

*2011-2012
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*



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

To: Regional Swimming Managers

From: Assistant Commissioner Darren Bilberry

Date: January 9, 2012

Re: Regional Swimming and Diving Meets

Thanks you for agreeing to be Regional Meet Manager for Swimming and Diving for the 2011-2012 school year. It would be impossible to operate our athletics programs without the cooperation of people like you. The Regional Meets will be held from February 5 – February 11.

Enclosed please find a copy of the information that will be posted on the KHSAA website under Sports - Swimming. General Meet Management Guidelines are also included.

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.

Thank you again for all that you do and please do not hesitate to contact me if you have any questions.

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) before December 31, 2011.
- 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 18, 2012 (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 12, 2012 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. 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 Regional information is currently on the KHSAA Website (www.khsaa.org). In meets with preliminaries and finals a total of 18 swimmers (6 in the bonus heat, 6 in the consolation heat and 6 in the final heat) advance to the finals.

Immediately following the conclusion of your Regional Championships, email a copy of the Hytek backup file to Bill Tingley, Administrative Meet Referee, at btingley@insightbb.com

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REGIONAL SWIMMING AND DIVING CHAMPIONSHIPS

INFORMATION SHEET - 2012

DATE: February 5- Inclusive of Saturday February 11, 2012

Regional Manager / Sites	Regional Manager / Sites
<p>Region 1 Director: Jan Ward Work: (270) 688-4774 Home:(270) 684-5773 Cell: 270-315-9898 E-mail: jan.ward@omhs.org Site: Owensboro Health Park 1006 Ford Avenue Owensboro, Kentucky. 42301</p>	<p>Region 2 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: University of Louisville Ralph Wright Natatorium Louisville, Kentucky</p>
<p>Region 3 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</p>	<p>Region 4 Director: Mark Koors Work: (513) 977-3930 Home: (859) 331-9010 Cell: (859) 468-0123 E-mail: mkoors@fuse.net Site: Scott High School 5400 Old Taylor Mill Road Covington, Kentucky 41015</p>
<p>Region 5 Director: Barb Shafer Work: (859) 622-1035 Home: (859) 624-8632 Cell: 859-200-5783 E-mail: Barb.Shafer@eku.edu Eastern Kentucky University 521 Lancaster Avenue Richmond, Kentucky 40475 Site: Eastern Ky. University Richmond, Kentucky</p>	

REGIONAL MANAGERS

Immediately following the conclusion of your Regional Championships, email a copy of the Hytek backup file to Bill Tingley, Administrative Meet Referee, at btingley@insightbb.com

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, February 1, 2012**. 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, February 3, 2012**. 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 13, 2012. 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. 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.

REGIONAL SCORING FORMAT

Please note the Regional finals format this year. There will be a championship, consolation and non-scoring bonus heat for finals in each event. This format will allow 18 swimmers (per event) to swim at finals. The top two finishers in

each event will advance automatically to the State Championships. The next ten times taken from all three heats will be considered for at large positions. No more than twelve participants from any one region will advance in any event.

AWARDS

Medals will be awarded for individuals for places 1-3, ribbons will be awarded to places 4-12. 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 22 times from the state-at large achieved in all finals heats 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 12, 2012, after the seeding meeting earlier that day.

RULES

The 2011-2012 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 NFHS Rule 3-1-1
 - d. For individuals: 2 individual events and 2 relays or 3 relays and 1 individual event NFHS Rule 3-2-1
 - e. Relay times must be entered
 - f. "Relay only" swimmers' names need to also be entered into their relay
 - g. Alternates, 2 per Individual event, count as an event entered.
 - h. Relay Alternates, 4 per relay, must be listed on the card and in the electronic entry file does not count as an event entered unless competed. NFHS Rule 3-2-3 par 3
 - i. Divers' hardcopy entry forms must accompany Regional entry form including correct signatures (diver's and coach) Divers must be entered into the diving event in the electronic entry file
 - j. Correct signatures must be on all hard copy entry forms
 - k. Enter a number grade for each swimmer
 - l. 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.
 - m. Enter times to the hundredth of seconds
 - n. Remember school name, Region, coaches information
3. Eligibility Sheet information must be completed accurately and submitted with the entry
4. The names of all Regional Referees and Officials must be emailed to Jan Goff by **1/20/12** for approval to work the Regional meet. Notification will be sent back to the Regional Manager on or about **1/21/12**.
5. **Each region must provide the names of 2 certified diving judges willing to judge the regional and state meets to Jan Goff and Fred Waits no later than 12/31/11.**
6. **Each region must provide the names of 2 experienced timers per session (Boys/Girls Prelims and Finals for each) for the State Meet to Jan Goff no later than 2/1/12.**
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 KHSAA Certified Coach is present. KHSAA Bylaw 27 Section 1
Note: We will enforce the following rule: 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 2011-2012 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. KHSAA Rule 7 Article3 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 included in the meet packets at a specific time and place set by the Regional Manager and the card turn in to the Regional Manager or their designate. 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 according to the specific time and place set by the Regional Manager and the card turn in to the Regional Manager or their designate. (**it is suggested that the lead off swimmer be designated**) NFHS rule 3-2-3

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.
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Swimmers on a relay team that qualifies for the Pannell Swim Shop/KHSAA State Meet may be changed from the region to the Pannell Swim /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 & Diving Meets

(Adopted by the Board of Control)

(Case situations refer to rulings and interpretations used to administer these provisions which can be found in the next section of the Handbook)

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, 2011, 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 County, Murray, Ohio County, Owensboro, Owensboro Catholic, Paducah Tilghman, Reidland, Russellville, South Warren (beginning 2010-11), St. Mary, Trigg County, University Heights, Warren Central, Warren East

Region 2,- Assumption, Atherton, Ballard, Brown, Bullitt Central, Bullitt East, Butler, Central, Christian Academy-Louisville, Doss, Dupont Manual, Eastern, Evangel Christian, Fairdale, Fern Creek, Holy Cross (Louisville), Jeffersontown, 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, Collins (beginning 2010-11), 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, Cooper, Covington Catholic, Covington Latin, Deming, Dixie Heights, East Carter, 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, West Carter

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 Laurence Dunbar, Piarist, Sayre, Pulaski County, Somerset, Southwestern, Tates Creek, Williamsburg

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 shall 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.

To be considered for region assignment, the host school shall own a current license to the Association designated software application for managing region entries and results.

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 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 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 shall 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 twenty two (22) 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 postseason 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.

(Case situations related to this sport appear following the Tournament Rules section)

(Case situations related to this sport appear following the Tournament Rules section)

**2011-12 SWIMMING &
DIVING**

**Participating Teams
School Codes**

**(Alphabetically by
School Name)
As of 1/24/2011**

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
ECA	East Carter
ER	East Ridge
ET	Elizabethtown
EC	Elliott County
EM	Eminence
EV	Evangel Christian
FRD	Fairdale
FAD	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
JEF	Jeffersontown
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
MHC	Muhlenberg County
MUR	Murray
NE	Nelson County
NEW	Newport
NCC	Newport Central Catholic
NB	North Bullitt
NH	North Hardin
NOLD	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
SW	South Warren
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
WCA	West Carter
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 that 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; 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 that 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 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) Waiver of 64-hour requirement

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 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 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 that board in accordance with local Board of Education policy.

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

a) C.P.R. and AED Training

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 including the use of an Automatic External Defibrillator and the requisite First Aid Training, as approved by a college or University, the American Red Cross, American Heart Association or other bona fide accrediting agency. Initial certification must use in-person instruction and certification must be timely and appropriately updated as required by the approving agency.

b) Coaches Education Program

1) A Coaches Education Program has been approved as the coaching education program in Kentucky. The program shall include a course of study to include a KHSAA approved Coaches Education Program, KHSAA rules information and local district policies. The cost of attending the KHSAA Coaches Education Program shall 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 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 or assistant) shall take and complete all requirements for the KHSAA Approved 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) Sports Safety Training
- 1) Each coach (head and assistant, including cheerleading) at all levels (grades 9-12) shall be required to complete a sports safety course consisting of training on how to prevent common injuries.
 - i. The content of the course shall include emergency planning, heat and cold illnesses, emergency recognition, head injuries, neck injuries, facial injuries and the principles of first aid.
 - ii. The course shall be taught by a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky.
 - iii. The course material and content shall be updated every thirty (30) months.
 - iv. Each coach having completed the course shall re-certify by taking the course not less than

- once every two (2) years.
 - 2) Successful completion of the course shall constitute a passing score.
 - 3) For the 2009-2010 school year, at least one coach who has completed the course as described in Sec. C (1), or a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky shall be at every high school athletic practice and competition (including cheerleading).
 - 4) Beginning with the 2010-2011 school year, each coach (head and assistant, including cheerleading) at all levels (grades 9-12) shall have successfully completed the sports safety course.
 - 5) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.
- d) Medical Symposium Updates
- 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. All member schools of the KHSAA shall pay the necessary expenses of head coaches for the required attendance at the sanctioned Sports Medicine Symposium.
 - 2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.
- e) 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 these clinics are conducted under the authorization of the Commissioner.

- 2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 33.

(Case situations related to this bylaw appear following the Bylaws section)