

*2008-2009  
KENTUCKY HIGH SCHOOL  
ATHLETIC ASSOCIATION  
REGIONAL  
SWIMMING AND DIVING MEET*



*INSTRUCTIONS FOR PARTICIPATING  
TEAMS*

*KHSAA  
2280 Executive Drive  
Lexington, Kentucky 40505  
(859) 299-5472 (859) 293-5999 (Fax)  
[www.khsaa.org](http://www.khsaa.org)*



Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 ° [www.khsaa.org](http://www.khsaa.org) ° (859)299-5472 (859)293-5999 (fax)

To: Regional Swimming Managers  
From: Assistant Commissioner Darren Bilberry  
Date: January 26, 2009  
Re: Regional Swimming and Diving Meets

Thanks again for agreeing to be Regional Meet Manager for Swimming and Diving for the 2008-2009 school year. It would be impossible to operate our athletics programs without the cooperation of people like you.

Enclosed please find a copy of the information that is currently up on the KHSAA website under Sports - Swimming. The schools will no longer receive a mailing from the KHSAA with this information. General Meet Management Guidelines are also included. Some items are more pertinent than others.

With the possibility of inclement weather, the KHSAA is reminding the Regional Managers to have a contingency plan in place that will insure the completion of the Regional Meet in a timely manner. Regional Managers are encouraged to consult with the other teams in the region prior to making any weather-related decisions or rescheduling the meet.

### REGIONAL SWIM MEET CHECKLIST

The following is a checklist regarding your responsibilities as Regional Manager:

- Read Instruction Manual thoroughly
- Mail each school in your Region the Regional Meet Schedule for your meet. Include a maximum of 6 relay cards for each school (include 3 blue cards for Boys and 3 orange cards for Girls). If possible give consideration to having a preliminary coaches meeting to discuss specific details. Be sure you include your scratch deadline and procedure in your written information.
- Officials for the Regional Meets **must be** approved by the KHSAA. Contact Jan Goff to approve the Referee and the registered officials for your meet (502-931-9013).
- All profit or losses after expenses are shared with the schools in each region. Please mail a copy of the financial report to the participating schools and the KHSAA no later than February 13, 2009 (KHSAA Form SW105).
- Trophies and ribbons will be shipped directly to you. Please open them immediately and report any breakage etc. to me at the KHSAA office.
- Review the National Federation Swimming & Diving Rule Book and pay special attention to entry limitations, water depth, and other safety concerns.
- Attend the seeding meeting for the State Meet on Sunday, February 8, 2009 at the KHSAA office (2280 Executive Drive, Lexington, Ky.) at 12:00 p.m. If the **Regional Manager** is unable to attend the seeding meeting he/she must fax the Regional results to the KHSAA (859) 293-5999.
- If the Regional manager is unable to attend the seeding meeting, he/she must send a designee.
- Mail a copy of your Regional Entry forms to me by your scratch deadline (if you are also a coach of one of the teams).
- Print Instruction Manual
- Make any copies that need to be given to all schools at the meeting.
- Complete KHSAA Site Selection Plan Form SW118 and mail to KHSAA. Make sure the form is signed by the **principal or his/her designee**.
- Contact Officials immediately. Prepare checks for Regional Officials. The pay rate for the Regional Meet is \$65/day for the Referee, Starter and 2 S&T Officials. All Game Management functions must be completed and then enjoy the Meet.
- Contact the Media with the results at the appropriate time.
- Forward one copy of the Roster/Entry Form to KHSAA (bring to the seeding meeting).
- Call us if you have additional questions and have a good meet!

**Note: Remind coaches that all State and Regional information is currently on the KHSAA Website ([www.khsaa.org](http://www.khsaa.org)). In meets with preliminaries and finals a total of 12 swimmers (6 in the consolation heat and 6 in the final heat) advance to the finals.**

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## REGIONAL SWIMMING AND DIVING CHAMPIONSHIPS

### INFORMATION SHEET - 2009

DATE: February 2- Inclusive of Saturday February 7, 2009

#### Regional Manager / Sites

##### REGION 1-February

Director: Jim Rogers  
Work: (270)688-4774  
Fax (270) 688-4843  
Home: (270) 8691-9390  
E-mail: rogersswim@hotmail.com  
Owensboro Health Park  
1006 Ford Avenue  
Owensboro, Kentucky. 42301  
Site: Owensboro Health Park  
Owensboro, Kentucky

##### REGION 3-February 6 & 7

Director: Susan Carey  
Work: (859) 873 5434  
Home (859-789-2651  
E-mail: susan.carey@woodford.kyschools.us  
Woodford County High School  
180 Frankfort Street  
Site: Falling Springs Arts and Recreation Center  
Versailles, Kentucky. 40383

##### REGION 5-

Director: Tim Cahill  
Work: (859) 622-2129  
Office: (859) 623-8320  
Cell: 859-582-7947  
Eastern Kentucky University  
Begley #420  
Richmond, Kentucky 40475  
Site: Eastern Ky. University  
Richmond, Kentucky

#### Regional Manager / Sites

##### REGION 2-February 5, 6 & 7

Director: Wayne Kraus  
Work: 502-736-8275  
Home: 502-333-0818  
Cell: 502-777-1617  
E-Mail: Kraus@thsrock.net  
Trinity High School  
4011 Shelbyville Road  
Louisville, Ky. 40207  
Site: Ralph R. Wright Natatorium  
Louisville, Kentucky

##### REGION 4-February 4-7

Director: Jerry Mohr  
Work: (859) 960-1605  
Home: (859) 441-5287  
Cell: (859) 960-1605  
Email: jerry.mohr@kenton,kyschools.us  
Scott High School  
5400 Old Taylor Mill Rd.  
Covington, Kentucky 41015  
Site: Scott HS,  
Covington, Kentucky

#### REQUIRED MEETS

To be eligible to participate in the regional and Pannell Swim Shop/KHSAA State Swimming and Diving meets, a contestant must have competed in at least two meets on a team representing a member school.

#### REGIONAL ENTRIES

Each school participating in swimming and diving shall enter contestants into their Regional, using *Hytek Meet Manager*, *HyTek Team Manager* or *HyTek Team Manager Lite* by emailing an entry file to the Regional Manager on or before **5:00 pm, January 28, 2009**. It will also be necessary to mail a hard copy of the same entry file to the Regional Manager to be received no later than **5:00 pm, January 30, 2009**. No other means of entry will be accepted. **Include those athletes swimming on relays that are not in the individual events. Completed divers' entry forms MUST accompany your Regional entry.** All appropriate signatures must also be on the hard copy of the entry file and Divers' forms or the entry file and Divers' forms will **not** be accepted by the Regional Manager. 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 be in the Regional electronic entry file when received by each Regional Manager. The information need to be in the following order, Last Name, First Name, Middle Initial and Birthday.

Be sure the entry file is filled out listing the swimmer's best time for seeding purposes. Please use **full names and grade number** on the entry form. **List those athletes swimming a relay that are not in individual events and include all alternates.** Be sure the school name and code is listed according to the KHSAA (page 12). Double check your entry for accuracy and make a printed copy for your records.

There are no time standards for Regional Meets, except in the 500 freestyle. The cut-off time for boys is 6 minutes and 30 seconds. The cut-off time for girls is 7 minutes. Swimmers not making these cut off times in the preliminaries will not be allowed to swim in the finals. In timed final meets, swimmers not making the cutoff times will not be eligible to score points.

Regional entries and results may not be posted on a website or distributed outside each Regional venue until February 9, 2009. Regional entries and results may be distributed to the Media, approved by the KHSAA Sports Information Director.

#### **NUMBER OF EVENTS / INDIVIDUAL ENTRIES**

A swimmer or diver may enter a maximum of **four (4) events**, no more than **two (2)** of which may be individual events. Once a competitor swims in the preliminaries of an event it counts as an event regardless of whether or not they make the finals.

#### **TEAM ENTRIES**

Teams are limited to **four (4) entries in each event**, except relays. No more than **two (2) alternates** may be listed on the entry form in each event. A team may be represented by only **one (1) relay**.

#### **RELAY CARDS**

Relay cards will be available from each Regional Manager. **Alternates** on relays shall be listed on relay cards. Other specific information regarding relay entries will be available from each Regional Manager.

#### **CERTIFICATE OF ELIGIBILITY / ROSTER SHEET**

The Certificate of Eligibility or Roster must accompany the entries from each school. The KHSAA Certificate of Eligibility (KHSAA Form No. GE15) is found on the KHSAA Website. Swimmers not listed on the Certificate of Eligibility or team roster will not be allowed to participate. Team members that become eligible after the Regional Meet must be submitted on an additional eligibility/roster sheet for State competition.

#### **AWARDS**

Medals will be awarded for individuals for places 1-3 ribbons will be awarded to places 4-6. Trophies will be awarded to the winner and runner-up for boys' and girls' teams.

#### **QUALIFIERS FOR STATE MEET**

The top two (2) swimmers or divers in each event from each Regional Meet, plus the next fastest 14 times from the state-at large achieved at the Regional Meets, will qualify for the Pannell Swim Shop/KHSAA State Swimming and Diving Meet. The coach or school representative is responsible for contacting the Regional Manager to determine the at-large qualifiers. This information will be available from your Regional Manager on Sunday evening, February 8, 2009, after the seeding meeting earlier that day.

#### **RULES**

The 2008-2009 National Federation Swimming and Diving Rules will be used.

#### **KHSAA INCLEMENT WEATHER STATEMENT**

With the possibility of inclement weather (to include thunder), we remind you that you should be prepared to move to a place of shelter in the event of bad weather conditions. Should it begin to rain, the meet will continue on schedule unless there are signs of lightning or thunder. Should weather conditions force a postponement or delay spectators should immediately leave the bleacher area and heed any announcements made by meet management. In accordance with adopted KHSAA policy, if the meet is suspended, the minimum suspension will be 30 minutes after the last sight of lightning or sound of thunder. In all circumstances, use prudent judgment in determining whether or not fans are allowed to remain in the pool area or bleachers. When the decision is made to resume the meet, there will be an announcement made over the public address system, and prior to the resumption of the meet; a warm-up period will be given to the teams. The warm-up period is at the discretion of the referee. If the severe weather is of great length or intensity, the referee has the responsibility and authority to postpone meet until the makeup date.

#### **STARTING PROCEDURE**

##### **FORWARD STARTS**

1. Starter/referee signals the swimmers with a series of short whistles (no fewer than 4) to approach the blocks and prepare to swim, followed by the announcer or starter/referee announcing the event/distance/heat ("*Event 2, Heat 1, 200 Yard Freestyle*" or "*Heat 2, 200 Yard Freestyle*").

2. When all swimmers have approached the blocks, starter/referee blows a long whistle for the heat to step onto the block and take their preparatory position.
3. When all swimmers are at the wall, the referee immediately turns the heat over to the starter with an outstretched arm. Once the Referee turns the heat over to the Starter, no other swimmers are allowed to enter the heat.
4. When the swimmers are prepared, the starter says "Take your mark."
5. When swimmers have assumed the correct starting position and are stationary, starter activates the starting signal.

#### BACKSTROKE STARTS

1. Starter/referee signals the swimmers with a series of short whistles (no fewer than 4) to approach the blocks and prepare to swim, followed by the announcer or starter/referee announcing the event/distance/heat ("*Event 10, Heat 1, 100 Yard Backstroke*" or "*Heat 2, 100 Yard Backstroke*").
2. When all swimmers are at the side of the blocks, starter/referee blows a long whistle for the heat to immediately step into the water. When all swimmers have surfaced, starter/referee blows a second long whistle to have the swimmers return to the wall and immediately assume their starting positions.
3. When all swimmers are at the wall, the referee immediately turns the heat over to the starter with an outstretched arm. Once the Referee turns the heat over to the Starter, no other swimmers are allowed to enter the heat.
4. When the swimmers are prepared, the starter says "Take your mark."
5. When swimmers have assumed the correct starting position and are stationary, starter activates the starting signal.

#### Miscellaneous Information

1. Need a minimum of 1 Certified Official to run a dual meet, a minimum of 2 Officials to run a meet with more than 2 teams and a minimum of 4 Officials to run an Invitational meet. Payment for Officials is as follows: \$40 for a dual meet, \$60 for a meet with 4 or more teams, \$65 for the Regional Meet. In order for the any meet to be official, one the certified Officials must sign the final meet results with his/her Official's number.
2. Regional Entries
  - a. Hytek entries only
  - b. School Name and Team Code should be as listed by the KHSAA.
  - c. For each team: 4 entries per event, 1 relay team per event
  - d. For individuals: 2 individual events and 2 relays or 3 relays and 1 individual event
  - e. Relay times must be entered
  - f. "Relay only" swimmers' names need to also be entered into their relay
  - g. Alternates, 2 per event, count as an event entered.
  - h. Divers' entry forms must accompany Regional entry form including correct signatures (diver's and coach)
  - i. Correct signatures must be on all hard copy entry forms
  - j. Enter grade for each swimmer
  - k. In order for proof of times for USA swimmers, the USA swimmers' ID numbers must be placed in the ID field of Team Manager or Meet Manager and be in the Regional electronic entry file when received by each Regional Manager.
  - l. Enter times to the hundredth of seconds
  - m. Remember school name, Region, coaches information
3. Eligibility Sheet information must be completed accurately
4. The names of all Regional Referees and Officials must be emailed to Jan Goff by 12/1/08 for approval to work the Regional meet. Notification will be sent back to the Regional Manager on or about 1/5/09.
5. Each region must provide the names of 2 certified diving judges willing to judge the regional and state meets to Jan Goff and Dan Lichty no later than 1/1/09.
6. Each region must provide the names of 2 experienced timers per session (Boys/Girls Finals for each) for the State Meet to Jan Goff no later than 1/1/09.
7. At Championship meets (Regional and State meet), a no show is a disqualification from the rest of the meet. Once the Referee turns the heat over to the Starter with an outstretched arm, the heat is closed. From this point forward no swimmer will be allowed to "jump" up on the block.
8. Use an air horn for a recall start - guns or recall ropes are not allowed.
9. Taunting is not allowed on the deck.
10. A team is not allowed to warm-up unless a Coach is present. Feet first entry for warm-ups.

### DIVING

Each contestant shall submit a written description of dives on diving sheet which includes the number, the position, the degree of difficulty and the order in which dives will be attempted for all levels of the competition preliminaries through the finals. **These sheets must be submitted with the meet entry.** Only 2008-2009 National Federation of High School Diving Sheets are to be used. This final diving form shall be signed by the contestant and the coach at the time of submission. Dives may be changed up to one hour prior to the start of the diving competition.

Please follow the instructions listed on the back of the diving form. The order of dives is as follows:

**Preliminaries:** any two (2) voluntary dives and three (3) optional

**Semi-finals:** two (2) voluntary dives and one (1) optional (all five (5) groups of dives must be represented in the first eight (8) rounds)

**Finals:** one (1) voluntary dive and two (2) optional

In championship meets, the competition shall consist of five (5) voluntary dives and six (6) optional dives. The five (5) voluntary dives shall come from each of the five (5) groups, with their assigned DD and have a sum total of 9.0 or less. The six (6) optional dives shall include at least one (1) chosen from each of the five (5) groups. No more than one (1) optional dive from the same group is permitted through the semi-finals. (See National Federation of High Schools Rules Book Rule 9, Section 4, Article 1, a., b., c., & d. page 61).

### SCORING

Twelve (12) place scoring shall be used for the Regional Meets. Rule 7 Article 3 b. , For all relays, double the individual points possible for that place.

#### 12 PLACE SCORING

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

### RELAY PROCEDURE

Coaches must submit their relay cards according to the schedule included in the meet packets, to the Regional Manager. The relay cards may include as many as eight (8) names. The four (4) swimmers who are competing in the preliminaries should be marked (**it is suggested that the lead off swimmer be designated**). No names may be added or deleted after this time. Being listed on the card does not count as an event unless the competitor actually competes in the event. Coaches will need to mark those competing in the finals (**it is suggested that the lead off swimmer be designated**) according to the time sensitive schedule.

NOTE: Under no circumstances can a swimmer be scratched from an individual event in order to swim in a relay. This includes qualifying from prelims to finals in regional and state competition. Example: A swimmer who qualifies for the state meet in an individual event may not scratch from that event in order to swim in a relay.

A relay team that qualifies for the Pannell Swim Shop/KHSAA State Meet may be changed from the region to the Pannel Swim Shop/KHSAA State Meet. (Different swimmers may be entered at the State Meet than those that competed in the Regional Meet.)

### DECLARED FALSE START

A declared false start must be reported to the referee by the competitor at a time designated by meet management.

### ON SITE SHAVING

On site shaving is prohibited at the competition site.

### MISCELLANEOUS

PLEASE CHECK INFORMATION AND MAKE SURE ENTRY FORMS ARE FILLED OUT COMPLETELY. COACHES, PLEASE COOPERATE WITH YOUR REGIONAL DIRECTOR BY GETTING YOUR ENTRIES IN ON TIME AND FULLY COMPLETED. **THE ENTRY DEADLINE WILL BE STRICTLY ADHERED TO!**

## **KHSAA RULES AND REGULATIONS**

### **Governing Swimming Meets**

*[Adopted by the Board of Control]*

*[Case situations refer to rulings and interpretations used to interpret and administer these provisions which can be found in the Case Situation section of the Handbook. [When possible, additional cross-referencing information has been included].*

#### **I) Assignment of Schools to Regions**

The Kentucky High School Athletic Association shall sponsor postseason competition in swimming and diving for boys and girls, provided that fifteen (15) percent of the member schools declare intentions to participate in said competition. Member schools desiring to participate in KHSAA sponsored postseason competition shall notify the Association office prior to November 1. The Commissioner shall divide the state into geographic sections with the approval of the Board of Control. Newly added or deleted programs will be handled on a case by case basis by the Commissioner's office.

As of August 1, 2008, the alignment is as follows —

REGION 1 - Allen County-Scottsville, Apollo, Barren County, Bowling Green, Butler County, Caldwell County, Calloway County, Community Christian Academy, Christian County, Christian Fellowship, Crittenden County, Daviess County, Franklin Simpson, Fort Campbell, Glasgow, Graves County, Green County, Greenwood, Heath, Henderson County, Hickman County, Hopkins County Central, Hopkinsville, Livingston Central, Logan County, Lone Oak, Madisonville-North Hopkins, Marshall County, Mayfield, Muhlenberg South, Muhlenberg North, Murray, Ohio County, Owensboro, Owensboro Catholic, Paducah Tilghman, Reidland, Russellville, St. Mary, Trigg County, University Heights, Warren Central

REGION 2,- Assumption, Atherton, Ballard, Brown, Bullitt Central, Bullitt East, **Butler**, Central, Christian Academy-Louisville, Doss, Dupont Manual, Eastern, Evangel Christian, Fern Creek, Holy Cross (Louisville), Kentucky Country Day, Kentucky School f/t Blind, Louisville Collegiate, Male, Mercy, North Oldham, Oldham County, Pleasure Ridge Park, Presentation, Sacred Heart, Seneca, Shawnee, South Oldham, St. Francis, St. Xavier, Trinity (Louisville), Waggener, Whitefield Academy

REGION 3 - Adair County, Anderson County, Bethlehem Boyle County, Campbellsville, **Casey County**, Central Hardin, Danville, East Jessamine, Elizabethtown, Eminence, Frankfort, Fort Knox, Franklin County, Garrard County, John Hardin, **Henry County**, Kentucky School f/t Deaf, Larue County, Marion County, Meade County, Mercer County, Nelson County, North Hardin, Russell County, Scott County, Shelby County, Spencer County, Taylor County, West Jessamine, Western Hills, Woodford County

REGION 4 - Ashland Blazer, Beechwood, Boone County, Boyd County, Calvary Christian, Campbell County, Conner, Covington Catholic, Covington Latin, Deming, Dixie Heights, Elliott County, Fleming County, Highlands, Holmes, Holy Cross (Covington), Lloyd Memorial, Mason County, Notre Dame Academy, Owen County, Rose Hill, **Rowan County**, Russell, Ryle, Scott, Simon Kenton, St. Henry, St. Patrick, Villa Madonna

REGION 5- Allen Central, Barbourville, Berea, Bourbon County, Bryan Station, East Ridge, George Rogers Clark, Harrison County, Henry Clay, Johnson Central, Knott County Central, Knox Central, Lafayette, Letcher, Lexington Catholic, Lexington Christian, Madison Central, Madison Southern, Model, Montgomery County, Monticello, Oneida Baptist Institute, Paris, Paul Dunbar, Piast, Sayre, Pulaski County, Somerset, Southwestern, Tates Creek, Williamsburg

#### **IV) Contestants**

A school may enter any eligible student-athlete in the postseason region meet. All entries in KHSAA postseason play shall be done electronically using the Association designated software application.

The deadline for entry is not later than one week prior to the start of the regional meet.

A school may enter as many as four contestants in each event at the regional meet except for the relay events. A school may enter only one relay team in each relay event at the regional meet. National Federation Swimming and Diving Rules shall apply at all regional meets and at the state meet.

To be eligible to participate in the regional and state meets, a contestant must have competed in at least two meets on a team representing a member school.

Any otherwise eligible contestant whose name is on the entry blank may be substituted for the original entry prior to the time that heats are set up for the regional meet. The regional manager shall establish this deadline. In the State Meet, relay teams need not be composed of the same contestants as those in the regional meet. In relay events, eight (8) individuals may be listed as entries, any four (4) of which shall be assigned to swim. Participating in the preliminary or final round of an event shall count as an event toward this limitation.

State qualifiers include the top two finishers in each event from each regional meet, as well as the next fourteen (14) at-large times from each event, or highest scores in the case of diving.

#### **V) Events**

All meets will have the following events: 200 Yard Medley Relay, 200 Yard Freestyle, 50 Yard Freestyle, 200 Yard Individual Medley, 1 Meter Diving, 100 Yard Butterfly, 100 Yard Freestyle, 100 Yard Backstroke, 500 Yard Freestyle, 100 Yard Breaststroke, 400 Yard Freestyle Relay and 200 Freestyle Relay.

#### **VI) Champion**

Contestants finishing in the first sixteen places shall be awarded points in accordance with National Federation Swimming and Diving Rules. The champion will be the team with the greatest number of points.

#### **VII) Trophies and Awards**

A) Region.

- 1) Trophies will be given to the team winner and runner-up .
- 2) Awards will be given to top six (6) finishing in each event at the regional meet.
- 3) The Association will bear the costs of all trophies and medals at the regional meet.

B) State.

- 1) Trophies will be awarded to the teams finishing first, second, third and fourth at the state tournament.
- 2) Awards will be given to the top eight (8) individuals finishing in each event at the state meet.
- 3) The Association will bear the costs of all trophies and medals at the state tournament.

#### **VIII) Finances**

A) Region

- 1) The finances of the regional meet will be managed at the regional level.
- 2) The regional competing schools shall decide any distribution of net profit/loss, which shall be shared.

B) State

- 1) The Association will finance the state tournament.
- 2) Schools are responsible for the expenses of competitors participating in the state meet.

#### **IX) Special Tournament and Regular Season Rules**

A) Specifications for Swim Venues

The specifications for recommended and required standards for swim venues to be used in post-season competition may be developed by Association staff and Advisory Committees and approved by the Board of Control.

B) Additional Rules for Contests

Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in meets in Kentucky and will be distributed to the membership when relevant.

#### **IX) School Personnel to Accompany Team**

In accordance with Bylaw 20, each school having participants in a KHSAA event shall send a school designee to accompany the team. This person should be designated in writing by the Principal and approved by the local Board of Education.

[See Case Situations on Page 101-102]

#### **II) Dates and Sites for Meets**

The Commissioner with the approval of the Board of Control shall determine the date and site of the regional and state meets. All meets will be held within the dates indicated on the Memorandum Calendar unless otherwise approved in writing by the Commissioner.

Schools interested in hosting a regional meet must submit their request in writing prior to October 1 of the tournament year. The applicant shall supply information relating to seating and parking facilities and such other information as may be requested by the Commissioner. Application forms for hosting tournaments in all sports are provided to each member school by the Association.

The Board of Control shall determine the site of the state finals after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.

### **III) Meet Managers**

The Commissioner will appoint a manager for each of the regional meets, and shall serve as the manager for the state meet. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event. It is the duty of regional managers to notify all schools participating in the meet as to the time and place of the meet, to supply them with entry blanks, to invite their participation, and make all arrangements to conduct the meet. It is also the duty of the manager to arrange the contestants into heats for the preliminary events. It is an explicit duty of each tournament manager to inform the association IMMEDIATELY as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. The Board of Control has approved the policy that the receipts of a tournament can be assessed (a fine levied against the manager) for failure to comply with these provisions.

### **IV) Contestants**

A school may list an unlimited number of entrants on an Eligibility List (KHSAA Form GE15) which is to be submitted to the manager of the regional tournament not later than one week prior to the start of the tournament.

At the discretion of the Association, an entry form may substitute for this list. This list must include all names of anyone who is to be eligible to participate in the postseason as additions to the list are not allowed, with the exception of a documented clerical error as referred to in Bylaw 14. Each manager is responsible for the forwarding of the list to future rounds of tournament play.

A school may enter as many as four contestants in each event at the regional meet except for the relay events. A school may enter only one relay team in each relay event at the regional meet. National Federation Swimming and Diving Rules shall apply at all regional meets and at the state meet.

To be eligible to participate in the regional and state meets, a contestant must have competed in at least two meets on a team representing a member school.

Any otherwise eligible contestant whose name is on the entry blank may be substituted for the original entry prior to the time that heats are set up for the regional meet. The regional manager shall establish this deadline. In the State Meet, relay teams need not be composed of the same contestants as those in the regional meet. In relay events, eight (8) individuals may be listed as entries, any four (4) of which shall be assigned to swim. Participating in the preliminary or final round of an event shall count as an event toward this limitation.

State qualifiers include the top two finishers in each event from each regional meet, as well as the next fourteen (14) at-large times from each event, or highest scores in the case of diving.

### **V) Events**

All meets will have the following events: 200 Yard Medley Relay, 200 Yard Freestyle, 50 Yard Freestyle, 200 Yard Individual Medley, 1 Meter Diving, 100 Yard Butterfly, 100 Yard Freestyle, 100 Yard Backstroke, 500 Yard Freestyle, 100 Yard Breaststroke, 400 Yard Freestyle Relay and 200 Freestyle Relay.

### **VI) Champion**

Contestants finishing in the first sixteen places shall be awarded points in accordance with National Federation Swimming and Diving Rules. The champion will be the team with the greatest number of points.

### **VII) Trophies and Awards**

#### **A) Region.**

- 1) Trophies will be given to the team winner and runner-up .
- 2) Awards will be given to top six (6) finishing in each event at the regional meet.
- 3) The Association will bear the costs of all trophies and medals at the regional meet.

#### **B) State.**

- 1) Trophies will be awarded to the teams finishing first, second, third and fourth at the state tournament.
- 2) Awards will be given to the top eight (8) individuals finishing in each event at the state meet.
- 3) The Association will bear the costs of all trophies and medals at the state tournament.

### **VIII) Finances**

#### **A) Region**

- 1) The finances of the regional meet will be managed at the regional level.
- 2) The regional competing schools shall decide any distribution of net profit/loss, which shall be shared.

#### **B) State**

- 1) The Association will finance the state tournament.
- 2) Schools are responsible for the expenses of competitors participating in the state meet.

### **IX) Special Tournament and Regular Season Rules**

#### **A) Specifications for Swim Venues**

The specifications for recommended and required standards for swim venues to be used in post-season competition may be developed by Association staff and Advisory Committees and approved by the Board of Control.

#### **B) Additional Rules for Contests**

Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in meets in Kentucky and will be distributed to the

membership when relevant.

**IX) School Personnel to Accompany Team**

In accordance with Bylaw 20, each school having participants in a KHSAA event shall send a school designee to accompany the team. This person should be designated in writing by the Principal and approved by the local Board of Education.

(See Case Situations on Page 101-102)

**2008-09 SWIMMING &  
DIVING**

**Participating Teams  
School Codes**

**(Alphabetically by  
School Name)  
As of 1/3/2008**

AB	Ashland Blazer
ADR	Adair County
ACS	Allen Co.-Scottsville
AC	Allen Central
AND	Anderson County
APO	Apollo
ASM	Assumption
ATH	Atherton
BAL	Ballard
BALM	Ballard Memorial
BBV	Barbourville
BAR	Barren County
BEE	Beechwood
BEL	Bellevue
BER	Berea
BETH	Bethlehem
BIS	Bishop Brossart
BOO	Boone County
BOU	Bourbon County
BG	Bowling Green
BC	Boyd County
BOY	Boyle County
BRN	Brown
BS	Bryan Station
BLC	Bullitt Central
BLE	Bullitt East
BU	Butler
BUT	Butler County
CALD	Caldwell County
CALL	Calloway County
CALV	Calvary Christian
CAM	Campbell County
CBV	Campbellsville
CAS	Casey County
CEN	Central
CH	Central Hardin
CAL	Christian Academy-Louis.
CHF	Christian Fellowship
CCA	Community Christian Academy
CON	Conner
COP	Copper
CC	Covington Catholic
CL	Covington Latin
CRIT	Crittenden County
DAN	Danville
DAV	Daviess County
DEM	Deming
DES	DeSales
DIX	Dixie Heights
DOSS	Doss
DM	DuPont Manual
EAS	Eastern
EJ	East Jessamine
ER	East Ridge
ET	Elizabethtown
EC	Elliott County
EM	Eminence
EV	Evangel Christian
FV	Fairview
FCR	Fern Creek
FLM	Fleming County
FCA	Fort Campbell
FTK	Fort Knox
FRT	Frankfort
FC	Franklin County

FS	Franklin-Simpson
GAR	Garrard County
GRC	George Rogers Clark
GLAS	Glasgow
GRA	Graves County
GRE	Green County
GW	Greenwood
HAR	Harrison County
HEA	Heath
HEN	Henderson County
HC	Henry Clay
HCO	Henry County
HIC	Hickman County
HGH	Highlands
HOL	Holmes
HCCO	Holy Cross (Cov.)
HCL	Holy Cross (Louis.)
HCC	Hopkins County Central
HOP	Hopkinsville
JH	John Hardin
JNC	Johnson Central
JBS	June Buchanan
KCD	Kentucky Country Day
KSB	Kentucky School f/t Blind
KSD	Kentucky School f/t Deaf
KCC	Knott County Central
KXC	Knox Central
LAF	Lafayette
LAR	LaRue County
LET	Letcher
LC	Lexington Catholic
LCA	Lexington Christian
LIV	Livingston Central
LLD	Lloyd Memorial
LG	Logan County
LO	Lone Oak
LCOL	Louisville Collegiate
MAL	Male
MDC	Madison Central
MDS	Madison Southern
MNH	Madisonville-North Hopkins
MAR	Marion County
MC	Marshall County
MS	Mason County
MAY	Mayfield
MEA	Meade County
MER	Mercer County
MCA	Mercy Academy
MOD	Model
MTG	Montgomery County
MON	Monticello
MHN	Muhlenberg North
MHS	Muhlenberg South
MUR	Murray
NE	Nelson County
NEW	Newport
NCC	Newport Central Catholic
NB	North Bullitt
NH	North Hardin
NO	North Oldham
NDA	Notre Dame Academy
OHI	Ohio County
OLD	Oldham County
OB	Oneida Baptist
OW	Owen County

OWB	Owensboro
OC	Owensboro Catholic
PT	Paducah Tilghman
PAR	Paris
PLD	Paul Dunbar
PS	Piarist
PRP	Pleasure Ridge Park
PRS	Presentation
PC	Pulaski County
REI	Reidland
RH	Rose Hill
ROW	Rowan County
RUS	Russell
RC	Russell County
RSV	Russellville
RYL	Ryle
SHA	Sacred Heart
SAY	Sayre
SCT	Scott
SC	Scott County
SEN	Seneca
SHAW	Shawnee
SHC	Shelby County
SK	Simon Kenton
SOM	Somerset
SOLD	South Oldham
SOU	Southwestern
SP	Spencer County
STF	St. Francis
STH	St. Henry
STM	St. Mary
STP	St. Patrick
STX	St. Xavier
TC	Tates Creek
TAY	Taylor County
TRG	Trigg County
TRN	Trinity (Louis.)
UHA	University Heights
VMA	Villa Madonna
WA	Whitefield Academy
WAG	Waggener
WACT	Warren Central
WAET	Warren East
WJ	West Jessamine
WH	Western Hills
WL	Williamsburg
WC	Woodford County

**DIVISION IV  
REQUIREMENTS AND  
REGULATIONS FOR  
COACHES AND  
SCHOOLS**

**Bylaw 27. Requirement for  
Coaches and Others  
Working With High School  
Teams**

**Sec. 1) Definitions**

**a) Level 1 Coaches**

An individual seeking a coaching position shall be categorized as Level 1 if such individual is a certified teacher and member of the regular school system faculty and meets the following criteria prior to assignment to coaching duties:

- 1) Is employed a minimum of three (3) regular periods for teaching classes, including physical education;
- 2) Is employed for supervision of study halls; and/or
- 3) Is exercising responsibilities in other activity assignments within the school schedule.

**b) Level 2 Coaches**

An individual seeking a coaching position shall be categorized as Level 2 if such individual meets the following criteria prior to assignment to coaching duties and does not meet the qualifications of Level 1:

- 1) Shall be 21 years of age;
- 2) Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony; and
- 3) Shall submit to a criminal record check under KRS 160.380.

4) Shall meet one of the following additional qualifications:

- i. Have graduated from a public or accredited high school and

hold a provisional or standard teaching certificate;

- ii. Have completed sixty-four semester hours of college credit from an accredited college or university as documented by

an official transcript; or

- iii. Be a graduate from a public or accredited high school and be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board.

- 5) Prior to assuming duties, Level 2 coaches shall successfully complete training provided by the local school district. The training shall include, but not be limited to, information on the physical and emotional development of students of the age with whom the Level II coach will be working, the district's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow up training shall be provided annually.

**c) One-time Waiver**

In the event that the member school is unable to staff head or assistant coaching positions in any sport or sport activity (including cheerleading) with a Level 1 or Level 2 individual, the member school may request through the Superintendent that the KHSAA allow for a one-time waiver of this rule in order that the additional time be available to find an applicant meeting the criteria.

**d) Head Coach**

As referred in this regulation, the head coach shall be the head varsity coach designated by the school and/or Board of Education unless otherwise noted in the bylaw.

**Sec. 2) Hiring and Employment Requirements**

**a) Required Level**

Level 1 or 2 individuals (head and assistant) may be assigned as the head or assistant coach in any sport or sport activity (including cheerleading).

**b) Member School Obligations in Hiring**

- 1) The Superintendent shall ensure that all assignments

for coaching duties comply with all applicable state and local policies.

- 2) The hiring process shall ensure that in considering those individuals seeking coaching duties, the most qualified individual shall be assigned. In considering qualifications, the qualifications desired for the position, the references, interviews and experience of those seeking the duties, and the education background shall be considered.

**c) Compensation**

Any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education and the entire coaching salary shall be paid through such board in accordance with local Board of Education policy.

**Sec. 3) Post Hire Requirements and Requirements for Continuing Coaching Duties**

**a) C.P.R.**

All coaches (head and assistant) at any level in all sanctioned sports and sport activities (including cheerleading) shall provide documentation of successful completion of a C.P.R. course, as approved by a college or University, the American Red Cross, American Heart Association or other bona fide accrediting agency, and such shall be timely and appropriately updated as required by the approving agency.

**b) Kentucky Coaches Education Program**

- 1) The Kentucky Coaches Education Program has been approved as the coaching education program in Kentucky. Such program shall include an eight-hour course of study to include a KHSAA approved Coaches Education Program, KHSAA rules information and local district policies. All course requirements for certification in the coaching education program, including completion of the exam to be graded and

registered with the Kentucky Coaches Education Program, shall be completed prior to the start of the competitive season. The cost of attending the KHSAA Kentucky Coaches Education Program will be the responsibility of the individual coach(es). Local school districts or local schools may, upon successful completion of all coaching education requirements including all examinations, reimburse the coaches for the expense of attending the course.

2) Level 1 individuals assigned to duties as a coach (head and/or assistant), who are hired as a member of the school system faculty for the first time following the 1995-96 school year shall take and complete all requirements for the Kentucky Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.

3) Level 2 individuals assigned to duties as a coach (head

and/or assistant) shall take and complete all requirements for the Kentucky Coaches Education Program as detailed in Section b(1) above within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first.

c) Medical Symposium

1) All persons employed as head coaches in all sanctioned sports and sport activities (including cheerleading) shall attend

every two years, a Sports Medicine Symposium sanctioned by the KHSAA, approved and conducted by the Kentucky Medical Association.

2) All member schools of the KHSAA shall pay the necessary expenses of coaches for the required attendance at the sanctioned Sports Medicine Symposium.

3) The penalty for noncompliance with this section may be 1) Suspension from coaching duties in all contests for a period not to exceed one year; 2) Suspension from coaching duties in KHSAA sanctioned postseason play for a period not to exceed one year; or 3) any penalty otherwise included in Bylaw 33.

d) KHSAA Rules Clinic

1) All head varsity coaches shall annually attend at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided such clinics are conducted under the authorization of the Commissioner.

2) The penalty for noncompliance with this section may be 1) Suspension from coaching duties in all contests for a period not to exceed one year; 2) Suspension from coaching duties in KHSAA sanctioned postseason play for a period not to exceed one year; or 3) any penalty otherwise included in Bylaw 33.