



2024-2025

SWIMMING & DIVING MANUAL

Boys		SWIMMING & DIVING KEY DATES <u>2024-25 School Year</u>	Girls	
<u>First Possible Date/Time</u>	<u>Due Date/Time</u> <small>Without Late Fee / Penalty</small>		<u>First Possible Date/Time</u>	<u>Due Date/Time</u> <small>Without Late Fee / Penalty</small>
Anytime	Prior to student contact	COACHES ROSTER All coaches must be listed and approved on the MSHSAA website	Anytime	Prior to student contact
Monday August 5	Sunday August 11	NO CONTACT PERIOD (NO coach contact, open facility, practice, etc.)	Monday November 4	Sunday November 10
Monday, August 12		FIRST ALLOWABLE PRACTICE	Monday, November 11	
Monday August 12	Thursday August 29	All swimmers and divers must be listed on the regular season ELIGIBILITY ROSTER (AD)	Monday November 11	Thursday November 28
Thursday, August 29		FIRST ALLOWABLE CONTEST	Thursday, November 28	
Friday, August 30		-CLASSIFICATIONS RELEASED	Friday, November 29	
Day of Performance	Within 7 days of performance	Any STATE SWIMMING consideration performance or DISTRICT DIVING qualifying performance must be posted on the PERFORMANCE LIST	Day of Performance	Within 7 days of performance
Thursday, August 29	Thursday October 10	Officials Contest Declarations (Contracted officials may be entered in advance)	Thursday Nov. 28	Thursday January 16
Tuesday September 24	Thursday October 10	-Officials Recommendations -Officials Conflicts of Interest	Tuesday Dec. 17	Thursday January 16
DIVING KEY DATES				
Thursday, October 31		LAST DATE FOR DISTRICT DIVING QUALIFYING PERFORMANCES	Thursday, February 6	
Thursday August 29	Friday November 1 Noon	DIVING PERFORMANCE LIST OPENS and CLOSES	Thursday Nov. 28	Friday February 7 Noon
Monday October 28	Friday November 1 Noon	DISTRICT DIVING DECLARATION (Entry) PERIOD	Monday February 3	Friday February 7 Noon
Sunday, November 3		DIVING DISTRICT ASSIGNMENTS RELEASED	Sunday, February 9	
Friday, November 8		DISTRICT DIVING MEETS - Class 2	Friday, February 14	
Saturday, November 9		DISTRICT DIVING MEETS - Class 1	Saturday, February 15	
Sunday Email Planned	Tuesdays November 12 Noon	STATE DIVE LISTS DUE for State Qualified Divers	Sunday Email Planned	Tuesday February 18 Noon
SWIMMING KEY DATES				
Wednesday, November 6		LAST DATE FOR STATE SWIMMING CONSIDERATION PERFORMANCES	Wednesday, February 12	
Thursday August 29	Thursday November 7 10am	SWIMMING PERFORMANCE LIST OPENS and CLOSES	Thursday Nov. 28	Thursday February 13 10am
Thursday November 7 1pm	Friday November 8 1pm	SWIMMING STATE DECLARATION (Entry) PERIOD 24 HOURS!	Thursday February 13 1pm	Friday February 14 1pm
KEY DATES FOR STATE - BOTH SWIMMING AN DIVING				
Tuesday September 24	Friday November 8 1pm	MSHSAA State PASS LIST INFORMATION	Tuesday Dec. 16	Friday February 14 1pm
Sunday November 10 10am	Monday November 11 10am	PSYCH SHEET REVIEW period (limited changes are possible) - 24 HOURS!	Sunday February 16 10am	Monday February 17 10am
Thursday-Friday November 14–15		Class 2 State Championships – St. Peters Rec-Plex	Thursday-Friday February 20-21	
Friday-Saturday November 15–16		Class 1 State Championships – St. Peters Rec-Plex	Friday-Saturday February 21-22	

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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****MSHSAA Contact for Boys & Girls Swimming and Diving***

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

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ADVISORY COMMITTEE (TOC)

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches/directors within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport/activity- specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors.

NORTHEAST DISTRICT

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EX-OFFICIO MEMBER

President of MISCA: Tim Busenhart
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Term expires in July of Year noted.

***Serving partial term; eligible for reappointment**

RULES INTERPRETER

The interpreters have been selected for their knowledge of the rules and willingness to provide their advice to officials, adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of each sport/activity is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of sport/activity-specific rules. These individuals do not interpret any MSHSAA By-Laws or Board Policies nor do they review video of calls.

Chuck Bremer

All Board Districts Registered
MSHSAA Official—40 years
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PURPOSE AND PHILOSOPHY (TOC)

- A. **MISSION STATEMENT:** 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. Booming of officials leads to booming 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 ensure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

KEY MANUAL AND BY-LAW CHANGES ([TOC](#))

A. ADVISORY COMMITTEE RECOMMENDATIONS CHANGES:

1. No Recommendations

B. MSHSAA BALLOT CHANGES:

1. SPECIFIC TO ALL ATHLETIC PROGRAMS:

- a. **INELIGIBLE STUDENTS AND FORFEITURES** - Removes By-Law 5.5.4 and amends By-Law 1.2.3 to consolidate language and clarify the penalties for playing an ineligible player during the regular season and in the MSHSAA District/State Series.
- b. **Bona Fide Student Rule and Penalty**-- Amends Section 2 and By-Law 2.1 to add clarity to the definition of a Bona fide student, what constitutes a change in Bona fide student status, and the associated penalty for violating By-Law 2.1.
- c. **Name, Image and Likeness** -- Amends By-Laws 2.6 and 3.6 to allow students to receive a benefit for their name, image or likeness if the promotions do not represent an affiliation to a member school or utilize names, marks, etc. they do not own, and also to prohibit "NIL Collectives."
- d. **Transfer Student Participation Eligibility** -- Eliminates By-Law 3.4.2 in the Certification of Eligibility subsection and amends By-Law 3.10.7 in the Residency and Transfer subsection to allow transfer students to possibly become eligible the first day classes are attended, instead of the fifth day, provided the proper transfer form has been submitted and processed.
- e. **Elimination of 250 Mile Travel Restriction-Athletics** -- Amends By-Law 3.18.3.c to eliminate the one time per year 250- mile travel limitation for sports
- f. **First Allowable High School Contest Start Day for All Sports Seasons** -- Amends By-Law 3.29 to change the first allowable contest date for all sports seasons from Friday to Thursday.
- g. **Penalty for Ejections** -- Amends By-Laws 5.5.1.c and 5.5.1.d to indicate that participation after an ejection at any level is prohibited until the one-contest suspension at the level at which the ejection occurred has been served.

SECTION 1: ESSENTIAL RESOURCES ([TOC](#))

The information listed and/or linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP) on the MSHSAA website. The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

Source Locations:

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)**
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)**
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))**
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)**
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)**
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))**
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))**
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)**
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))**
- J. SANCTIONING (HB-By-Law 3.18)**
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))**

SECTION 2: REGULAR SEASON [\(TOC\)](#)

A. GENERAL TERMS AND CONDITIONS

1. **REGISTRATION:** Only those schools that have registered for postseason for swimming & diving are eligible for state competition. Further, the team must have participated in at least **eight** competitions during the season to be eligible to have swimmers or divers participate at state.
2. **SWIMMING AND DIVING - ONE SPORT:** Diving shall be offered at every meet. Diving is one of the twelve events of "swimming and diving" and is not a separate sport nor should it be conducted separately if the facility is capable of legal diving (see Letter G). Points are awarded for diving within each meet, and diving should be coupled with the swimming portion of the meet. If the diving event is not conducted at the same time as the swimming portion of the meet, both portions of the meet shall be conducted for the **same teams** (only) within a period of **SEVEN** days, and points will be combined once all portions of the meet are complete. If diving cannot be "coupled" with a swim meet as described above, no additional diving meets may be held in lieu of that missed opportunity. **Diving-only meets are not allowable.**
3. **RULES:** The National Federation Swimming and Diving Rules shall be followed in all interscholastic competition in Missouri including the state meets. There are currently no rules modifications for junior high or junior varsity competition.
4. **COACH AND REGULAR SEASON:** Before a school may enter competitors in swimming meets, a swimming coach must be employed and instruction in swimming/diving must be offered as provided in By-Law 3.1. 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 5.1.2 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."
5. **CO-ED COMPETITION:** MSHSAA By-Law 3.20 permits member schools to sponsor co-ed teams in the sport of swimming. However, if a school sponsors only one team and permits both boys and girls to compete on that team, then they shall be eligible only for the boys' season and able to enter the boys state swimming/diving meet only. Only girls are permitted to participate during the girls' season and enter the girls state swimming/diving meet.
6. **INTERSCHOLASTIC MEET POLICY:** Any interscholastic swimming/diving meet conducted during the applicable (boys or girls) regular season by a MSHSAA member school, and/or attended by a MSHSAA member school must meet the following requirements for fairness and equity:
 - a. The teams and individuals have not met or exceeded the contest limitations prior to the meet, and the meet is counted as a meet within the team/individual contest limitations in the MSHSAA by-laws.
 - b. All twelve high school events as listed in the NFHS rules book must be offered, including diving unless the facility does not contain a legal diving well, as per NFHS Rule 9-1-1g PEN.
 - c. "Time trials" are not allowed. Meets shall occur in the normal event order and shall not contain duplicate events (swimming or diving).
 - d. The same stroke must be used in all lanes, and only one event may be conducted at a time.
 - e. All meet rules must be followed, including the use of MSHSAA registered officials, NFHS rules and all MSHSAA policies.
 - f. Meet entry limits for both teams and individuals must be followed. All limits must be confirmed at the conclusion of the meet, after checking relay participants.
 - g. If times/dive performances are to be used for district entry or state qualification:
 1. The meet must be held no later than the final allowable date for qualification specified in this Manual.
 2. All timing procedures must meet the minimum criteria outlined in Section 3, Letter C. Timing.
7. **REGISTERED OFFICIALS:** At least one MSHSAA registered official shall be used to officiate interscholastic competition. It is HIGHLY recommended that at least two registered officials be used for all meets. Visibility of the entire pool, and in turn, the ability to see and call violations, is greatly impaired for one official. As a result, swimmers may be allowed to violate rules without penalty, which will increase the likelihood that he/she is disqualified for the offense at the state meet. With the exception of diving judges, all officials used for competition must be registered with MSHSAA.
8. **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. PROTEST PROCEDURE (MSHSAA Board Policy):** The Board of Directors Protest Procedure Policy addresses protests in athletic contests, Speech/Debate/Theatre and Scholar Bowl. The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest 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 activities.
1. Within the procedures established within each individual rule code (i.e. NFHS, MSHSAA, USTA, USGA, etc.), the head coach/director 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 immediately 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. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her Sport Rules Book or Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) [Swimming: along with the Meet Committee] the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above-mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within 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) or case book play(s) 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 contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the 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.
 7. Videotape/film shall not be used for the purpose of protesting a contest.
- C. MEET PHOTOGRAPHY AND MEDIA:** Local guidelines for photographer access should be clearly defined prior to local meets. Due to swimmer attire and the starting positions in the sport, media access in the starting area may not be fitting. Event hosts should consider the areas, and specifically the angles, for allowable photography of swimmers and set reasonable guidelines. If a designated media area is used, it should be established before the meet begins. It may be more appropriate for photographers to be limited to areas adjacent to the starting area (starting area is defined as that behind the blocks). If there is not a designated area for press/media or others, photographers can be limited to taking photos from the side and/or the end of the competition pool. Further, use of flashes should be prohibited at the start of all races so as to not distract swimmers or interfere with the starting strobe.
- D. SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request specific accommodations or to use special equipment. The following items are required before an initial accommodation request can be reviewed and considered:
1. A written request from the school, describing the competitor's special needs and the specific accommodations being requested. The letter should include the rule references of applicable NFHS Swimming Rules that would be violated without the accommodation.
 2. A letter from the parent(s) or guardian confirming the need for an accommodation and approving the accommodation request.
 3. A letter from the student's doctor or applicable caregiver describing the medical circumstance or special need, and confirming the need for an accommodation.
 4. Photographs of 1) the special equipment, and 2) the student wearing the equipment, if applicable.

Subsequent requests (after a student is initially approved for an accommodation) will only require the school request (number 1 on the list above.)

Written approval from the MSHSAA office is required prior to any competition. During the regular season, the letter of approval from MSHSAA must be presented to meet officials before any accommodations may be used. **Please allow ONE WEEK for requests to be reviewed prior to the first competition.**

MSHSAA will consider requests if:

1. the sport is not fundamentally altered by the accommodation,
2. the accommodation does not create a risk to either the athlete or others, and
3. the accommodation does not place opponents at a disadvantage.

STATE MEET ACCOMMODATIONS: [See Section 5]

E. MISSOURI SWIMMING & DIVING ADOPTIONS AND NOTES REGARDING NFHS RULES:

1. **RELAY CARDS [electronic or physical]:** For all multi-team meets, relay names are required for entry and relay cards are required to be turned in by the relay team no later than at the block at the beginning of the event. The relay card shall include the correct order of relay participants. No relay cards are required for dual meets. **(NFHS Rule 3-2-3)**
2. **MEETS / EVENTS:** All-Relay Meets (Non-Varsity or non-championship multi-team meets) are allowed as a Missouri State Adoption; such meets include relay events only. Such meets do count against the season limits for the team and participants. **(NFHS Rule 5-1-1 NOTE 1.)**
3. **EVENT ORDER:** The diving event will occur within its own session at the State Meets, rather than as the fifth event in the event order. **(NFHS Rule 5-1-3.)**
4. **CHAMPIONSHIP MEETS:** A championship meet is a culminating meet, as determined by state association policy. In Missouri, the State Championship Meets (all sessions) fall under the Championship Meet format and requirements. Any multi-team meet may be conducted using the championship format/rules. **(NFHS Rule 1-4-10d1)**
5. **EXHIBITION:** Performances by exhibition competitors may NOT be used for state qualification. **(NFHS Rule 1-2-3)**

F. MEET LIMITS AND INDIVIDUAL ENTRY LIMITS:

1. Swimming and Diving Contest Limits
 - a. Boys Contest limitation – 16 meets (Fall Season)
 - b. Girls Contest limitation – 16 meets (Winter Season)
2. **Interpretation of 16 meet limit:** A school team at a single level, i.e. varsity team or JV 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. Swimming and diving is a combined sport, and diving is one of the twelve events conducted during each meet. Diving must be offered UNLESS the facility lacks a LEGAL diving board/well). Swimming and Diving portions of the SAME MEET may be held on different days or in different facilities, but both must be conducted within a SEVEN-day period. Only the teams participating in the swimming portion of a “separated meet” may participate in the diving portion when it is conducted and vice versa. Diving-only meets are not allowable.
3. **Varsity / Junior Varsity / Exhibition:** Meets shall be denoted as “varsity” or “junior varsity” in the required meet announcement. A school may enter **ONE** varsity team into a varsity meet of any type. Multiple junior varsity teams may be entered into JV meets, if meet administration deems that space is available. Exhibition competitors are defined and limited in NF Rule 1-2-3 (non-scoring and events **count** toward the individual limit of four) and are further limited in this Manual. Junior varsity heats and meets should be utilized in lieu of exhibition performances as much as possible to increase participation and scoring opportunities for swimmers and divers.
4. **Double Duals/Triple Duals:** The MSHSAA Board has provided the following interpretation in regard to “double dual” meets (NF Rule 1-4-10b and c) 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.” The same would be true for a triple-dual meet. (Scoring must meet NF Rule 7-1-2)
5. **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. (MSHSAA By-Law 3.27)

Swimming Questions & Answers:

Q1: If a swimmer is participating in a junior varsity meet and a varsity meet on the same day, a) can she swim the 100yd butterfly in both meets? b) How many total events (both meets combined) can she participate in on that day?

A: a) No, she may not duplicate any events. b) The NFHS rules allow for participation in four events, so that is the DAILY limit.

Q2: May a varsity team participate in two meets on one day?

A2: This would be difficult to accomplish given the restrictions on individual participant limits (4 events in a day) and no duplication of events by participants during a day.

- G. **MEET WARM-UP PROCEDURES:** 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. (See also page 5 of the NFHS Swimming and Diving Rules Book.)
- H. **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.
- I. **EMERGENCY PHONE NUMBERS:** The following phone numbers shall be prominently posted near the pool phone:
1. Emergency rescue personnel
 2. Nearest Hospital(s)
 3. Doctor and/or Certified Athletic Trainer
 4. Athletic Director and/or Principal or other administrator - office, home and cell phone
- J. **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.
- K. **USE OF ATOMIZER:** The use of an atomizer during competition containing a prescription drug designed to alleviate the asthmatic condition is not considered to be an illegal aid as long as a physician's statement documenting the need of the athlete to use the prescription is presented to the Referee prior to the beginning of the meet.
- L. **USE OF OXYGEN:** Oxygen is a prescription drug that has very specific indications and uses. Like all drugs, it can have side effects and possible toxicity. Oxygen, which is available by prescription only, plays a vital role in the treatment of specific conditions and should be available only with the prescription of a physician and only for use in medical emergencies where indicated. Also, it can be very dangerous if used around a flame, as it promotes combustion and is therefore a safety hazard.
- M. **SPORTS MEDICINE INFORMATION:** A variety of health and safety information is available on the

N. DIVING FACILITIES NOT MEETING DEPTH REQUIREMENTS

Athletic administrators and interscholastic swimming coaches should make note of National Federation Rule 9-1-1 PEN 2. Diving **shall** be conducted if legal diving facilities are available (board/depth). When diving is not conducted because of (**ONLY**) inadequate water depth or lack of legal spring-board 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. [Consideration should be given, instead, to holding the diving event separately, with the same teams, before or after the swim portion, with points awarded. If a diving portion is not coupled with the swim portion, this meet counts as a swim/dive meet toward the season limitations.]
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. Further, no associated diving meet may then be held.
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, or if it will be conducted at a **separate** time or facility. 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, and offering all twelve events to all participants. Please be certain your contract is accurate as it shall serve as prior written mutual consent.

O. DIVE GROUP OF THE WEEK: The voluntary dive in a six-dive meet must come from the dive group of the week, as per NFHS rules. (See Schedule)

1. 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.
2. 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.
3. 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.
4. See also "End date for State Qualifying Performances" for diving within the qualifying standards.

VOLUNTARY DIVE GROUP OF THE WEEK SCHEDULE

WEEK	BOYS	VOLUNTARY GROUP	GIRLS
Week 1	Aug. 29 - Sept. 7	Forward Group	Nov 28 - Dec. 7
Week 2	Sept. 8 - Sept. 14	Back Group	Dec. 8 - Dec. 14
Week 3	Sept. 15 - Sept. 21	Inward Group	Dec. 15 - Dec. 21
Week 4	Sept. 22 - Sept. 28	Twist Group	Dec. 22 - Jan. 4
Week 5	Sept. 29 - Oct. 5	Reverse Group	Jan. 5 - Jan. 11
Week 6	Oct. 6 - Oct. 12	Forward Group	Jan. 12 - Jan. 18
Week 7	Oct. 13 - Oct. 19	Back Group	Jan. 19 - Jan. 25
Week 8	Oct. 20 - Oct. 26	Inward Group	Jan. 26 - Feb. 1
Week 9	Oct. 27 - (Oct. 31**) - Nov. 2	Twist Group	Feb. 2 - (Feb.6**) - Feb. 8
Week 10	Nov. 3 - Nov. 9	Reverse Group	Feb. 9 - Feb. 15

Note 1: The voluntary dive is to be performed FIRST in a six-dive meet.

Note 2: A voluntary dive from EACH group must be performed in an 11-Dive meet per NFHS Rule 9-4-1a. Note 3:

**Last day for district qualification but diving could continue with no possibility of qualifying.

SECTION 3: POSTSEASON CRITERIA [\(TOC\)](#)

- A. **TERMS AND CONDITIONS:** Competitors must qualify for the state meet in accordance with the criteria and procedures outlined. Varsity (only) competitors at MSHSAA member schools that are registered for the state series, who meet or exceed the following minimum state meet qualifying performance standards in approved **varsity meet** competition only, will be eligible to be entered in the applicable state meet for their classification by their coach.
1. **SWIMMING CONSIDERATION AND QUALIFICATION:** Only those eligible varsity competitors who meet or exceed the qualifying standard (see Letter E) along with eligible varsity alternates for relay teams shall be included on the state meet entries/declarations. Please note: You must **declare** your relay alternates as well. Competitors will be permitted to compete only in those events in which they have met the standard and in which they are actually entered through the state meet entry/declaration process, and end up in the top 32. Only those relay team members and relay alternates so entered and declared through the state online entry process may compete in the relay events in the state meet. **Event Requirement:** Individual Event State Qualification must take place based on a performance in that specific event and distance, as per the required time standard in that individual event. The only exception is outlined below in C4.
 2. **DIVING CONSIDERATION AND QUALIFICATION:** Only those eligible varsity divers who qualify during the regular season for participation in the District Diving Meets, and who are declared as entries into the District meets will be allowed to participate at Districts, for possible advancement into the State Championships.
- B. **END DATE FOR STATE QUALIFYING PERFORMANCES:** No performance (swimming or diving) that takes place **after the following dates** will be accepted for state qualification:
1. BOYS DIVING: Thursday of Week 17
BOYS SWIMMING: Wednesday of Week 18
 2. GIRLS DIVING: Thursday of Week 31
GIRLS SWIMMING: Wednesday of Week 32
- C. **ACCEPTABLE TIMING FOR SWIMMING PERFORMANCES:** In order for a **State Qualifying Performance** to be allowed as a state entry time, it must be performed at a meet that utilizes one of the following two approved systems for timing:
1. Fully-Automatic Timing (FAT) (**both start and finish** are automatic) must be functioning and printed meet results for verification purposes must be available to participating teams following the meet. In the case of a timing system failure, the manual timing requirements below must be met.
 2. Utilize the following specific criteria for the use of **semi-automatic timing and manual timing**:
 - a. A minimum of three functioning watches are required to be located at the end of the swimmer's lane and held by three different people. As per NFHS Swimming Rule 6-2-2, the time of the middle watch shall be the official time. The time on each watch assigned to that lane shall be viewed and documented by the Starter/Referee before being cleared.
 - b. The coach of the qualifying swimmer is required to have the meet official certify the watch times on a Performance Certification Sheet (PCS) at the meet site.
 3. **PROOF:** Coaches must be prepared to provide proof of all performances (FAT results or PCS Form) in case one or more performances are challenged.
 4. **FIRST LEG:** State qualification in ONLY the 50 free and 100 free may also be attained as the first leg of the corresponding relay (200FR/400FR) but only if fully automatic timing (start/finish) is utilized and functional. NO hand-timed performances of this type may be used for state qualification, including timing system malfunctions. State qualification is NOT allowable through modified relay lengths (5-1-1). A split time in an individual event may NOT be used for state qualification in another event.
 5. **JV / Exhibition:** State qualification **cannot** be attained through an exhibition or junior varsity performance. Meets and/or heats are to be specified as either junior varsity or varsity. Exhibition entries must be clearly notated on meet results.
- D. **ALL-SEASON PERFORMANCE TRACKING - ONLINE:** Coaches are required to submit online the state qualifying performances of their swimmers, divers and relay teams **throughout** the season. **ONLINE PERFORMANCE TRACKING:** Coaches must submit any consideration performances on the 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 per late submission that is used for state entry. Please refer to the instructions available on the MSHSAA website, under the swimming/diving area for more information and the steps to follow.

1. **Timeline:** Coaches have ONE WEEK from the date of the meet to submit qualifying performances.
2. **Performance List Opens/Closes:** [See Key Dates \(IFC\)](#)
3. **Philosophy/Procedures:**
 - a. Both automatic and consideration qualifying performances shall be submitted on the performance list. Your school will be automatically linked to the proper classification.
 - b. Coaches shall input any and every qualifying performance that is **better** than the performance already listed for the athlete, even if it is believed the performance will be bettered later.
 - c. The Performance List is a snapshot of state qualifiers in the state of Missouri. We want and need it to be accurate and current. By not posting a qualifying time following a performance, you are creating a false picture of the Missouri performances at any point in time.
 - d. If you have concerns regarding times on the list or ones that do not appear on the list but should, please email Stacy Schroeder at the MSHSAA Office. Oversight of the performance list is positive; monitoring each other will help keep people honest. (See also "Challenges")
 - e. Fines are imposed for any qualifying time that is not submitted within seven days of the performance, and is ultimately used for state qualification.
 - f. Please assist by using this list as intended – it is a useful tool and a motivating factor for athletes.
4. **Instructions and Location:** Performance list instructions will be provided directly to schools and posted on the MSHSAA website in the Swimming and Diving area.

DIVING

- E. **DIVING QUALIFYING PROCEDURES:** Advancement to the State Championships in the diving event will be determined through District Qualifying Meets. Diving is 1M springboard in an 11-dive meet format. Boys and Girls in both classes will utilize the same format. Divers must meet the consideration standard during the season in order to be entered for District Diving competition. The top 8 divers from each of 4 districts in each class will qualify for State (total of 32).

Pre-Qualification for District Diving Declaration:

1. **Dive Judge Panel Requirements:** For qualification into Diving Districts, a panel of at least FIVE diving judges must be used, and the same judges must judge ALL ROUNDS. All diving judges must be listed by name as a part of the Performance List submission process, and each judge must be denoted by judge position as it corresponds to the diving scoresheet. At least ONE judge must be a registered MSHSAA swimming/diving official that is NOT A COACH of a team participating. The official's registration number must be listed as a part of the Performance List submission process.
2. **Points/DD:**
 - a. 11-Dive Meet - 252.0 points or greater must be earned. No DD requirement.
 - b. 6-Dive Meet - 200.0 points or greater / 12.0 total DD minimum (with voluntary dive DD=Assigned DD up to a maximum of 1.8)
3. **Legal:** The dive list must be legal per NFHS Rule 9-4-1 (11) or 9-4-6 (6) and cover all requirements. In a 6-dive meet, the voluntary dive (Dive 1) shall be selected from the voluntary group of the week (per the schedule in the Swimming and Diving Manual). Divers may not pull six dives out of an eleven dive meet to qualify using the six-dive meet standards.
4. The competitor must complete all dives. **No failed dives.**
5. Additional requirements for 6-Dive meets:
 - a. The five optional dives must represent all five dive groups (forward, back, reverse, inward, twist).
 - b. The five optional dives may not include any base dives (Dive 101, 201, 301, 401 and 5111).

NOTE: All dive sheets must be filled out **completely and correctly**. INCOMPLETE SCORESHEETS WILL NOT BE ACCEPTED FOR District Entry. Errors by diving officials may affect performance acceptance. Double check scoresheets before submission.

SWIMMING

- F. **STATE SWIMMING CONSIDERATION STANDARDS:** The following grids outline the time standards for all swimming events, as consideration marks. Varsity participants that meet or exceed these standards shall be submitted to the Statewide Performance List for their coaches. Declarations for state will be

made later in the season from the performance list (see next section), and ultimately the fastest 32 swimmers in each event which are declared as entries in that event will qualify to participate in the State Championships.

BOYS CLASS 1 & 2 - YARD POOLS

BOYS EVENT - <u>YARDS</u>	CONS - <u>Y</u>
200 Medley Relay	2:05.49
200 Freestyle	2:00.69
200 Individual Medley	2:18.09
50 Freestyle	24.19
100 Butterfly	1:01.99
100 Freestyle	53.89
500y Freestyle	5:34.39
200 Freestyle Relay	1:54.49
100 Backstroke	1:03.79
100 Breaststroke	1:10.49
400 Freestyle Relay	4:08.99

BOYS CLASS 1 & 2 - METER POOLS

BOYS EVENT - <u>MTRS</u>	CONS - <u>M</u>
200 Medley Relay	2:19.92
200 Freestyle	2:13.72
200 Individual Medley	2:33.42
50 Freestyle	27.06
100 Butterfly	1:09.05
100 Freestyle	59.87
400m Freestyle	4:53.59
200 Freestyle Relay	2:07.77
100 Backstroke	1:10.87
100 Breaststroke	1:18.24
400 Freestyle Relay	4:37.37

CONS = Consideration Qualifying Standard

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 CLASS 1 & 2 - YARD POOLS

GIRLS EVENT - <u>YARDS</u>	CONS - <u>Y</u>
200 Medley Relay	2:18.29
200 Freestyle	2:13.99
200 Individual Medley	2:30.09
50 Freestyle	27.29
100 Butterfly	1:08.09
100 Freestyle	1:00.49
500y Freestyle	6:00.39
200 Freestyle Relay	2:05.99
100 Backstroke	1:08.29
100 Breaststroke	1:18.49
400 Freestyle Relay	4:33.99

GIRLS CLASS 1 & 2 - METER POOLS

GIRLS EVENT - <u>MTRS</u>	CONS - <u>M</u>
200 Medley Relay	2:34.33
200 Freestyle	2:28.46
200 Individual Medley	2:46.60
50 Freestyle	30.42
100 Butterfly	1:15.65
100 Freestyle	1:07.26
400m Freestyle	5:16.13
200 Freestyle Relay	2:20.73
100 Backstroke	1:15.87
100 Breaststroke	1:27.28
400 Freestyle Relay	5:05.22

- G. **STATE MEET ENTRY LIMITS:** As per NFHS Rule 3-2-1, 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 and actually compete in a maximum of four events, no more than two of which may be individual events.

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. **Prelims/Finals are one meet.**

- H. **RELAY PARTICIPANTS AND ALTERNATES:** In relay events, eight (8) competitors may be listed/declared 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. All alternates must be on the school's eligibility roster for the regular season.
- I. **METER POOLS & STATE QUALIFICATION:** Swimmers may qualify for state in a meter pool, if they meet the meter qualifying standard shown in this Manual. The meter qualifying standards are based on the NISCA yard to meter conversions in the NFHS Rulebook.
- J. **CHALLENGES:** If an approved coach believes that a performance time/score posted on the Performance Tracking System is inaccurate, a challenge may be submitted to the MSHSAA office (stephanie@mshsaa.org). Challenges must be made in writing by an approved coach or school administrator, and may not be anonymous. Challenges may be submitted at any time during the season or during the Psych Sheet Review period prior to the state meets. Coaches must be **prepared** to provide proof of all performances in case one or more performances are challenged. If a performance cannot be substantiated or is based on improper timing procedures, the school shall pay a penalty of \$25.00 and the performance shall be removed from the Performance List, and cannot be used for state entry.

SECTION 4: POSTSEASON ENTRY PROCEDURES [\(TOC\)](#)

A. DISTRICT DIVING MEET ENTRY / DECLARATION:

1. A school may enter/declare up to **four** divers for the Diving District Meet.
2. In order to be entered/declared for Districts, the diver must have met the Consideration Standard for diving sometime during the season prior to the deadline and appear on the Performance List. [See prior section]
3. A performance must be submitted to the Dive Performance List within 7 days of the performance. Performances are then reviewed and, hopefully, approved. **Only one** performance meeting the standards described (prior section) is necessary for a diver to be in declared for districts. All divers meeting the criteria and declared for districts will be assigned to a district meet.
4. **Performance Submission Location:** MSHSAA Website (instructions are provided separately)
5. **Declaration Window / Deadline:** [See Key Dates \(IFC\)](#)
6. **State Qualifiers:** The top 8 finishers at Districts will advance to State.

B. SWIMMING: STATE ENTRY DECLARATIONS:

Coaches must DECLARE the school's state entries at the conclusion of the season, within the legal entry limitations. This occurs FROM your up-to-date performance tracking list. Your school's swimming participants are not entered in the state meet until their performances are **DECLARED** in the online system. More information, and the steps to follow, is available on the MSHSAA website, under the swimming/diving area

1. **Limits:** You may only declare athletes per the NFHS entry limits (i.e. 2 individual events max; 3 relay events max)
2. **Relay Alternates:** You must declare up to 8 relay participants during the declaration process. This is your only opportunity to declare participants for EACH relay separately. The order can be changed later, but the 8 names cannot be changed later.
3. **State Declaration Location:** MSHSAA Website (instructions are provided separately)
4. **Declaration Window / Deadline:** [See Key Dates \(IFC\)](#)
5. **Pass List:** At this time, you will also complete your team's pass list for listing individuals that will accompany the team and their roles. This area can only be completed by the school's Athletic Administrator. **Start EARLY!**

NOTE: Each team is allowed ONE high-school aged team manager max.

C. PENALTY:

Swimming entries submitted later than the due dates/times listed will not be accepted unless they are received at the MSHSAA office **prior to the public posting** of Psych Sheets for review; further, a significant late penalty fee will be required. Depending on circumstances, in some cases, we may be unable to accept late entries. NOTE: [See Key Dates \(IFC\)](#) for deadlines.

D. PSYCH SHEET REVIEW PERIOD:

Meet data, by event in time order, will be posted on the MSHSAA website after declarations are made. This will allow coaches to confirm which of their entered consideration qualifiers made it into the top 32. Also, this will allow coaches to error-check entries on a limited basis. The Psych Sheets, for review, will be located in the swimming/diving activity area of the MSHSAA website. During this period, coaches may submit confirmable input errors only that appear on the psych sheets. Please refer to the State Meet Entry Instructions document on the MSHSAA website regarding the distinction between the changes that can be and **CANNOT** be made based on this review. [See Key Dates \(IFC\)](#).

E. PUBLIC DATA:

It is imperative that coaches follow the entry instructions and complete their entries on time. Once the meet data becomes PUBLIC for error-checking, entry alterations are no longer allowed because they are no longer "blind." Allowing alterations after the meet data is live would provide a team with an unfair competitive advantage.

F. DIVE LIST FOR STATE:

Submission of an 11-Dive list for each State Qualified Diver is required to take place electronically. These lists will be due on **Tuesday** prior to the state meet. Complete instructions will be emailed to schools that have entered divers.

G. 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.

- H. **QUALIFIERS:** If less than 32 participants are declared for the state meet in a particular event, the event will simply include the athletes that were declared. In the event of a tie for 32nd place between declared entries, all such tied declarations will be allowed to compete at the state meet. In the event that a declared and qualified swimmer or diver is unable to participate in the state meet (for any reason) no additional participants will be added into the meet. Notification of such should be made to the MSHSAA office as soon as the unavailable status is confirmed, or during the scratch period during pre-meet warm-ups at the state meet.
- I. **SUBSTITUTION:** A substitution is a direct replacement of one swimmer (eligible but non-declared) for another swimmer (previously declared and eligible) after entry declarations are closed, due to an inability of the declared swimmer to participate in the state meet due to hardship circumstances certified by the school principal (e.g. injury, illness, eligibility issue). **No substitution may be made into any individual event.** In order to substitute, the previously declared swimmer must be scratched from all individual events and removed from all relays. The substitute may then be placed into the relay position or positions (only) that was/were previously occupied by the original swimmer. A swimmer must be listed on the team's eligibility roster on the MSHSAA website in order to serve as a substitute. All substitution requests shall be made directly to Stephanie Turner, Meet Director, **preferably** before 4:00 p.m. on Tuesday prior to the state meet, but no later than during the State Meet scratch period. No other substitutions, replacements or rearranging of entries/alternates are allowable once PSYCH SHEETS are posted for review due to meet data being public. **SCRATCHES:** A scratch period will be held at the State Meet prior to warm-ups. Any competitor scratched (rather than declaring a false start) must be scratched in **all events**. (See NFHS Rule 3-2-4.)

SECTION 5: CHAMPIONSHIP SERIES [\(TOC\)](#)

- A. **CLASSIFICATION:** The State Swimming and Diving Championships will be administered based on an annual classification of schools registered for the state series (boys or girls). Schools registered for the state series shall be divided into two classes, Class 1 and 2, based on school enrollment (By-Law 5.1).
1. **BOYS CLASSIFICATION BREAK:** The **36** schools registered for the swimming and diving state series with the largest enrollments will be placed into Class 2. The remaining schools registered for the swimming and diving state series will be placed into Class 1.
 2. **GIRLS CLASSIFICATION BREAK:** The **48** schools registered for the swimming and diving state series with the largest enrollments will be placed into Class 2. The remaining schools registered for the swimming and diving state series will be placed into Class 1.
- B. **DIVING DISTRICT MEETS:**
1. Districts will use the 11-dive meet format.
 2. Four districts per class will be held. We are planning for two in the Kansas City area and two in the St. Louis area in each class. Specific sites to be named early in the season.
 3. Schools will be assigned to districts based on numerical balance of participants and geographic proximity of schools.
 4. There will be approximately 16 - 24 participants in each district (however, this depends on total entries)
 5. MSHSAA will hire the Diving Referee for each district, who will serve as a judge as well.
 6. Each District will have a manager, who will work with a meet committee to select 6 more judges for a total of 7. No more than one judge may be affiliated with any school.
 7. The top eight divers at each District Meet will Qualify for the State Championships (total of 32 divers in each class).
 8. District Diving will be scored as a 16-place meet, meaning we'll cut to 20 for semi's and to 16 for finals.
 9. Diving Season Timeline: [See Key Dates \(IFC\)](#)

District Diving Rotation Schedule: Rotates with the state schedule

2024-25: Class 2: Friday evening; Class 1: Saturday morning

2025-26: Class 1: Friday evening; Class 2: Saturday morning

District Diving Event Timeline:

TIME SCHEDULE – FRIDAY	TIME SCHEDULE - SATURDAY
4:30 PM – Check-in and warm-ups	9:30 AM – Check-in and warm-ups
5:30 PM – End of Dive Changes	10:30 AM – End of Dive Changes
6:30 PM – Competition Begins	11:30 AM – Competition Begins
8:30 PM – Completion and Awards	1:30 PM – Completion and Awards

- C. **STATE SWIMMING & DIVING MEETS:** The Boys and Girls State Championships will be held at the St. Peters Rec-Plex on the following dates (SEE STATE SCHEDULE FOLLOWING THIS SECTION):
1. Boys: Thursday, Friday and Saturday, **November 14-16, 2024.**
 2. Girls: Thursday, Friday and Saturday, **February 20-22, 2025.**
 3. 2024-25 Order (even school year): Class 2 Thursday/Friday and Class 1 Friday/Saturday
 4. 2025-26 Order (odd school year): Class 1 Thursday/Friday and Class 2 Friday/Saturday
- D. **ORDER OF SWIMMING EVENTS AT THE BOYS AND GIRLS STATE MEETS:**
1. 200 Yard Medley Relay
 2. 200 Yard Freestyle
 3. 200 Yard Individual Medley
 4. 50 Yard Freestyle
 5. 20 minute break (in lieu of diving)
 6. 100 Yard Butterfly
 7. 100 Yard Freestyle
 8. 500 Yard Freestyle
 9. 200 Yard Freestyle Relay
 10. 100 Yard Backstroke
 11. 100 Yard Breaststroke
 12. 400 Yard Freestyle Relay

2024-25 BOYS AND GIRLS STATE MEETS: SCHEDULE & ADMISSION - CLASS 2

Swimming Preliminaries Session (Thursday Morning):

9:00AM:	Coaches Packet Pick-Up – Opens for this class only at the MSHSAA Trailer	
9:00AM:	Spectator Stands open	
9:30AM:	Deck Entry Begins: Teams called from outside in entry order	9:45AM: Pass Gate Resets into hallway (Pass Gate entry paused)
9:45AM:	Scratches/DFS's at Timing Stand/Announcements/Pronunciations (until warm-ups)	
10:15AM:	Diving Boards open for practice	
10:15AM:	Swimming Warm-ups (both pools) (1.5 hours Total)	
	10:15 - 10:35 a.m. - Group 1 Laps	
	10:35 - 10:55 a.m. - Group 2 Laps	
	10:55 - 11:15 a.m. - Group 3 Laps	
	11:15 - 11:25 a.m. - Group 3 Take-offs	<u>Take-Offs:</u>
	11:25 - 11:35 p.m. - Group 2 Take-offs	Sprints: lanes 1,2,3
	11:35 - 11:45 p.m. - Group 1 Take-offs	Relays: lanes 4 to 8 plus 2 in far end
11:45AM:	Clear Pool	
11:55AM:	National Anthem	
12:00PM:	Swimming Preliminary Competition Begins	
3:00PM:	Conclusion of Swimming Preliminaries	
	Spectator stands cleared for Diving Session	

Diving Session (Thursday afternoon)

3:30PM	Diving Spectator Stands open
4:15PM:	Diving Warm-Ups End
4:25PM:	National Anthem
4:30PM:	Diving Competition Begins
8:30PM:	Diving Awards Presented – rearrange the deck for swimming

Swimming Finals Session (Friday morning)

8:00AM:	Pass Gate Opens and Deck Opens for this class only
8:00AM:	Spectator Stands Open
9:00AM:	Swimming Warm-Ups
	9:00 - 9:30 a.m. - Lap Swimming All Schools (Diving Boards Closed)
	9:30 - 9:45 a.m. - Sprint Take-offs (lanes 1, 2, 3, 4)
	Relay Take-offs (lanes 5, 6, 7, 8)
	Laps (Warm-Up Pool)
9:45AM:	Clear Pool
9:55AM:	National Anthem
10:00AM:	Swimming Finals Competition Begins
1:00PM:	Conclusion of Swimming Finals
	Clear Deck of Teams; Clear Stands

ADMISSION PRICES: FOR EACH CLASS

\$12.00:	Session 1 (Swimming Preliminaries)
\$12.00:	Session 2 (Diving Preliminaries/Semifinals/Finals)
\$12.00:	Session 3 (Swimming Finals)

All State Swimming & Diving Championship Tickets will be sold through digital ticketing at this web location: <https://www.mshsaa.org/Tickets.aspx>.

2024-25 BOYS AND GIRLS STATE MEETS: SCHEDULE & ADMISSION - CLASS 1

Swimming Preliminaries Session (Friday afternoon)

1:30PM:	Coaches Packet Pick-Up – Opens for this class only at the MSHSAA Trailer	
2:00PM:	Deck Entry Begins: Teams called from outside in entry order	
2:15PM:	Pass Gate Resets into hallway (Pass Gate entry paused)	
2:15PM:	Scratches/DFS's at Timing Stand/Announcements/Pronunciations (until warm-ups)	
2:30PM:	Spectator Stands open	
2:45PM:	Diving Boards open for practice	
2:45PM:	Swimming Warm-ups (both pools) (1.5 hours Total) 2:45 - 3:05 p.m. - Group 1 Laps	
	3:05 - 3:25 p.m. - Group 2 Laps	
	3:25 - 3:45 p.m. - Group 3 Laps	
	3:45 - 3:55 p.m. - Group 3 Take-offs	<u>Take-Offs:</u>
	3:55 - 4:05 p.m. - Group 2 Take-offs	Sprints: lanes 1,2,3
	4:05 - 4:15 p.m. - Group 1 Take-offs	Relays: lanes 4 to 8 plus 2 in far end
4:15PM:	Clear Pool	
4:25PM:	National Anthem	
4:30PM:	Swimming Preliminary Competition Begins	
7:30PM:	Conclusion of Swimming Preliminaries	

Diving Session (Saturday morning)

6:50AM:	Pass Gate Opens for Divers/Coaches
7:00AM:	Divers Checked in and Diving Warm-Ups Begin
7:30AM:	Spectator Stands open for DIVING
8:45AM:	Diving Warm-Ups End
8:55AM:	National Anthem
9:00AM:	Diving Competition Begins
1:00PM:	Diving Awards Presented – rearrange the deck for swimming
	Clear Spectator Stands for Swimming

Swimming Finals Session (Saturday afternoon)

1:00PM:	Spectator Stands open for Swimming Finals (no earlier than 1:00PM; contingent on the conclusion of diving)
2:00PM:	Swimming Warm-Ups
	2:00 - 2:30 p.m. - Lap Swimming All Schools (Diving Boards Closed)
	2:30 - 2:45 p.m. - Sprint Take-offs (lanes 1, 2, 3, 4)
	Relay Take-offs (lanes 5, 6, 7, 8)
2:45PM:	Clear Pool
2:55PM:	National Anthem
3:00PM:	Swimming Finals Competition Begins
6:00PM:	Conclusion of Swimming Finals
	Clear Deck of Teams; Clear Stands

ADMISSION PRICES: FOR EACH CLASS

\$12.00:	Session 1 (Swimming Preliminaries)
\$12.00:	Session 2 (Diving Preliminaries/Semifinals/Finals)
\$12.00:	Session 3 (Swimming Finals)

All State Swimming & Diving Championship Tickets will be sold through digital ticketing at this web location: <https://www.mshsaa.org/Tickets.aspx>.

E. STATE MEET INFORMATION

1. **STATE MEET ACCOMMODATIONS:** [See also, Section 2, Regular Season.] School requests for special accommodations to be used at the STATE MEET must be made to the MSHSAA office AT LEAST THREE WEEKS PRIOR TO THE STATE MEET, unless prior approval for the regular season has previously been provided. If the provision of special equipment or technology by MSHSAA or the state site is expected, it is the responsibility of the school to contact MSHSAA AT LEAST THREE WEEKS PRIOR TO THE STATE MEET.
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 plaque is awarded to the first-place team in each relay.
 - 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 website. These medals may only be purchased by the school.
 - c. Due to overcrowding and difficulty with presenting awards and official photography, only ONE coach for each school represented in the championship heat will be allowed in the awards area. All other coaches, managers and athletes on the deck must stay in their team camp location.
3. **COACHES MEETING:** An **online** coaches meeting will be available on the MSHSAA website the week of the state meet, to help prepare coaches and athletes for the state meet. All head coaches are required to view the presentation and share the information with assistant coaches, athletes, parents and administration.
4. **SCRATCH PERIOD:** A scratch period (one half hour) will be held prior to the start of Prelim swimming warm-ups for each class. All coaches are expected to present any scratches or declared false starts to the timing stand during this time. Failure to notify the timing stand of such changes will cause the athlete(s) to be declared a no show and cause disqualification from other events.
5. **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. A school coach or the athlete may give notice of a declared false start.

Prelims: Not later than first heat of preceding event (Event one 15 minutes prior) Finals: At bull pen when called for the event

Relays: Only one representative necessary
6. **TICKETS:** Tickets will be sold digitally starting when psych sheets go live. [See Key Dates \(IFC\).](#)
7. **MEALS:** Various restaurants are available in the area, and a concession stand will be operating.
8. **ENTRY INTO THE REC-PLEX AND ONTO THE DECK:**
 - a. No team or coach should enter the Rec-Plex before the pass gate opens.
 - b. Deck entry will **NOT** be based on arrival time or placement in line in the gymnasium; rather deck entry order will be based on ENTRY COUNT only (not bodies but entries - INDIV+RELAYS).
 - c. Teams will start being called to enter the deck as listed on the schedule.
 - d. Teams must be accompanied by a coach to enter the deck.
9. **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 a locker.
 - b. Although deck security and lifeguards will be on duty, neither the host facility nor 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. No cameras (including those on cell phones) may be used in the locker rooms.
10. **OFFICIALS:** 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. Contact the MSHSAA office if interested.
11. **PASSLIST AND PASSES:** Each competing school will submit a team pass list ONLINE on the MSHSAA website. You will list support personnel who will be accompanying the athletes to the state meet. The number of passes shall be limited to those FOUR persons listed plus all swimming and diving **entries**. Passes for the state meet will not be mailed to the school in advance. Passes may be picked up by the coach at the pool site when the pass gate opens. 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.

12. **SPECTATOR SEATING:** There are no reserved seats or sections for spectators. All seats are general admission.
13. **RESTRICTIONS:** Audible music is not permitted in the pool area. Balloons are prohibited inside and outside the building at the State Swimming Meets. 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 MSHSAA. Coolers are allowed as long as they hold no glass containers; however, food should be eaten in the locker room or in the hallway rather than on the deck. Coaches need to monitor teams in regard to keeping the deck clean and keeping coolers out of the walkways.
14. **NO PRACTICE TIME AVAILABLE:** Please note that the state meet facilities will not be available for practice other than during the times listed in the schedule following this section.
15. **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.
16. **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.
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. If prelims are not possible for a particular class, a timed-final meet for that class and possibly both classes will be held. A determination to do so will be made on a case by case basis depending upon the circumstances. Pertinent information would be posted in the Swimming and Diving area of the MSHSAA website. (www.mshsaa.org).
18. **STATE MEET BROADCASTS:** MSHSAA holds exclusive ALL-PLATFORM DISTRIBUTION rights for AUDIO, DATA and VIDEO for all postseason contests or festivals (beginning with district level through state) in all activities. Any transmission or production of any portion of these events, without the consent of MSHSAA is prohibited. Events are defined as the competition or performance. This includes, but not limited to, using programs such as Facebook Live, YouTube or Periscope.
19. **DIGITAL TICKETS:** Hometown Ticketing is the official partner for digital ticketing.
 1. Districts: Use of digital ticketing will be a host school option.
 2. State Championships: Use of digital ticketing will be REQUIRED. No paper ticketing will be available.
 3. Contact Email: digitaltickets@mshsaa.org

F. STATE MEET TERMS AND CONDITIONS (SWIMMING)

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 9-4-2)
3. **STARTING BLOCK WEDGES:** The advisory committee has approved the use of starting block wedges (track-style attachments for the starting blocks) at the state meet if available and in working condition. Use of the blocks by an individual is optional; they may be placed in the furthest back position if desired.
4. **STATE MEET RECORDS:** In order for a relay performance (200FR or 400FR only) time for an individual at the state meet to be recognized as a state meet record performance for the corresponding individual event, the National Federation and 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. a fully automatic timing [F.A.T.] system is used, and functional,
 - d. the individual's time for the 50 free or the 100 free is faster than the current state record.

G. STATE MEET TERMS AND CONDITIONS (DIVING)

1. **STATE PRACTICE TIME:** Diving practice will be allowed during preliminary swimming competition. See schedule for specifics.
2. **WARM-UP:** Diving warm-ups will be allowed as a complete group (no flights). See schedule for specifics. **Divers must be accompanied by a team coach prior to starting warm-ups.**

3. **STATE CUTS:** All divers shall be allowed to perform all five dives of the preliminary round.
4. **STATE SCORESHEETS:** One official diving scoresheet must be completed for each diving entry and submitted to MSHSAA via an online process by Tuesday prior to the state meet. If necessary after that point, changes may be made to one or more dives at the Diving Scoring Table at the State Meet 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 9-3-3. All divers must be declared (see entry procedures and qualifying standards).
 - 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.

APPENDIX A: PROGRAM INFORMATION AND STATISTICS

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

APPENDIX B: U.S. COPYRIGHT COMPLIANCE

MSHSAA Position Statement Regarding U.S. Copyright Compliance

Educators, coaches, and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed on site is owned by ASCAP. To determine if the music is owned by ASCAP to go www.ASCAP.com and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C:

SITE SELECTION PROCESS

DISTRICT DIVING SITE SELECTION: Due to the nature of diving, the limited number of facilities able to accommodate the needs of the District Diving meets, and the late release of District Diving Assignments, the sites to be used for District Diving will be selected and confirmed by the MSHSAA staff based on recommendations by the Swimming and Diving Advisory Committee.

For informational purposes only, to follow is the process that is used for District Selection in most sports and activities, other than those with very specific facility constraints.

SITE SELECTION PROCESS

A. GENERAL CRITERIA:

1. Assignments of schools to specific districts shall be established by the MSHSAA staff annually. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via email by the MSHSAA staff.
4. Each chairperson shall review the list of schools assigned to his/her district on the MSHSAA website under the district assignments link.
5. Each chairperson will contact all athletic administrators of schools assigned to the specific district and arrange for a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site. No expenses are allowable in conjunction with this meeting.
6. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow the specific criteria to determine the appropriate course of action to be followed when selecting the district host site.
7. The district chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site for the district tournament.
8. The MSHSAA staff shall review the submitted host sites for any necessary adjustments and final approval. The MSHSAA staff and/or Board of Directors shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site constraints. A neutral site may only be used, provided there is prior approval from MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to MSHSAA.
9. Prior to final approval, a medical Emergency Action Plan (EAP) for all state series sites and venues must be confirmed/uploaded to the MSHSAA website prior to hosting. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org.
10. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

B. SPECIFIC CRITERIA: The following specific criteria shall be used by the schools and site selection chairperson:

1. Facility/Site must be located within the boundaries of the State of Missouri, as per Board policy.
2. The site facility(ies) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
3. A medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at www.mshsaa.org. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org.
4. Secure location for contest officials to be sequestered from teams and spectators.
5. Ability to take admission for all contests.
6. Seating capacity shall be adequate to accommodate anticipated attendance.
7. Adequate off-street parking available for the seating capacity of the facility.
8. Adequate concessions available for spectators.



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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