



# SWIMMING & DIVING

## STATE CHAMPIONSHIPS

PRESENTED BY UK HEALTHCARE

# INSTRUCTIONS





# 2025 Swimming & Diving State Championships presented by UK HealthCare

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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

### KHSAA Staff

Commissioner ..... Julian Tackett

Associate Commissioner ..... Butch Cope

Assistant Commissioner ..... Darren Bilberry

Assistant Commissioner ..... Sarah Bridenbaugh

Assistant Commissioner ..... Joe Angolia

Assistant Commissioner ..... Abby Jackson

General Counsel..... Chad Collins

Information Technology Director ..... Rob Catron

Media Relations and Publications Director ..... Connor Link

Event Services and Social Media Director ..... Jenny Elder

Event Services Manager..... Kara Howard

Administrative Support Specialist ..... Jeremy Ison

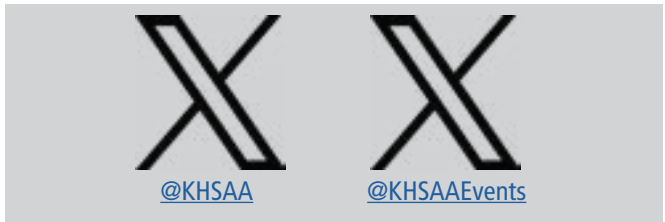
Administrative Support Specialist ..... Jeanie Molloy

Administrative Support, Accounting..... Marilyn Mitchell

Administrative Assistant ..... Sara McClain

Supervisor of Officials Licensing..... Scott Bottoms

Physical Plant Director ..... Roy Tatum





## SWIMMING AND DIVING SPECIFIC INSTRUCTIONS

### BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the final site of the 2025 KHSAA Swimming & Diving State Championships presented by UK HealthCare.

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](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is not available, Assistant Commissioner Abby Jackson ([ajackson@khsaa.org](mailto:ajackson@khsaa.org)) is the backup contact.

Media inquiries should be directed to Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)).

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

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

### SWIMMING

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

Any withdrawals (removal from the entire meet) must be received by Tuesday, Feb. 18 at 5 p.m. (EST) (medical and injury excluded per rule). These withdrawals must be submitted via form: State Swimming Athlete Withdrawal Form.

<https://khsaa.org/sw127-swimming-athlete-withdrawal-form/>

Each school must contact Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) at the KHSAA if there is a need to discuss any withdrawal or other permitted substitutions.

### DIVING

The top two (2) divers from each respective regional meet automatically qualify.

After the 18 automatic qualifiers from each region, the next best 22 finishers will be at-large qualifiers.

No more than 16 participants from any one region will advance in any event.

Any withdrawals (removal from the entire meet) must be received by Tuesday, Feb. 18 at 5 p.m. (EST) (medical and injury excluded per rule). These withdrawals must be submitted via form: State Swimming Athlete Withdrawal Form.

<https://khsaa.org/sw127-swimming-athlete-withdrawal-form/>

## COMPETITION DATES, LOCATION AND SCHEDULE

### DATES

The 2025 KHSAA Swimming & Diving State Championships presented by UK HealthCare will be held Feb. 20-22 at Lancaster Aquatics Center on University of Kentucky campus in Lexington. Diving will be Feb. 20. Girls' swimming will compete on Feb. 21 with the boys'/coed competition on Feb. 22.

### SCHEDULE

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



## **VENUE AND ADDRESS**

### **SWIMMING & DIVING**

[Lancaster Aquatics Center](#)

University of Kentucky

416 Complex Drive, Lexington, Ky., 40502

## **TICKETS AND FAN ADMISSION**

### **PURCHASING TICKETS**

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

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

### **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.

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

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

### **SWIMMING STATE TICKETS**

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

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.

Boys'/coed and girls' competitions will be divided into two separate ticketed sessions per day - prelims and finals - to allow for emptying of the venue and cleaning in between sessions.

The price will be \$17, 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](https://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.

- Friday's sales will begin at 9:30 am for girls' swimming prelims and at 5 p.m. for the girls' swimming finals.
- Saturday's sales will begin at 9:30 am for boys'/coed swimming prelims and at 5 p.m. for the boys'/coed swimming finals.
- All four (4) sessions require a separate ticket and the facility will be cleared at the end of each.

### **STATE DIVING TICKETS**

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

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 price for one session will be \$17, all fees included, and only available as on-site purchasing.

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



- To receive these qualifying free tickets, you must “purchase” these seats through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.

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

- Thursday’s sales will begin at 9 a.m. ET for girls’ diving and at 3 p.m. for the boys’/coed diving.

### **COMPLIMENTARY TICKETS/PASSES**

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest for the Superintendent, Principal and Athletic Director.

No coaches’ association cards or KHSAA officials’ ID cards will be honored at any gate.

Any individual not qualifying for the final meet will be required to have a ticket for admittance.

No passes, other than those produced by the Association for the championships, will be honored at the pass gate.

Examples of passes NOT accepted include, principal passes and cards (other than the Commonwealth Card), coach passes and cards, athletic director passes, official passes and any other type of identification.

### **BACKPACKS FOR STATE SWIMMING**

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

### **CLEAR BAG POLICY**

UK Athletics has instituted a clear bag policy. See what is allowed at <https://ukathletics.com/clearbag/>

## **PRE-EVENT LOGISTICS**

### **CONFERENCE CALL**

There will be a brief web conference for participating coaches and athletic directors Feb. 18 at 3 p.m.

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

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

### **PRE-EVENT, ON-SITE MEETING**

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

### **PRE-EVENT MATERIALS**

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

### **PRACTICE**

No practice times are permitted at the Aquatics Center.

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

### **LODGING**

Team housing for the swimming and diving state championships is arranged through the Lexington Convention and Visitors’ Bureau.

As part of the bid package from the city of Lexington, specific hotels listed as a link at the end of this section of these instructions have allotted teams a block of rooms at a discounted price.

Schools are responsible for all lodging bills.

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



## **STATE SWIMMING & DIVING BUS AND SPECTATOR PARKING**

Thursday

- Team buses park in Green Lot
- Patrons park in Green Lot and east end of Blue Lot, nearest Joe Craft Football training facility
- Patrons are available to park in PS7 and pay appropriate rate to exit. Additional parking available in the Sport Center Drive lot as capacity allows starting at 1:00 p.m.
- Parking is not permitted in Kroger Field Purple Lots or Parking Structure #1.

Friday

- Team buses park in Green Lot
- Patrons park in Green Lot and east end of Blue Lot, nearest Joe Craft Football training facility.
- Patrons are available to park in PS7 and pay appropriate rate to exit. Additional parking available in the Sport Center Drive lot as capacity allows starting at 1:00 p.m.
- Parking is not permitted in Kroger Field Purple Lots or Parking Structure #1.

Saturday

- Team buses park in Green Lot
- Patrons park in Green Lot
- Patrons available to park in PS7, PS1, and Sport Center Drive lots as capacity allows.

## **ADMISSION INTO VENUE**

### **TEAM ENTRY**

All entry for coaches and participants is through the Team Check-In Gate located at the bottom of Lancaster Center on the left-hand side of the building.

- Any athlete entering through this gate must be an individual state qualifier or listed as one of the eight members of a relay team.
- Anyone participant trying to enter through the ticket gate, for any reason, will be rerouted.
- Coaches wristbands are not media credentials and do not provide access to take photos or video.
- The opposite gender will not be given comp admission for the day they are not competing.

Coaches: Each school will receive wristbands as on-deck credentials that will only be given to Bylaw 25 certified coaches.

- For swimming the number of coach wristbands in your packet will be based on swimmers entered. For each day, you will receive two for nine swimmers or less and three for 10 swimmers or more.
- For diving, wristbands will be issued at check-in.
- Wristbands must be worn at all times at swimming and diving.

There are separate wristband credentials for the boys'/coed and girls' events, so those that coach both must check-in each day.

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

### **TIMES**

Diving, Feb. 20

- Doors will open for girls' divers only at 8:30 a.m.
- Gates open for fans at 9 a.m.
- Doors will open for boys'/coed divers at 2:30 p.m.
- Gates reopen for fans at 3 p.m.



Swimming, Feb. 21-22

- Doors will open for swimmers at 8 a.m.
- Gates open for fans at 9:30 a.m.
- Doors will reopen after preliminaries for swimmers at 4:15 p.m.
- Gates reopen for fans at 5 p.m.

## **VENUE LOGISTICS**

### **DRESSING/LOCKER ROOMS**

Locker room facilities are available on site.

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

Only participants are allowed in the locker room area.

Restrooms for coaches are located in the Seaton Center.

### **TEAM SEATING**

Teams are to sit in their respective area as designated by region. The pool setup can be found <https://khsaa.org/swimming/kentucky/poolsetup.pdf>.

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

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

### **SPECTATOR SEATING**

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

Wheelchair/A.D.A. Accommodations - Efforts will be made to make a reasonable accommodation for those individuals who need wheelchair access or other needs due to disabilities. Please see Abby Jackson of the KHSAA or Lancaster Aquatic Center staff for assistance.

### **SIGNS**

Per Lancaster Aquatics Center and University of Kentucky policy, no adhesive tape or putty is permitted to be used to hang signs on walls. Posters can be hung from railings using zip ties or string.

### **CONCESSIONS**

Concessions will be provided from 8 a.m. - 2 p.m. and 3:30 p.m. - 8 p.m. Thursday. Friday and Saturday times are 9 a.m. - 2 p.m. and 4 p.m. - 9 p.m.

### **COOLERS AND WATER**

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

Team coolers must be kept in the foyer area of Lancaster Aquatics Center.

No tables will be provided.

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

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

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

## **CONDUCTING THE EVENT**

### **STATE COMPETITION OFFICIALS**

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

### **HEAT SHEETS**

Psych and Heat Sheets will be posted on the KHSAA website only, and will NOT be available on site, once finalized.



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

**SCORING**

Sixteen (16) place scoring shall be used for the State Meet (NFHS Rule 7-3) and for all relays, double the individual points possible for that place.

16-place scoring will be used:

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

**TIMING/JUDGING**

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

**CUT**

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

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

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

**TIE-BREAKERS**

By rule, there may be a swim-off from prelims to finals if there is a tie for 8th or 16th place.

Swim-offs also may be needed for the first and second alternates.

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

**RULES POINTS OF EMPHASIS/CLARIFICATIONS**

**ENTRY LIMITS**

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

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

A competitor may withdraw from a preliminary event or final, including diving, with a declared false start.

- Notice must be given to the referee or referee’s designee by the swimmer, diver, coach or other team personnel.
- A declared false start must be reported to the referee at a published time designated by the Meet Manager.
- The event shall still count as an entry for the competitor, however, it does not disqualify the competitor from further competition or nullify previous performances.

**DIVING ENTRIES**

All regional diving events utilized DiveMeets.com and the State Diving Championship will as well.

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

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

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

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

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

This must be completed by 9 a.m. on Feb. 19 or the diver will be scratched.





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

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

Each contestant shall submit a description of dives on [divemeets.com](http://divemeets.com).

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

The final list of dives must be submitted no later than one (1) hour before the competition is to begin.

## **DIVE ORDER**

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

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

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

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

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

The five (5) voluntary dives shall come from each of the five (5) groups with their assigned DD and have a sum total of 9.0 or less.

## **FACILITY SPECIFICATIONS**

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

## **STARTING BLOCK WEDGES**

Starting block wedges will be used at the state meet.

## **POST EVENT**

### **RESULTS**

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

### **TROPHIES AND AWARDS**

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

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

KHSAA will once again sponsor a combined trophy for the top four (4) schools that have state qualifiers in both boys'/coed and girls' divisions.

Only properly credentialed media members are permitted to take pictures during the awards ceremony.

## **FINANCES AND EXPENSES**

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers and charges no school or individual entry fee for this event.

## **IMPORTANT WEBSITE LINKS**

[KHSAA Swimming & Diving Website](#)

[Overall Time Schedule](#)

[Event by Event Schedule](#)

[Girls' Psych Sheets](#)

[Boys'/Coed Psych Sheets](#)

[Boys'/Coed Heat Sheets](#)



# 2025 Swimming & Diving State Championships presented by UK HealthCare

[Girls' Heat Sheets](#)

[DiveMeets.com Registration](#)

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

[Parking Map](#)

[Entrance Map](#)

[Media Credential Request Form](#)

[Official KHSAA Championship Photos](#)

[Team Hotel Information](#)



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Administrative Assistant ..... Sara McClain

Supervisor of Officials Licensing..... Scott Bottoms

Physical Plant Director ..... Roy Tatum





## **GENERAL WINTER INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES**

### **SUPERSEDURE NOTE**

The information in these instructions supersedes any information previously distributed.

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, NOISEMAKERS, BALLOONS 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:

- Indoor
  - o Air horns
  - o Electronic amplifiers
  - o Portable sound systems
  - o Whistles
  - o Game clock horns simulator
- Outdoor
  - o Air horns
  - o Whistles
  - o 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. They should be popped or returned to a vehicle, not allowed into the venue.

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 aware of the definitions and guidelines in place to make certain service animals 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 for which it provides.

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 \$1,000.

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.

The on-site training staff will 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 (and in many events, multiple AEDs) will be on site for use in the event of an emergency.

A text notification will be sent each morning to coaches, athletic directors, KHSAA staff, UK HealthCare trainers and workers of the event detailing the location of all AEDs.

## **ATHLETIC TRAINERS**

For KHSAA state opening round events, host sites will be responsible for providing athletic trainers.

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state final sites, 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 regarding 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 ILLNESS PREVENTION**

It is the responsibility of UK HealthCare on-site training staff to monitor the wet bulb globe temperature and notify on-site staff and contest officials for determinations of any necessary adjustment to activity.

The manager should be aware of the policies and work in conjunction with the licensed or certified athletic trainer hired to work the event in monitoring the Heat Illness prevention program.

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

## **LIGHTNING/THUNDER POLICY**

Tournament staff 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.

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.

## **STOPPAGE/POSTPONEMENT**

It's the duty of the tournament staff, in consultation with the officials and certified trainers, to make decisions regarding resumption 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 to adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

## **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 must 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](https://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 AND FEES**

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 post event - [khsaa.teamip.com](https://khsaa.teamip.com).

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](https://khsaaphotos.org).

### **IMPORTANT WEBSITE LINKS**

- Athletic Participation Form, [GEO4](#), English
- Athletic Participation Form, [GEO4](#), Spanish
- [Media Credential Request and Guidelines](#)
- [GoFan Ticket Training](#)





- [Sports Medicine Policies from KHSAA Board Policies](#)
- [NFHS Network Mandatory Minimum Fees for Webstreaming](#)



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