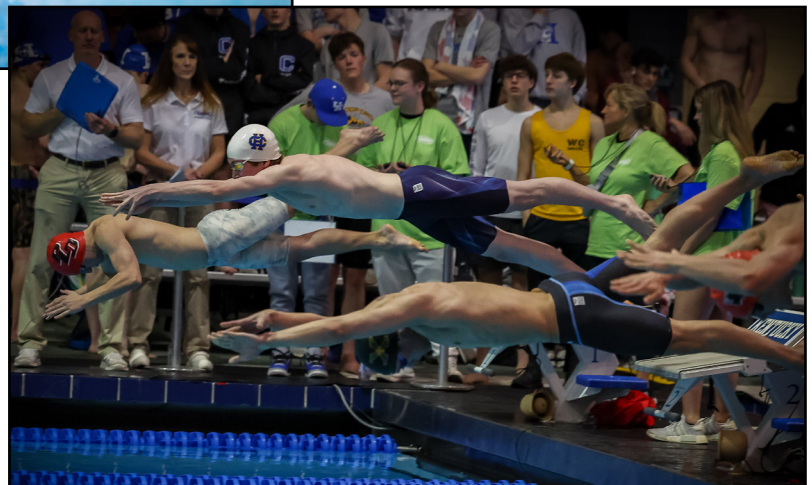
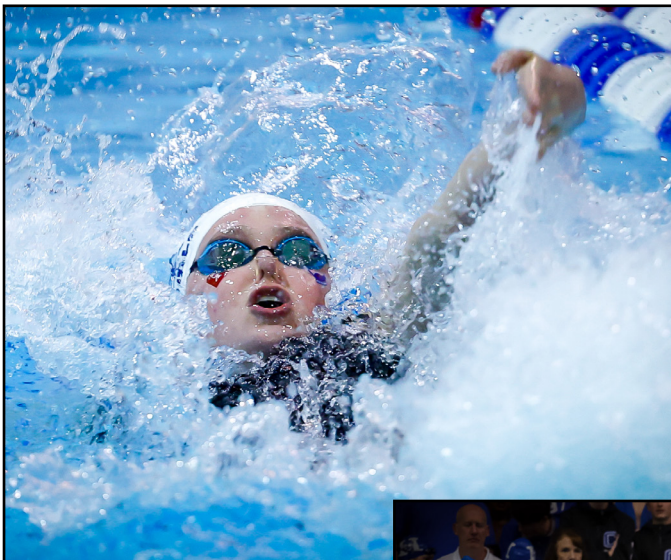




SWIMMING

2024 FIRST ROUND STATE MEET PRESENTED BY UK HEALTHCARE





2024 Swimming First Round State Championships presented by UK HealthCare Instructions

Table of Contents

GENERAL WINTER INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES	1
Supersedure Note	1
Water.....	1
Venue Safety	1
Signage, Balloons, Noisemakers and Music.....	1
Entry of Service Animals	1
Sportsmanship	2
Rosters	2
Postseason Roster	2
Bylaw 22 Reminder	2
Requirement to Accompany Team Members.....	2
Health Information	2
Physical Exam Form.....	2
Emergency Action Plan	2
Athletic Trainers.....	3
Inclement Weather Procedures	3
Heat Index Program.....	3
Lightning/Thunder Policy	3
Videotaping, Media and Intellectual Property Rights	3
General Media Rights.....	3
School Media Credentials.....	4
Traditional Media Credentials.....	4
Media Rights Fee.....	4
Telecast/Webcast Including NFHS Network Restrictions	4
Music Copyright	5
Filming.....	5
Event Merchandise	5
Official KHSAA Championship Photos	5
SWIMMING SPECIFIC INSTRUCTIONS	2
Brief Welcome	2
KHSAA Contacts	2
Qualifying for Participation in First Round	2
Competition Dates and Sites	2
State First Round Competition Dates, Sites and Managers..	2
Stoppage/Postponement	2
Host Sites	2
Materials for First Round State	2
First Round Hosts.....	2
Pre-Tournament Manager Responsibilities	3
Pre-Tournament Meeting.....	3
Future First Round State Sites.....	3
Financial Reporting.....	3
Workers	3
Instructions for Swimming Meet Entry	4
Withdrawal From First Round	4
Hospitality	4
Managing the First Round State	4
Purchasing Tickets	4
Fan Entry	4
Tickets and Fan Admission.....	4
Parking	5
During the First Round.....	5
Format And Conducting Events	5
Rules.....	5
Conducting the Swimming Meet	5
Tie-Breaker	6
Tiebreaking Protocol for Standings.....	6
Post Event	6
Reporting Results	6
State Tournament Qualifiers	6
Financial Report Form (GE88).....	6
Important Website Links	6

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

KHSAA Staff

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
Assistant Commissioner	Joe Angolia
General Counsel.....	Chad Collins
Information Technology Director	Rob Catron
Media Relations and Publications Director	Connor Link
Event Services and Social Media Director	Jenny Elder
Administrative Assistant/Office Manager.....	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	Jeanie Molloy
Administrative Support, Accounting.....	Marilyn Mitchell
Supervisor of Officials Licensing.....	Scott Bottoms
Physical Plant Director	Roy Tatum



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



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



GENERAL WINTER INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES

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.

WATER

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

VENUE SAFETY

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

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

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

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

SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate competition management cues are not permitted to include, but not be limited to:

- Air horns that may interrupt cadence or cause safety issues in specific sports and sport-activities
- Electronic amplifiers
- Portable sound systems unless used by bands during outdoor events when they are permitted to be used by playing or competition rules
- Whistles
- Game clock horns simulator

Managers should confiscate items if used with the managers determining if they are returned post championship.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

ENTRY OF SERVICE ANIMALS

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided



to the animal and service provided.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

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

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

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

ROSTERS

POSTSEASON ROSTER

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.

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

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

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

This roster information is also used for advance preparations for state qualifying teams or individuals.

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.

HEALTH INFORMATION

PHYSICAL EXAM FORM

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

The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.

The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

EMERGENCY ACTION PLAN

UK HealthCare Sports Medicine is the official Sports Medicine Partner for the KHSAA State Championships.

KHSAA staff will, in consultation with UK HealthCare Sports Medicine and venue personnel, develop an Emergency Action Plan (EAP) for this event.

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency, including specific assignments to the designated on-site training staff.

The on-site training staff will also be responsible for any necessary monitoring of the wet bulb globe temperature and notification to KHSAA staff and the contest officials for determinations of any necessary adjustment to activity.



If an athlete or other team member is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be immediately contacted.

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

ATHLETIC TRAINERS

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state events, and in the event of disagreement, this group shall serve as the primary determinant of medical next steps.

Athletic Training Staff will be available beginning one (1) hour prior to the event and remain available throughout the day.

For team sports - basketball, baseball, field hockey, football, soccer, softball, and volleyball - individual school Athletic Trainers should be included in the distribution of Team Party passes.

For other sport and sport activities, see the sport-specific section of these instructions for bringing a team trainer.

INCLEMENT WEATHER PROCEDURES

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

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

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

HEAT INDEX PROGRAM

Tournament play will adhere to the KHSAA's Heat Index Program, which pertains to the outside temperature as well as monitoring the indoor temperature of venues without air conditioning.

Tournament administration will be responsible for tracking and implementing the program's guidelines.

Should the heat index reach 95 degrees, mandatory 10-minute water breaks will be given every 30 minutes.

At 99 degrees, play shall stop, and the heat index will be monitored every 30 minutes.

LIGHTNING/THUNDER POLICY

The District or Region Manager of any outdoor sports or activities, or indoor sports with non-grounded pools, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in regard to lightning and thunder.

All competitions shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

Remember per the US Weather Bureau, Heat Lightning does not exist, it is a myth.

Lightning is lightning if it can be seen or heard, period.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

The detailed medical policies are online and a link at the end of this general section.

VIDEOTAPING, 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.

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

Control of media access and location at all levels of postseason play is with the KHSAA.

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



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

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

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

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

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

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.

SCHOOL MEDIA CREDENTIALS

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

Space permitting, school media may be granted floor photography access consistent with traditional media access.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.

This pass must be requested in advance of the start of the event through the online credentialing system linked at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system. A link to the credential application is included at the end of these instructions.

The deadline to apply is 3 p.m. the day before competition begins.

Applications should be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Media outlets may be limited during this event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - credentials.khsaa.org

MEDIA RIGHTS FEE

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

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

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

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

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

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

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including first round,



second round, quarterfinal and state rounds, and is the sole authority for approval of any other.

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

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

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

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

MUSIC COPYRIGHT

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

FILMING

External power sources may not be used by patrons.

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

Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online at the following link - khsaa.teamip.com.

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

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

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

The KHSAA pays for professional photography coverage of the event.

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



2024 Swimming First Round State Championship presented by UK HealthCare Instructions

SWIMMING SPECIFIC INSTRUCTIONS

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the first round of the 2024 Swimming State Meet.

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

KHSAA CONTACTS

The primary contact for swimming and diving is Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org). If Mrs. Bridenbaugh is not available, Associate Commissioner Butch Cope (bcope@khsaa.org) is the backup contact.

Media, broadcast/webcast and statistics related questions should be directed to the Association's Media Relations and Publications Director, Connor Link (clink@khsaa.org).

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

QUALIFYING FOR PARTICIPATION IN FIRST ROUND

The top two finishers, per region, in each event, will advance automatically to their designated First Round State Championship site.

After the automatic qualifiers from each region, the next best 10 times from specific regions for the designated first round site will advance to the first round.

No more than 16 participants from any one (1) region will advance to the state meet in any event.

COMPETITION DATES AND SITES

STATE FIRST ROUND COMPETITION DATES, SITES AND MANAGERS

The state first round dates are set by the KHSAA and are scheduled for Feb.17th.

A link to the time schedule for each site can be found at the end of this section of these instructions.

STOPPAGE/POSTPONEMENT

It's the duty of the Tournament 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, along with KHSAA staff.

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

HOST SITES

The three (3) First Round State sites are listed below:

- Regions 1-3: Russell County High School (Central Time Zone)
- Regions 4-6: University of Louisville
- Regions 7-9: Scott High School

MATERIALS FOR FIRST ROUND STATE

FIRST ROUND HOSTS

First round hosts will receive a large brown box and a white tube.



2024 Swimming First Round State Championship presented by UK HealthCare Instructions

The tube holds one (1) First Round banner to be displayed in an obvious location with the provided zip ties or command strips. In the large box, is a box labeled HOST MANAGER and pre-packaged team packets.

Contents of the host manager box:

- Copy of Swimming First Round State Championship instructions;
- Two (2) Box Office units, if you do not already possess these, to sell tickets;
- An allocation of First Round State Media Passes (20) to clearly identify those individuals that are properly credentialed;
- An allocation of First Round State Event Staff Passes (50) to clearly identify those individuals that are working the front line and customer facing for the event;
- Return Labels for Banners, iPads and Event Staff Passes.

Contents of the pre-packaged team packets:

- Participant tags and loops for the qualifiers;
- Coaches wristbands;
- Time Schedule.

PRE-TOURNAMENT MANAGER RESPONSIBILITIES

PRE-TOURNAMENT MEETING

There will be a Zoom meeting on Feb. 13 at 3 pm for all-qualifiers. Zoom information will be sent out prior to the call.

FUTURE FIRST ROUND STATE SITES

Schools interested in hosting the First Round State in future years should contact Mrs. Bridenbaugh at the Association offices.

FINANCIAL REPORTING

Instructions for the completion of the required GE88 Financial Report Form are near the end of these instructions.

Approved expenses are limited to those items contained in these instructions and advance approval from the KHSAA is required before other expenses will be considered.

WORKERS

Refer to the KHSAA Handbook to review the rules and regulations governing swimming meets and also familiarize yourself with the KHSAA Competition Rules.

The Site Manager is expected to hire certain specific positions, to staff the meet, including:

- Site Manager;
- Ticket Gate manager (assigned by KHSAA)
- 3 additional ticket gate staff
- Public Address Announcer;
- Scoreboard Operator;
- Volunteer Timers - 2 per lane;
- Security; (as approved by KHSAA)
- Medical/Training Services/Lifeguard;
- 8 deck officials
- KHSAA will assign/pay via Arbiter one (1) Admin Official and one (1) Referee to each site.

Costs for these specific permitted workers shall be paid through Arbiter by the KHSAA upon receipt of the completed GE88 Form, which is included as a link at the end of these instructions.



2024 Swimming First Round State Championship presented by UK HealthCare Instructions

No other payment for workers or other costs can be made without prior authorization from Assistant Commissioner Sarah Bridenbaugh.

INSTRUCTIONS FOR SWIMMING MEET ENTRY

RELAY CARDS

Relay cards will be available from each First Round Administrative Official at the venue.

Up to eight (8) swimmers, listed from the KHSAA roster, may be listed on relay cards by the coach.

Coaches must submit their completed relay cards to the Meet Referee or their designee at the Coaches Meeting. A time schedule is included in the team packets as well as on the KHSAA website.

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

Relay cards may not leave the venue.

No names may be added or deleted after the deadline to submit relay cards for the First round meet.

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

First Round Administrative Official should ensure that relay names are not deleted when sending the Hytek file after the meet.

NOTE: Under no circumstances can a swimmer be scratched from an individual event in order to swim in a relay, including qualifying from the prelims to the finals at first round and final round state competitions.

- Example: A swimmer who qualifies for either first round or final round state meet in an individual event may not scratch from that event in order to swim in a relay.

WITHDRAWAL FROM FIRST ROUND

Any withdrawals (removal from the entire first round meet) must be received by Tuesday, Feb. 13 at 5 pm (EST) (medical and injury excluded per rule).

These withdrawals must be submitted via form: [State Swimming Athlete Withdrawal Form](#).

HOSPITALITY

There will be no hospitality rooms at any site.

MANAGING THE FIRST ROUND STATE

PURCHASING TICKETS

All state championship tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at [khsaatickets.org](#).

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets.

Schools already utilizing GoFan will have their school "tagged" as soon as the semifinals are over to help with the ticketing process.

FAN ENTRY

Everyone must enter and exit through the admission gate.

Due to space limitations and in the interest of equity and opportunities for all fans, there are no advance sales for this event and all tickets are sold on site.

Each individual in line may only purchase one ticket.

TICKETS AND FAN ADMISSION

Schools are reminded that this is not a "home" meet for either team and as such, the ticketing policies shall be the same for all competing teams.

As of July 1, 2023, all KHSAA events will be priced at a fixed price that will include all applicable fees and charges, regardless of the ticket price.



2024 Swimming First Round State Championship presented by UK HealthCare Instructions

No fees will be assessed the customer in excess of the published price and all payment of applicable fees will be the responsibility of the KHSAA.

The boys'/coed and girls' competitions will be divided into two separate ticketed event to allow for emptying of the venue and cleaning in between events.

The price will be \$16, all fees included.

There shall be no paper tickets permitted to be sold at the walk-up gate.

Kentucky Children's Hospital is sponsoring FREE tickets for all children 2-and-under.

- To receive these qualifying free tickets, you must "purchase" them through khsaatickets.org even though there will be no charge.

Due to space limitations, there is no re-entry for the event.

If you leave the facility for any reason, you will be required to purchase another ticket.

PARKING

There will be a \$5 parking charge at Site #2 - University of Louisville.

DURING THE FIRST ROUND

Prior to the start of the meet, home event management shall identify themselves to the participating team administrators and the officials and establish a designated area where they can be reached in the event of an emergency.

During your sportsmanship announcements, remind fans that foul language and harassment of officials will not be tolerated and could result in being removed from the aquatic center.

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.

The NFHS Code of Conduct rules shall apply to the region and state meets.

CONDUCTING THE SWIMMING MEET

GENERAL SWIMMING REQUIREMENTS

Each event will be contested as two-heat, timed finals at all first round sites.

Backstroke starting ledges are not permitted.

Starting block wedges will be not be allowed at the first round sites.

Starting block wedges will be used at the final round of the state meet.

Automatic qualifiers for the Final Round State Meet will be determined within each respective first round site first, followed by at-large qualifiers statewide.

For 2024, there will be no alternates for any event.

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

All entry into warm-up areas must be feet first.

For 2024, if a school lists a swimmer on all three relay cards in the first round and said swimmer swims two relays and two individual events in the first round, the swimmer may be eligible for all three relays still in the final round at University of Kentucky if the swimmer fails to qualify for the final round in one of the individual events.

A swimmer is not entered into a final round relay event until they are declared on the relay card in the final round.

The swimmer is eligible because the student-athlete did not scratch an individual event, only failed to advance in a second individual event.

- The swimmer MUST be listed on any and all relays the coach may want them to race in the first round to have this



2024 Swimming First Round State Championship presented by UK HealthCare Instructions

applicable.

TIE-BREAKER

All ties for 24th place will advance to the final round state meet.

Times from swim offs will not be used to determine state qualifiers.

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 thme standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

POST EVENT

REPORTING RESULTS

Report results through HyTek.

Each First Round Administrative Official shall create a backup database and send to swresults@khsaa.org on Feb. 17th.

Immediately following the conclusion of each Session of your First Round State Championships, each First Round Administrative Official shall email a copy of the Hytek backup files to State Administrative Official Bill Tingley at: swresults@khsaa.org.

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

STATE TOURNAMENT QUALIFIERS

The top three (3) swimmers in each event shall advance from the first round to the final round.

- State First-Round Site #1 (Regions 1-3), the top three (3) compeititors per event automatically qualify.
- State First-Round Site #2 (Regions 4-6), the top three (3) compeititors per event automatically qualify.
- State First-Round Site #3 (Regions 7-9), the top three (3) compeititors per event automatically qualify.

After the nine (9) automatic qualifiers from each first round, the next best 15 times statewide per event will be at-large qualifiers.

FINANCIAL REPORT FORM (GE88)

Each Host Site is to complete and submit Form GE88 (First Round Financial Report) to the KHSAA, including itemized expenses, within one week of the tournament using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Host Sites are reminded not to pay any visiting team's expenses or officials.

Officials should be paid via ArbiterPay and the amounts reported through Form GE88.

Upon receipt of Form GE88, the KHSAA will pay via ArbiterPay the permitted event staff.

All workers/event staff must setup an ArbiterPay account to be paid.

IMPORTANT WEBSITE LINKS

- [KHSAA Swimming & Diving Website](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [Meet Timing Schedule by Site](#)
- [Credential Application and Guidelines](#)
- [State Swimming Athlete Withdrawal Form](#)



SHINDIG-IN!

Order for the whole group online or with our app.



ORDER.RAISINGCANES.COM





**THE KENTUCKY OFFICE OF HIGHWAY SAFETY TEAMING UP WITH THE KHSAA TO DRIVE HOME A LIFE-SAVING MESSAGE FOR ALL MOTORISTS –
BUCKLE UP AND PUT THE PHONE DOWN.**

THESE BASIC SAFETY PRACTICES MAKE A CONSIDERABLE DIFFERENCE IN PREVENTING CRASHES AND LESSENING THE SEVERITY OF INJURIES AND THE NUMBER OF DEATHS ON OUR ROADWAYS. EACH YEAR IN KENTUCKY, DISTRACTED DRIVING RESULTS IN MORE THAN 50,000 CRASHES, MORE THAN 15,000 INJURIES AND APPROXIMATELY 200 DEATHS. [LEARN MORE AT KYHIGHWAYSAFETY.COM.](http://KYHIGHWAYSAFETY.COM)