



Swimming Manual 2008-2009

MSHSAA
Missouri State High School Activities Association

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PLEASE NOTE: New wording has been underlined,
and areas of emphasis are in **bold** text.

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PURPOSE AND PHILOSOPHY

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater commentary on incidental information included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.

- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are: to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; and to evaluate and compare the best knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- E. **SUPERVISION OF COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary to instill this respect in players. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest must be well-chaperoned. The good conduct of students will leave a good impression of the entire school. A school also should inform its players, students, coaches and fans of the role contest officials play in education through athletics. When informing people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booing of officials leads to booing of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: USING THIS MANUAL

All coaches and athletic administrators shall read this manual carefully. Make note of all deadline dates for submitting entry forms which relate to swimming and diving. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office, 1 N. Keene St., P. O. Box 1328, Columbia, Missouri 65201-6645. Phone No.: (573) 875-4880. Fax No.: (573) 875-1450. Website: www.mshsaa.org.

NOTE: New wording has been underlined and areas of emphasis are in bold text.

SECTION 2: CHAMPIONSHIP SCHEDULE

- A. **STATE SWIMMING & DIVING MEETS:** The Boys and Girls State Championships will be held at the St. Peters Rec-Plex on the following dates:
1. Boys: Friday and Saturday, November 14-15, 2008.
 2. Girls: Friday and Saturday, February 20-21, 2009.

B. **TIME SCHEDULE FOR STATE MEETS:** Please Note that the state meet facilities will not be available for practice other than during the times listed in the following schedule.

2008-09 BOYS AND GIRLS STATE MEETS: TIME SCHEDULE & ADMISSION

FRIDAY: Swimming Preliminaries

- 10:30AM:** Pass Gate Opens
11:00AM: Tickets go on sale and admission gates open
12:00 noon: Deck opens
12:30PM: Coaches Meeting
1:15PM: Swimming Warm-ups & Diving Practice
 1:15 - 1:35 p.m. - Group 1 Laps
 1:35 - 1:55 p.m. - Group 2 Laps
 1:55 - 2:15 p.m. - Group 3 Laps
 2:15 - 2:25 p.m. - Group 3 Take-offs Take-Offs:
 2:25 - 2:35 p.m. - Group 2 Take-offs Sprints: lanes 1,2,3
 2:35 - 2:45 p.m. - Group 1 Take-offs Relays: lanes 4 to 8 plus 2 in far end
2:45PM: Clear Pool
2:55PM: National Anthem
3:00PM: Swimming Preliminary Competition Begins
 Diving Practice may resume and may continue throughout Prelims

SATURDAY: Diving Preliminaries/Semifinals/Finals and Swimming Finals

- 6:50AM:** Pass Gate Opens
7:00AM: Diving Warm-Ups Begin
8:00AM: Tickets go on sale and admission gates open for DIVING
9:20AM: Diving Warm-Ups End
9:25AM: National Anthem
9:30AM: Diving Competition Begins
AFTER: Diving Awards Presented
 Spectator Stands are cleared for Swimming Session (Session 3)
2:00PM: Admission gates open for Swimming Finals
2:00PM: Swimming Warm-Ups
 2:00 - 2:30 p.m. - Lap Swimming All Schools - Both Ends
 2:30 - 2:45 p.m. - Sprint Take-offs (lanes 1, 2, 3, 4)
 Relay Take-offs (lanes 5, 6, 7, 8)
 Laps (Warm-Up Pool)
2:45PM: Clear Pool
2:55PM: National Anthem
3:00PM: Swimming Finals Competition Begins

ADMISSION PRICES:

- \$7.00:** Session 1 (Swimming Preliminaries)
\$7.00: Session 2 (Diving Preliminaries/Semifinals/Finals)
\$7.00: Session 3 (Swimming Finals)

C. ORDER OF EVENTS AT THE BOYS AND GIRLS STATE MEETS:

- | | |
|-------------------------------|------------------------------|
| 1. 200 Yard Medley Relay | 7. 100 Yard Freestyle |
| 2. 200 Yard Freestyle | 8. 500 Yard Freestyle |
| 3. 200 Yard Individual Medley | 9. 200 Yard Freestyle Relay |
| 4. 50 Yard Freestyle | 10. 100 Yard Backstroke |
| 5. One Meter Diving | 11. 100 Yard Breaststroke |
| 6. 100 Yard Butterfly | 12. 400 Yard Freestyle Relay |

SECTION 3: QUALIFYING STANDARDS

STATE MEET QUALIFIERS: Competitors who meet or exceed the following minimum state meet qualifying performance standards in approved meet competition will be eligible to enter the state meet. Ending Date for State Qualifying Performances: No performance (swimming or diving) that takes place after Saturday of Week 18 (November 8, 2008) for Boys and Week 32 (February 14, 2009) for Girls will be accepted for state qualification.

DIVING: State Qualifying Standards for 1M Diving

- A. **DD:** The total degree of difficulty for six (6) dives must be twelve (12.0) or higher.
- B. **Points:** The qualifying points necessary for both the boys meet and the girls meet are 210.
- C. **DIVE SELECTION - Six-Dive Meet:** As per the NFHS diving rules, in a six dive meet a diver must perform a voluntary dive (assigned DD through 1.8) and five optional dives. In order to qualify for state competition only: 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives must represent all five groups. The voluntary dive shall be selected from the voluntary group of the week according to NFHS Rule 9-4-6. [See Table to follow.]
- D. **DIVE SELECTION - Eleven-Dive Meet:** To qualify during a championship meet requiring eleven (11) dives, the competitor can pick six (6) of the eleven (11) dives by circling the dives to be used on the diving score sheet. In order to qualify for state competition only: 1) dives 101, 201, 301, 401 and 5111 may not be selected as an optional dive, and 2) the five optional dives selected for state qualification must represent all five groups. The MSHSAA and NFHS requirements for qualifying in a six (6) dive meet, including a dive from the voluntary group of the week, must be met. [See Table to follow.] The competitor must complete all eleven (11) dives.

See Following Page
for the Voluntary Dive
Group of the Week Table.

VOLUNTARY DIVE GROUP OF THE WEEK TABLE FOR 2008-09

	BOYS	VOLUNTARY GROUP	GIRLS
Week 1	Sept. 1 - Sept. 6	Forward Group	Dec. 8 - Dec. 13
Week 2	Sept. 7 - Sept. 13	Back Group	Dec. 14 - Dec. 20
Week 3	Sept. 14 - Sept. 20	Inward Group	Dec. 21 - Dec. 27
Week 4	Sept. 21 - Sept. 27	Twist Group	Dec. 28 - Jan. 3
Week 5	Sept. 28 - Oct. 4	Reverse Group	Jan. 4 - Jan. 10
Week 6	Oct. 5 - Oct. 11	Forward Group	Jan. 11 - Jan. 17
Week 7	Oct. 12 - Oct. 18	Back Group	Jan. 18 - Jan. 24
Week 8	Oct. 19 - Oct. 25	Inward Group	Jan. 25 - Jan. 31
Week 9	Oct. 26 - Nov. 1	Twist Group	Feb. 1 - Feb. 7
Week 10	Nov. 2 - Nov. 8	Reverse Group	Feb. 8 - Feb. 14

Note: See "End Date for State Qualifying Performances" on previous page.

25 YARD / 25 METER CONVERSION CHART

The following conversion chart provides the official conversion figures for the Boys and Girls State Meets.	BOYS: YDS/M	BOYS: M/YDS	GIRLS: YDS/M	GIRLS: M/YDS
200 Medley Relay	1.115	0.8969	1.116	0.8961
200 Freestyle	1.108	0.9025	1.108	0.9025
200 Individual Medley	1.111	0.9001	1.110	0.9009
50 Freestyle	1.119	0.8937	1.115	0.8969
100 Butterfly	1.114	0.8977	1.111	0.9001
100 Freestyle	1.111	0.9001	1.112	0.8993
500y/400m Freestyle	0.8749	1.143	0.8749	1.143
200 Freestyle Relay	1.116	0.8961	1.117	0.8953
100 Backstroke	1.111	0.9001	1.111	0.9001
100 Breaststroke	1.110	0.9009	1.112	0.8993
400 Freestyle Relay	1.114	0.8977	1.114	0.8977

BOYS STATE SWIMMING QUALIFYING STANDARDS

<u>BOYS EVENT</u>	<u>YARDS</u>	<u>METERS</u>
200 Medley Relay	1:48.99	2:01.52
200 Freestyle	1:54.29	2:06.63
200 Individual Medley	2:09.69	2:24.08
50 Freestyle	:23.29	:26.06
100 Butterfly	:57.89	1:04.48
100 Freestyle	:51.49	:57.20
500y/400m Freestyle	5:11.49*	4:32.52*
200 Freestyle Relay	1:36.09	1:47.23
100 Backstroke	59.49	1:06.09
100 Breaststroke	1:06.59	1:13.91
400 Freestyle Relay	3:34.99	3:59.49

*=Qualifying times that have changed since last year.

POOL SIZE: Please note that the Board of Directors has ruled that performances that take place in pools of distances less than 25-yards or 25-meters shall not be used for state qualification.

GIRLS STATE SWIMMING QUALIFYING STANDARDS

<u>GIRLS EVENT</u>	<u>YARDS</u>	<u>METERS</u>
200 Medley Relay	2:03.19	2:17.48
200 Freestyle	2:06.59	2:20.26
200 Individual Medley	2:23.39	2:39.16
50 Freestyle	:26.29	:29.31
100 Butterfly	1:04.79	1:11.98
100 Freestyle	:57.99	1:04.48
500y/400m Freestyle	5:40.99*	4:58.33*
200 Freestyle Relay	1:49.59	2:02.41
100 Backstroke	1:06.29	1:13.64
100 Breaststroke	1:14.19	1:22.49
400 Freestyle Relay	4:02.99	4:30.69

*=Qualifying times that have changed since last year.

POOL SIZE: Please note that the Board of Directors has ruled that performances that take place in pools of distances less than 25-yards or 25-meters shall not be used for state qualification.

SECTION 4: ENTRY PROCEDURE

A. GENERAL ENTRY INFORMATION

1. **TERMS:** Competitors must qualify for the state meet in accord with the procedures outlined in Section 5: Terms and Conditions.
2. **QUALIFICATION:** Only those competitors who meet or exceed the qualifying standards and any possible substitutes for relay teams shall be included on the state meet entries. (Refer to qualifying standards listed in Section 3 of this manual.) Competitors will be permitted to compete only in those events in which they have qualified and in which they are actually entered through the state meet entry process. Only those relay team members and relay alternates so entered through the state online entry process may compete in the relay events in the state meet.

B. ALL-SEASON PERFORMANCE TRACKING - P.C.S FORM & ONLINE: Coaches are required to 1) certify, and 2) submit online the state qualifying performances of their swimmers, divers and relay teams **throughout** the season.

1. **PERFORMANCE CERTIFICATION SHEET (P.C.S.):** All state qualifying performances must be certified by a meet official at the site of the performance. A blank PCS form will be enclosed in the Swimming Rulebook Packet sent to swimming schools in October and the form is also available on the MSHSAA website under the swimming area. The school's completed PCS is a required part of the state entry packet and the form must be kept current all season for submittal. Each entry's performance time/dive score must be certified on this sheet for the entry to be official. [Please note that the swimming official is certifying that the time/score achieved is accurate, NOT that the time/score written down by the coach was a state qualifying time/score.]
2. **ONLINE PERFORMANCE TRACKING ON www.DirectAthletics.com:** Coaches must submit any state qualifying performances on the Direct Athletics Online Performance Tracking System, as soon as possible after the respective meet, but **NO LATER THAN SEVEN DAYS following** the meet. Submittals shall take place in an ongoing fashion throughout the swimming and diving season. There will be a fine of \$25.00 to have Direct Athletics accept a performance after this one week period closes. Please refer to the instructions available on the MSHSAA website, under the swimming/diving area for more information and the steps to follow. There is some set-up required for use of this online tracking system, such as creating a username/password; please allow time for set-up prior to the due date for your first meet.
 - a. **Location:** www.DirectAthletics.com
 - b. **Timeline:** Coaches will have ONE WEEK from the date of the meet to submit state qualifying performances to the Direct Athletics Online Performance Tracking System.

C. ONLINE STATE ENTRY DECLARATIONS

1. **ENTRIES:** A school team shall be permitted a maximum of four (4) entries in each individual event, and one (1) team in each relay event. An individual competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events. (See NFHS Rule 3-2-1)

EXAMPLE

Swimmer A's events: Made Auto Time 200 Medley Relay
Made Auto Time 200 Individual Medley
Made Auto Time 100 Freestyle
Made Auto Time 200 Freestyle Relay
Made Auto Time 400 Freestyle Relay

In this example swimmer A is officially entered in two individual events and may swim on only two relay teams in the Preliminaries. For finals, even if the swimmer does not qualify in one of the two individual events, the swimmer may only compete in the same two relays as in the prelims; the swimmer **may not** compete on the third relay during finals.

2. **RELAYS:** In relay events, eight (8) competitors may be listed as entries, any four (4) of whom may be selected to swim at any level in the competition. (See NFHS Rule 3-2-2.) A relay entry is considered to be a team event. The competitors participating on the relay team achieving the state qualifying time during the season do not have to be listed as the official entries for the state meet.

3. **ONLINE ENTRY DECLARATIONS ON www.DirectAthletics.com:** Coaches must DECLARE the school's state entries at the conclusion of the season FROM your up-to-date performance tracking list on www.DirectAthletics.com. Your school's participants are not entered in the state meet until their performances are **DECLARED** in the online system. Please refer to the instructions available on the MSHSAA website, under the swimming/diving area for more information and the steps to follow.

- a. **Location:** www.DirectAthletics.com

- b. **Timeline:**

1. **Declaration Period Opens:**

- (a) Boys State: 6:00 a.m. Thursday, November 6, 2008 (Thursday of Week 18)

- (b) Girls State: 6:00 a.m. Thursday, February 12, 2009 (Thursday of Week 32)

2. **Declaration Period Closes and Fax Packet due at the MSHSAA office:**

- (a) Boys State: 12:00 Noon, Sunday, November 9, 2008 (Sunday of Week 19)

- (b) Girls State: 12:00 Noon, Sunday, February 15, 2009 (Sunday of Week 33)

- (c) Paperwork Due by Fax by above deadline (Refer to instructions and forms on MSHSAA website, under the swimming/diving area)

- i. Performance Certification Sheet (PCS)

- ii. Team Information Form/Pass List (TIF)

- iii. Diving: Qualifying Dive Scoresheet and 6 or 11-Dive Meet form for each qualifying diver.

- D. **STEP BY STEP ENTRY INSTRUCTIONS:** Instructions will be available on the MSHSAA website, under the swimming and diving activity area.

- E. **PSYCH SHEET REVIEW PERIOD:** From *around* noon on Monday prior to the state meet until *around* 10:00 a.m. on Tuesday, coaches will have a chance to error-check entries on the MSHSAA website. The Psych Sheets, for review, will be located in the swimming/diving activity area. This period will allow coaches to submit confirmable input errors only. Please refer to the State Entry Instructions Booklet on the MSHSAA website regarding the distinction between the changes that can be and CANNOT be made based on this review.

- F. **HEAT SHEETS:** Heats will be drawn in accord with NFHS Rule 5, Sections 2 and 3, and heat sheets will be available, when final, on the MSHSAA website under the swimming/diving activity area and published into a souvenir program which will be available for purchase at the state meet.
- G. **SUBSTITUTIONS:** All substitutions (for relay entries only) shall be made by FAX or phone no later than 4:00 p.m. on Wednesday preceding the start of the state meet. No relay entry substitutions will be permitted after this time except in the case of illness when such is certified to the meet manager by the school principal. No substitutions may be made in an individual event. A scratch meeting will be held following the State Coaches Meeting. Any competitor scratched (rather than declared false start) must be scratched in all events. (See NFHS Rule 3-2-4.) A substitution of a non-entered swimmer for an entered relay entry, as provided above, may be made only from the team's master eligibility roster. No further substitutions are permitted.

SECTION 5: TERMS AND CONDITIONS

A. GENERAL TERMS AND CONDITIONS

1. **REGISTRATION:** Only those schools submitting a sports registration fee for swimming & diving are eligible for state competition.
2. **COACH AND SEASON:** Before a school may enter competitors in the state swimming meets, it must have employed a swimming coach and offered instruction in swimming as provided in By-Law 120. To ensure that state events provide a culmination for established programs in individual schools, the Board of Directors has adopted an interpretation of By-Law 312.0 (b) & (c) to provide that "starting interscholastic competition after mid-season cannot be considered as an established program and will not qualify a school to enter state events."
3. **RULES:** The National Federation Swimming and Diving Rules shall be followed in all interscholastic competition in Missouri including the state meets.
4. **TOBACCO/ALCOHOL/DRUG RESTRICTION POLICY:** It is important that all adults involved in the interscholastic activities program set the proper example for our competitors with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statements to apply to all interscholastic events: Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when competitors are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA. Any student who uses tobacco, alcohol, or a controlled substance (other than prescription), while participating in an interscholastic contest shall be disqualified by the individual's school coach, the event manager, and/or tournament committee. This policy shall apply to the event grounds while the participant is directly involved with the competition.

B. STATE MEET INFORMATION TERMS AND CONDITIONS

1. **ADMISSION PRICES:** See Section 2 of this manual.
2. **AWARDS:** Trophies will be awarded to the first, second, third and fourth place teams. Medals will be awarded to the first eight (8) place winners in each event.
 - a. Individual awards will be presented to the competitors immediately following the respective event.
 - b. Teams placing first, second, third and fourth may order team place finish medals for the school team members. A form to order medals is located on the MSHSAA CD-ROM. These medals may only be purchased by the school.
3. **COACHES MEETING:** A coaches meeting will be held prior to the start of each state meet. All coaches are expected to attend this meeting.
4. **CO-ED COMPETITION:** MSHSAA By-Law 307.0 permits member schools to sponsor co-ed teams in the sport of swimming. However, under MSHSAA Board of Directors Policy, if a school sponsors only one team and permits both boys and girls to compete on that team, then they shall be eligible to **enter only the boys** state swimming/diving meet. Only girls will be permitted to enter the girls state swimming/diving meet.
5. **COMPETITOR SEATING:** An area on deck has been reserved for coaches and competitors only. This is a limited space and coaches should advise their fans that this is a restricted seating area.
6. **DECLARED FALSE STARTS:** A competitor may withdraw from a preliminary event or final with a declared false start. Notice must be given to the referee as per the following deadlines.

Prelims: Not later than first heat of preceding event (Event one 15 minutes prior)
Finals: At bull pen when called for the event swimmer or coach
Relays: Only one representative necessary
7. **DRESSING FACILITIES:** Lockers will be available in the dressing rooms for competitors to store their clothing while participating in the meet.
 - a. Each competitor should bring a lock to the meet to safely secure his/her locker.
 - b. Although deck security and lifeguards will be on duty, neither the host facility nor the MSHSAA will assume responsibility for the loss of any valuables or equipment.
 - c. Competitors must furnish their own towels.
 - d. All changing of attire should take place in the locker room.
 - e. Cell phones may NOT be used in the locker room.
8. **MEALS:** Various restaurants are available in the area, and a concession stand will be operating during the meet.
9. **OFFICIALS:** The MSHSAA and the host facility will furnish all officials, including the timers, judges, and other necessary personnel. All registered Swimming and Diving Officials are encouraged to participate in the state meet.
10. **PASSLIST AND PASSES:** Each competing school will submit a Team Information Form, listing support personnel who will be accompanying the athletes to the state

meet, for this purpose. The number of passes shall be limited to those persons listed on this form plus all swimming entries. Passes for the state meet will not be mailed to the school in advance. Passes may be picked up by the coach on Friday at the pool site. Administrator passes will be held at Will Call. In the event a pass is lost the bearer must pay for subsequent sessions of the meet.

NOTE: Only competitors who qualify for the state meet and a maximum of four other individuals will be admitted free on the pass list.

11. **PRELIMINARY RESULTS:** A list of qualifiers for the finals will be posted. Copies of the official heat sheet will be available to all coaches prior to the finals on Saturday.
12. **RESTRICTIONS:** Audible music is not permitted in the pool area. Balloons are prohibited inside and outside the building at the State Swimming Meets. Coolers and other food containers are prohibited as well. Jumping or throwing people (competitors, coaches, officials, spectators, etc.) into the pool is prohibited. Body paint and similar marking materials on competitors is prohibited by the MSHSAA.
13. **SCORING:** Sixteen places will be scored at the state meets in all individual and relay events in accordance with NFHS Rules 7-1 and 7-2.
14. **SPECTATOR SEATING:** There are no reserved sections for spectators. All seats are general admission.
15. **SUPERVISION:** All competitors MUST be accompanied by a coach or school administrator. Coaches shall be responsible for supervising their competitors at all times at the state meet. They shall assist the meet officials in controlling noise and preventing distraction by team members on the deck during the starting of races.
16. **TICKETS:** Tickets will be sold at the door as per the schedule shown in Section 2 of this manual.
17. **SUSPENSION OF MEET DUE TO EMERGENCY OR WEATHER:** A determination would be made based on the specific circumstances, as to the continuation of the meet. The swimming advisory committee believes the most feasible option would be a timed-final meet on Saturday, if prelims are not possible on Friday.

C. SWIMMING TERMS AND CONDITIONS

1. **HORN START:** All swimming events will be started by an automatic horn start, unless unforeseen circumstances prevent this.
2. **CONSOLATION FINALS:** Consolation finals for determining 9th through 16th places will be held in all events at the state meets. (See NFHS Rules 5-4-2, 7-1-4 & 5, and 9-4)
3. **PROMPT REPORTING NECESSARY:** All qualified competitors must report to the appropriate official when called by the meet announcer. Prompt reporting is important to the efficient operation of the meet.
4. **STATE MEET RECORDS:** For a relay performance to be recognized as a record

breaking performance in an open event at the state meet, the National Federation and the MSHSAA require that:

- a. the swimmer is the lead-off leg of the relay,
- b. the swimmer is leading at the end of the first quarter of the relay, and
- c. an automatic timing system is used, and functional.

D. DIVING TERMS AND CONDITIONS

1. **DIVE GROUP OF THE WEEK:** (See Table in Section 3 of this manual.)
 - a. In the event that a meet is underway, the diving event has started, and for some reason is interrupted and rescheduled, the divers must execute a dive from the designated voluntary group for the week of the original meet at the rescheduled meet. Example: Week 2, Back Group. The meet is suspended due to weather and rescheduled for Week 5. Two divers had already performed a dive from the voluntary group when the meet was interrupted. At the rescheduled meet the diving competition would resume using Back Group.
 - b. Should a meet be interrupted before the diving competition begins and is rescheduled, the divers in this case would execute a dive from the group designated for the week in which the rescheduled event is held.
 - c. For interstate competition, the Voluntary Group of the Week shall follow the schedule of the host school's state unless the state association determines otherwise.
 - d. See also "End date for State Qualifying Performances" for diving in Section 3.
2. **STATE PRACTICE TIME:** Diving practice will be allowed on Friday during swimming warm-ups and during preliminary swimming competition. See Section 2 for schedule specifics.
3. **WARM-UP:** Diving warm-ups on Saturday will not be divided into flights. Practice time will be available. See Section 2 for schedule specifics.
4. **STATE CUTS:** If less than 40 divers qualify for state competition, all divers shall be allowed to complete all five dives of the preliminary round, rather than cutting to 32 divers after the first three dives. If 40 or more divers qualify, a cut to 32 divers will take place after three rounds.
5. **STATE SCORESHEETS:** One official diving scoresheet must be completed for each diving entry and submitted to the diving referee no later than one hour before the beginning of diving competition. All diving sheets **MUST** be signed by the school coach and diver to comply with National Federation Rule 9-3-4. All divers must be listed on the state meet online entry form and a qualifying dive sheet must be faxed with the school's entry packet (see entry procedures and qualifying standards). Each diver must list his/her preliminary, semifinal and final dives on his/her scoresheet.
 - a. In championship meets, the diver becomes an official competitor when the scoresheet is submitted to the meet manager. (See NFHS Rule 9-3-3)
 - b. All diving competition will be conducted in accordance with NFHS Rule 9.

SECTION 6: POINTS OF EMPHASIS

- A. **WARM-UP SUPERVISION:** Do not allow swimmers and divers in the pool for warm-up or competition without the school coach or other recognized school faculty member at the site during the swimming and diving season.
- B. **UNIFORMS:** Refer to, and be familiar with, NFHS Rule 3-3 concerning the requirements for uniforms.
- C. **REGISTERED OFFICIALS:** At least one MSHSAA registered official shall be used to officiate interscholastic competition.
- D. **PROTEST PROCEDURE (MSHSAA Board Policy):** The Board of Directors adopted the following Policy, March, 1997, to address protests. The Board acknowledges that mistakes are made by officials in judgment and even sometimes in misapplication of game/sport rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school athletics.
1. Within the guidelines of each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels. (For the Sport of Swimming, if a head coach feels that an official has misapplied a rule, he or she shall make a request to the referee for a review of the decision).
 2. If after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then: [Swimming and Diving: file a formal protest (for State Swimming: on a Protest Card) with the Meet Director who will then notify the Meet Committee and the opposing coach(es) immediately]. A coach may not protest a decision of judgment.
 3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Sport Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual to locate and show the Meet Committee the appropriate rule reference and misapplication of the game/sport rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game/meet site or the specific rule reference(s) or case book situation(s) cannot be located with the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s), case book situation(s), or other information from the MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game/meet shall be resumed from the point of interruption after the correction. When appropriate, the game/meet officials may assist the head coach in locating appropriate rule and case book references.
 4. All Protests shall be resolved at the contest site before any further game/meet action occurs [Swimming and Diving: If further competition is not dependent upon a ruling, the meet may continue at the discretion of the Meet Committee.]

5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed. [Swimming and Diving: The protest must be made to the Meet Director (who will supply the Protest Card) immediately following the review by the Referee.]
6. The MSHSAA Board of Directors and/or staff shall not review contest protests.

E. MISSOURI ADOPTIONS IN REGARD TO NFHS SWIMMING RULE 3-2-3:

1. For invitational and championship meets, relay cards are required to be turned in by the relay team at the block at the beginning of the event and the card shall include the correct order of relay participants.
2. No relay cards are required for dual meets, however, changes in participating swimmers shall be reported verbally to the official scorekeeper prior to the beginning of the relay (changes in relay order need not be reported).

F. MEET LIMITS AND INDIVIDUAL ENTRY LIMITS:

1. MSHSAA By-Law 326.0: Special Sports Seasons (Swimming)
 - a2. (Boys) Contest limitation – 16 meets
 - b2. (Girls) Contest limitation – 16 meets
2. Interpretation of 16 meet limit: A school team at a single level, i.e. varsity team, may schedule no more than 16 meets and an individual athlete may participate in no more than 16 meets at any level or combination of levels. Swimmers are entitled to participate in 16 meets and divers also may participate in 16 meets. If a meet does not sponsor diving, that meet shall not count as a diver participating in one of his/her allowable 16 meets. However, it does count in the number of team meets scheduled. In this situation, a diver only could participate in a diving-only meet since the event was not scheduled in a regular swimming meet.
 - a. Example: School A has 16 meets scheduled. Meet 16 is a swimming relay meet and sponsors no diving event. The divers are invited to a diving-only meet. This is permissible because together “Swimming Meet 16” and “Diving Meet 16” create a complete 12 events and no individual will exceed 16 total meets. Note that any competitor competing in both “Swimming Meet 16” and “Diving Meet 16” must abide by the entry limits as if these two meets were in fact one
3. Double Duals: The MSHSAA Board has provided the following interpretation in regard to “double dual” meets and whether they should count as 1 meet or 2 meets. “Since the swimmers are actually swimming only one time, even though they are competing against 2 other schools, participation should count as only one of the 16 allowable meets.” (Scoring must meet NF Rule 7-1-2)
4. Individual Entry Limits: A swimmer/diver may not exceed the individual entry limitations outlined in the National Federation of State High School Associations Swimming and Diving Rules Book on one calendar day, and may not duplicate events if competing as a junior varsity and varsity competitor on the same day.

G. HAZING: Willful conduct directed at a student that is intended to physically or emotionally

intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

HARASSMENT: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

- H. **CELL PHONE POLICY:** The MSHSAA Board of Directors adopted a policy to prohibit the use of cell phones in locker rooms at MSHSAA events as a preventative measure and concern for an individual's privacy. Modern technology now permits a "picture phone" to distribute a picture to the internet with uncontrolled distribution. To be proactive and prevent perhaps an indiscriminate use of the cell phone and be possible to monitor by the coaching staff a "no use" policy is now in place for the locker room area only at all MSHSAA events. It is the responsibility of the school administration to ensure that all students and coaches have been informed of this policy prior to the event and to monitor the policy within the school's assigned locker room at MSHSAA events.

SECTION 7: VIDEOTAPING POLICY

A. **VIDEOTAPING/FILMING BY SPECTATORS:**

1. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
2. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
3. The contest and/or tournament site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed.)
4. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
5. Spectators may use equipment only in the spectator seating area.
6. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
7. Violation of these standards may result in the removal of the offender(s) from the premises.

B. **VIDEOTAPING/FILMING BY SCHOOL REPRESENTATIVES**

1. A school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific NFHS Rule Book restrictions for each sport.
2. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
3. Videotaping/filming of an MSHSAA-sponsored contest and/or tournament by personnel from one or more of the actual participating schools is permitted, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual per school is permitted to videotape/film, unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
4. An official school representative may videotape a district or state playoff series event involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his or her sole power source. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.

C. **VIDEOTAPE/FILM SHALL NOT BE USED FOR THE PURPOSE OF PROTESTING A CONTEST (OR DECISION).**

SECTION 8: SAFETY CONCERNS

A. DIVING FACILITIES NOT MEETING DEPTH REQUIREMENTS

Athletic administrators and interscholastic swimming coaches should make note of National Federation Rule 9-1-PEN 2. When diving is not conducted because of inadequate water depth and:

1. Written notice is given to the opponents at least 2 weeks prior to the first home meet or a date specified by the State Association, diving is not conducted and no points awarded;
2. No written notice is given, the visiting team(s) shall be awarded points in proportion to their number of entries and the host team shall not score.
3. If the host team's facility meets the minimum depth recommendation of 10 ft (12 ft required for pools built after 1987) and the visiting team has eliminated diving from its program because its facility does not meet the depth standard, the host team (and all teams with diving entries) shall dive, places shall be awarded to the competitors and their points shall be included in the total team score.

NOTE: Missouri schools shall not conduct diving if the pool depth is inadequate. As contracts are prepared, it should be stated at this time and place if the event is not to be conducted. The decision to conduct or not conduct the diving event is not based upon personal choice but upon compliance of the diving facility with National Federation Swimming & Diving recommendations. Please be certain your contract is accurate as it shall serve as prior written mutual consent.

B. CONSIDERATION FOR SWIMMERS' SAFETY IN RACING STARTS

Starting techniques which tend to project a swimmer sharply toward the bottom of the pool upon entry into the water have gained widespread attention in the swimming community recently. The most common of these techniques is called the "pike" or "scoop" start. As use of the technique has increased, an awareness of the potential danger to swimmers utilizing the start has also increased, especially where it is either taught or utilized in shallow water. Although to date reports indicate that injuries resulting from the use of such starting techniques are relatively few, and injuries occurring during actual competition even less, common sense indicates that utilizing a technique which directly projects the head and body toward the bottom of the pool is potentially dangerous in shallow water. Accordingly, high school swimming coaches and administrators actually responsible for the teaching of techniques, or supervision thereof, should refrain from teaching and allowing the use of the pike or scoop start in shallow water.

C. SWIMMING STARTING PLATFORMS

This is to re-emphasize requirements for starting platforms. Listed below is the portion of National Federation Swimming Rule 2-7-2 pertaining to the height of starting platforms and water depth.

(ART. 2. . . When starting platforms are used, they shall be securely attached to the end walls. The platforms shall be numbered the same as the lanes. The top front edge of the platform and backstroke grips shall be no more than 30 inches (.762m) above the water level and flush with the pool end wall. The top surface shall be flat with the back-to-front slope not exceeding 10 degrees from the horizontal. It is recommended the top be a minimum of 20 inches square (.508 m) and covered with a nonskid material.

Water Depth <u>at starting end</u>	MAXIMUM Height of Platform/Decks <u>Above Water Surface</u>
4 feet or more	30"
3 ½ to less than 4 feet	Start from deck/in water
Less than 3 ½ feet	Start in water

The MSHSAA and the National Swimming Pool Foundation encourage pool managers to remove starting blocks when they are not in use for competition and/or practice. This removal reduces the chance of recreational swimmers utilizing the blocks. These swimmers may not be aware of the techniques for using the blocks correctly, thus, an accident could occur. The elimination of potential hazards can prevent many unnecessary accidents from occurring.

D. GUIDELINES FOR MEET WARM-UPS

To reduce the risk of injury within the interscholastic swimming program it is recommended that each school develop a structured warm-up procedure for its home facility. Such a procedure should include: 1) the assignment of a meet warm-up supervisor to be on the deck during the entire warm-up period; 2) start and stop time for warm-ups; 3) starts from only one end of the pool; 4) designated lanes and times for sprints; 5) designated lanes for pace lanes (1 or 2 lengths) and 6) lanes for starts only. The schedule should be provided to the visiting school(s), and lanes should be identified for their special uses. Swimmers should be instructed to enter feet first except for starts which are limited to specified lanes. Being a prudent coach may prevent an athlete from being injured.

E. SAFETY EQUIPMENT ON SITE

All pool facilities should have a backboard and a cervical collar on site whenever swimming and/or diving practice or competition is taking place. Furthermore, it is recommended that a Red Cross first-aid statement be displayed at the facility.

F. EMERGENCY PHONE NUMBERS

The following phone numbers shall be prominently posted near the pool phone:

1. Emergency rescue personnel
2. Hospital(s)
3. Doctor
4. School administrator - office and home
5. Athletic Director - office and home

G. FLY-OVER STARTS

Fly-over starts, where the swimmers in the previous heat remain in the water and the next heat is started over their heads, are NOT ALLOWED in Missouri. The MSHSAA Board of Directors has disallowed fly-over starts due to concern for the safety of our Missouri swimmers.

SECTION 9: MEDIA INFORMATION

- A. **DISTRICT AND SECTIONAL PRESS PASSES:** Members of the media who need working passes for District and Sectional contests should contact the site manager of the site at least 24 hours before the event he or she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission (where available) will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. **MEDIA SERVICES:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the field or floor level, and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports except basketball, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Rick Kindhart, Communications Director at the MSHSAA.
- C. **RESULTS:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District or Sectional events: (in order of priority)
1. The MSHSAA
 2. Local television stations
 3. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA a high priority after your event has concluded. Site managers are also responsible for taking and filling media requests for results after the event is over.
- D. **RADIO BROADCASTS:** Permission to conduct a live or delayed radio broadcast from a District or Sectional site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of broadcast phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all live radio broadcasts:
1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
 2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin;
 3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (alcohol, tobacco, lottery/gaming or political advertisements);
 4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;

5. Stations are required to run or read to sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall;
6. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans;
7. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA;
8. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools;
9. No rights fee shall be charged for broadcasts at MSHSAA District or Sectional contests. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast MSHSAA Championship-level events. Lines at the final site are provided at no charge, but no station may make any long-distance or toll calls from these lines.

- E. DELAYED TELEVISION BROADCASTS:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No event shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses all liability resulting from staging and broadcasting of the game(s). Items a-g above (under Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:
1. Specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
 2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA-produced 30-second television spots during each game;
 3. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
 4. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast): Commercial "Over-The-Air" TV Stations: \$100 per District game, \$125 for Sectional and Quarterfinal games, \$200 for Semifinal and Third-place games and \$300 for state Championship games; Commercial Cable Stations: \$50 for District games, \$100 for Sectional and Quarterfinal games, \$150 for Semifinal and Third-place games and \$200 for state Championship games; Cable Access Stations: All non-commercial, educational or community-based cable access stations shall pay a \$25 for District games, \$50 for Sectional and Quarterfinal games, \$75 for Semifinal and Third-place games and \$100 for state Championship games.

- F. CHAMPIONSHIP PRESS PASSES:** Members of the media seeking working passes for the final site and MSHSAA Championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the media tab on the MSHSAA web site (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for Championship (state-level credentials).

APPENDIX A: SCHOOL CODES FOR STATE

Afton	AFTN	McCluer South-Berkeley	MCCS
Barat Academy	BARA	Mehlville	MELV
Barstow	BARS	Mexico Military Academy	MMA
Belton	BELT	Nerinx Hall	NERI
Bishop DuBourg	BISHD	Nevada	NEVA
Bishop LeBlond	BISHL	Nixa	NIXA
Blue Springs	BLUS	North Kansas City	NOKC
Blue Springs South	BLUSS	Notre Dame (Cape Girardeau)	NDCG
Carthage	CART	Notre Dame de Sion	NDKC
Center	CENR	Notre Dame (St. Louis)	NDSL
Central (Cape Girardeau)	CENC	Oak Park	OAKP
Central (Kansas City)	CENKC	Oakville	OAKV
Central (St. Joseph)	CENSJ	O'Hara	OHAR
Central (Springfield)	CENSP	Ozark	OZARK
Chaminade	CHAM	Park Hill	PARKH
Chillicothe	CHLCO	Park Hill South	PARKS
Christian Brothers	CBC	Parkview	PARKV
Clayton	CLAY	Parkway Central	PKWYC
Cor Jesu Academy	CORJ	Parkway North	PKWYN
DeSmet	DSMT	Parkway South	PKWYS
Duchesne	DUCN	Parkway West	PKWYW
Eureka	EURK	Pattonville	PATT
Francis Howell	FRH	Pembroke Hill	PEMH
Francis Howell Central	FRHC	Penney	PENN
Francis Howell North	FRHN	Perryville	PERR
Ft. Zumwalt East	FTZE	Platte City	PLAT
Ft. Zumwalt North	FTZN	Pleasant Hill	PLEA
Ft. Zumwalt South	FTZS	Poplar Bluff	POP
Ft. Zumwalt West	FTZW	Principia	PRIN
Glendale	GLEN	Raymore-Peculiar	RAYP
Grandview	GRND	Raytown	RAY
Greenwood	GREE	Raytown South	RAYS
Hannibal	HANN	Ritenour	RIT
Harrisonville	HARR	Rock Bridge	ROCKB
Hazelwood Central	HAZC	Rockhurst	ROCKH
Hazelwood East	HAZE	Rockwood Summit	ROCKS
Hazelwood West	HAZW	Rosati Kain	ROSA
Hickman	HICK	Saxony Lutheran (CG)	SAX
Hickman Mills	HICKM	Smith-Cotton	SMIT
Hillcrest	HILC	Staley	STAL
Hollister	HOLL	St. Charles	STC
Holt	HOLT	St. Charles West	STCW
Incarnate Word	INCW	St. Dominic	STDM
Jackson	JACK	St. Joseph's Academy	STJA
John Burroughs	JOHN	St. Louis University High	STLU
John F. Kennedy	JFK	St. Mary's (Independence)	STMA
Joplin	JOPL	St. Pius X (Kansas City)	STPX
Kearney	KEAR	St. Teresa's Academy	STTA
Kickapoo	KICK	St. Vincent	STVIN
Kirkwood	KIRK	Timberland	TIMB
Ladue Horton Watkins	LADU	Trinity	TRIN
Lafayette	LAFT	Truman	TRUM
Lamar	LAMR	University City	UCIT
Lee's Summit	LEES	Ursuline Academy	URSA
Lee's Summit North	LEESN	Van Horn	VANH
Lee's Summit West	LEESW	Vianney	VIAN
Liberty	LIBT	Villa Duchesne	VILD
Lincoln College Prep	LINC	Visitation Academy	VISA
Lindbergh	LIND	Warrensburg	WARR
Lutheran South	LUTS	Webb City	WEBB
Marquette	MARQ	Webster Groves	WEBG
Marshall	MSHAL	Westminster Christian	WEST
Marshfield	MSHFD	Whitfield	WHIT
MICDS	MICD	William Chrisman	WILC
McCluer	MCC	Winnetonka	WINN
McCluer North	MCCN		

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