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Jason West, Communications Director

Stacy Schroeder: 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.

[Release Number 2 (August 2019)]
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Term expires in July of Year noted.
*Eligible for Reappointment

PURPOSE AND PHILOSOPHY

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. 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: REGULAR SEASON**

A. **GENERAL TERMS AND CONDITIONS**

1. **REGISTRATION:** Only those schools that have registered at the tournament level 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. **COACH AND REGULAR SEASON:** Before a school may enter competitors in swimming meets, it must have employed a swimming coach and offered instruction in swimming 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."

3. **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.

4. **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.

5. **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)
   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 within the qualifying standards.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>BOYS</th>
<th>VOLUNTARY GROUP</th>
<th>GIRLS</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>Aug. 30 - Sept. 7</td>
<td>Forward Group</td>
<td>Nov 29 - Dec. 7</td>
</tr>
<tr>
<td>Week 2</td>
<td>Sept. 8 - Sept. 14</td>
<td>Back Group</td>
<td>Dec. 8 - Dec. 14</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sept. 15 - Sept. 21</td>
<td>Inward Group</td>
<td>Dec. 15 - Dec. 21</td>
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<td>Week 4</td>
<td>Sept. 22 - Sept. 28</td>
<td>Twist Group</td>
<td>Dec. 22 - Jan. 4</td>
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<tr>
<td>Week 5</td>
<td>Sept. 29 - Oct. 5</td>
<td>Reverse Group</td>
<td>Jan. 5 - Jan. 11</td>
</tr>
<tr>
<td>Week 6</td>
<td>Oct. 6 - Oct. 12</td>
<td>Forward Group</td>
<td>Jan. 12 - Jan. 18</td>
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<tr>
<td>Week 9</td>
<td>Oct. 27 - Nov. 2</td>
<td>Twist Group</td>
<td>Feb. 2 - Feb. 8</td>
</tr>
<tr>
<td>Week 10</td>
<td>Nov. 3 - Nov. 6**</td>
<td>Reverse Group</td>
<td>Feb. 9 - Feb. 12**</td>
</tr>
</tbody>
</table>

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: **This is the last day for state qualification but diving could continue with no possibility of qualifying.

6. 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.

7. TIME TRIALS / LAST CHANCE MEET POLICY:
   a. So-called “Time-Trials” are not allowed.
   b. “Last Chance” swimming and/or diving meets are allowed and may be utilized to give swimmers and/or divers an additional chance to qualify for state, under the following conditions:
      1. The team and individual have not met or exceeded the contest limitations prior to the last chance meet, and the last chance meet is counted as a meet within those team/individual contest limitations.
      2. All twelve high school events must be offered.
      3. The same stroke must be used in all lanes.
      4. All meet rules must be followed, including the use of registered officials, NFHS rules and MSHSAA policies.
      5. Meet entry limits must be followed.
      6. If times are to be used for state qualification, the meet must be held no later than the date specified in this Manual.
      7. If times are to be used for state qualification, timing procedures must meet the minimum criteria.

8. UNIFORMS: Refer to, and be familiar with, NFHS Rule 3-3 concerning the requirements for uniforms.

9. 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.

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.

C. 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 accommodation requests 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 special equipment, if applicable.

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: School requests for specific 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 make contact with MSHSAA AT LEAST THREE WEEKS PRIOR TO THE STATE MEET.

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

1. RELAY CARDS: For all multi-team meets, relay names are required for entry and relay cards are required to be turned in by the relay team 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. (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, Conference Championship Meets (all sessions) and the State Championship Meets (all sessions) fall under the Championship Meet format and requirements. (NFHS Rule 1-4-8d1)

E. 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.

F. MEET LIMITS AND INDIVIDUAL ENTRY LIMITS:

1. Sports Seasons - Swimming
   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, 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. The meet does count in the number of team meets scheduled, but it could be paired with a diving only meet to, together, count as one meet. In this situation, a diver only could participate in a diving-only meet since the event was not scheduled in a regular swimming meet.
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.” The same would be true for a triple-dual meet. (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. (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 100 butterfly in both meets? b) How many total events (both meets combined) can she participate in on that day?
A1: 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.

SECTION 2: SAFETY/SPORTS MEDICINE TOPICS

A. DIVING FACILITIES NOT MEETING DEPTH REQUIREMENTS
Athletic administrators and interscholastic swimming coaches should make note of National Federation Rule 9-1-1 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. 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.

D. 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. Being a prudent coach may prevent an athlete from being injured. (See also page 6 of the NFHS Swimming and Diving Rules Book.)

E. 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

F. 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.

G. 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.

H. 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.

I. SPORTS MEDICINE INFORMATION: A variety of health and safety information is available on the MSHSAA website under the Sports Medicine tab.
SECTION 3: STATE MEET QUALIFYING STANDARDS

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 modified enrollment break system will be used and 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 modified enrollment break system will be used and 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. 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: Wednesday of Week 18 (November 6, 2019)
2. GIRLS: Wednesday of Week 32 (February 12, 2020)

C. TIMING: 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. Coaches must be prepared to provide proof of all performances (FAT results or PCS Form) in case one or more performances are challenged.

4. NOTES: State qualification must be attained in the individual event, and cannot be attained as the first leg of the corresponding relay (200FR/400FR). State qualification cannot be attained through an exhibition performance.

D. STATE MEET QUALIFIERS: Varsity 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, will be eligible to be entered in the applicable state meet for their classification by their coach.
**BOYS AND GIRLS STATE SWIMMING QUALIFYING STANDARDS**

BOLD* = Qualifying times that have changed since last year are bolded with an asterisk.

AUTO = Automatic Qualifying Standard = qualification to state in the applicable class

CONSID = Consideration Qualifying Standard = If the automatic standard elicits less than 32 swimmers, the consideration qualifiers who have been declared as entries in that event will be used to fill the event to 32 competitors, fastest to slowest.

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.

METER STANDARDS: See MSHSAA Website for the qualifying times for meter pools/events.

### BOYS CLASS 1 & 2 - YARD POOLS

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<th>CONS - Y</th>
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### BOYS CLASS 1 & 2 - METER POOLS

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### GIRLS CLASS 1 & 2 - METER POOLS

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<tr>
<td>400 Freestyle Relay</td>
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E. DIVING: State Qualifying Standards for 1M Diving - Boys and Girls; Both Classes

NOTE: All qualifying dive sheets must be filled out completely and correctly. INCOMPLETE SCORESHEETS WILL NOT BE ACCEPTED FOR STATE QUALIFICATION. Errors by diving officials may affect state qualification. Double check scoresheets before submission.

Automatic Qualification from an Eleven-Dive Meet:
1. Dive Judge Panel Requirements for State Qualification: For state qualification to occur a panel of FIVE or SEVEN 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 (Judge 1 to 5 or 7) as it corresponds to the diving scoresheet. For a panel of FIVE judges, at least TWO judges must be registered MSHSAA officials. For a panel of SEVEN, at least THREE judges must be registered MSHSAA officials. The official’s registration number must be listed as a part of the Performance List submission process.
2. The competitor must complete all eleven dives.
3. The eleven dive list must be legal per NFHS Rule 9-4-1 and cover requirements a through d.
4. 356.0 points or greater must be earned and the total DD for the list must be 20.5 or greater.
5. Divers may not pull six dives out of an eleven dive meet to qualify using the six-dive meet standards.

Consideration Qualification from an Eleven-Dive Meet:
1. Dive Judge Panel Requirements for State Qualification: For state qualification to occur a panel of FIVE or SEVEN 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 (Judge 1 to 5 or 7) as it corresponds to the diving scoresheet. For a panel of FIVE judges, at least TWO judges must be registered MSHSAA officials. For a panel of SEVEN, at least THREE judges must be registered MSHSAA officials. The official’s registration number must be listed as a part of the Performance List submission process.
2. The competitor must complete all eleven dives.
3. The eleven dive list must be legal per NFHS Rule 9-4-1 and cover requirements a through d.
4. 252.0 points or greater must be earned.
5. Divers may not pull six dives out of an eleven dive meet to qualify using the six-dive meet standards.

Automatic Qualification from a Six-Dive Meet:
1. Dive Judge Panel Requirements for State Qualification: For state qualification to occur a panel of FIVE or SEVEN 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 (Judge 1 to 5 or 7) as it corresponds to the diving scoresheet. For a panel of FIVE judges, at least TWO judges must be registered MSHSAA officials. For a panel of SEVEN, at least THREE judges must be registered MSHSAA officials. The official’s registration number must be listed as a part of the Performance List submission process.
2. The competitor must complete all six dives.
3. The voluntary dive (Dive 1) shall be selected from the voluntary group of the week (per the schedule in the Swimming and Diving Manual).
4. The five optional dives must represent all five dive groups (forward, back, reverse, inward, twist).
5. The five optional dives may not include any base dives (Dive 101, 201, 301, 401 and 5111).
6. A total of 230.0 points or greater is achieved. This point requirement and DD total must be achieved in a six-dive meet.
7. The sum total of the degrees of difficulty for the six dives equals 12.2 or greater (voluntary dive DD=Assigned DD up to a maximum of 1.8).

No Consideration Qualification is allowable from a Six-Dive Meet

F. 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 (stacy@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.

G. METER POOLS & STATE QUALIFICATION: Swimmers may qualify for state in a meter pool, if they meet the meter qualifying standard listed on the MSHSAA website, on the swimming and diving page. The meter qualifying standards are based on the NISCA yard to meter conversions in the NFHS Rulebook.

SECTION 4: STATE MEET ENTRY PROCEDURES

A. GENERAL ENTRY INFORMATION

1. TERMS: Competitors must qualify for the state meet in accord with the procedures outlined.

2. QUALIFICATION: Only those eligible varsity competitors who meet or exceed the qualifying standard 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. (Refer to qualifying standards listed in 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/declaration process. 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 as per the required standards in that individual event; no qualification due to performance in any leg of a relay event is allowed.

B. 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 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 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. 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.

1. Location: www.DirectAthletics.com
2. Timeline: Coaches will have ONE WEEK from the date of the meet to submit state qualifying performances on the Direct Athletics Online Performance Tracking System.
3. Performance List Opens/Closes: See Key Dates Sheet
4. 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.
C. STATE MEET ENTRY: See MSHSAA website, Swimming and Diving page for more information.

1. 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.

2. 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.

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. More information, and the steps to follow, is available on the MSHSAA website, under the swimming/diving area.
   a. Location: www.DirectAthletics.com
   b. Timeline: The declaration period will be OPEN FOR 24 HOURS
   c. Declaration Period Opens/Closes: See Key Dates Sheet
   d. Limits: You may only declare athletes per the NFHS entry limits; this includes automatic and consideration qualifications combined (i.e. 2 individual events max).

4. ONLINE PASSLIST AND DIVING DATA ON www.MSHSAA.org: Coaches/AD’s must submit the remainder of the needed information on the MSHSAA website:
   a. Location: www.MSHSAA.org
   b. Three Areas to complete:
      1. State Eligibility Roster: Confirms eligibility of all swimming/diving entries
      2. 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 shall be allowed ONE high-school aged team manager.
      3. Diving: Email a CLEAR (pdf) copy of the QUALIFYING dive sheet to stacy@mshsaa.org.
   c. MSHSAA Entry Info Area Opens/Closes: See Key Dates Sheet

5. PENALTY: 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 late fee of $100.00 will be required. NOTE: Psych Sheets are posted as per the timeline below.

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. 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 Sheet

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. **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(s) (only) that 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 Stacy Schroeder, Meet Director, preferably before 4:00 p.m. on Wednesday prior to the state meet, but no later than during the State Meet scratch meeting. 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 meeting will be held at the State Meet site 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.)

See next page for Key Dates Sheets. This information may also be accessed and printed from the MSHSAA website.
These documents are located on the MSHSAA Website on the Swimming and Diving page, and have all timelines and deadlines in one location.
SECTION 5: STATE CHAMPIONSHIP MEETS

A. 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):

3. 2019-20 Order: Class 1 Thursday/Friday and Class 2 Friday/Saturday
4. 2020-21 Order: Class 2 Thursday/Friday and Class 1 Friday/Saturday

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 schedule following this section.

C. 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

D. STATE MEET INFORMATION

1. 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.

2. 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.

3. SCRATCH MEETING: A brief scratch meeting will be held prior to the start of each state meet. All coaches are expected to attend this meeting, where scratches and declared false starts will be accepted and other applicable information will be discussed.

4. COACHES TABLES: An area on deck has been reserved for coaches. This is a limited space and only one coach per school will be allowed access to this area. Deck entry priority will be given based on the team “entry count.”

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. MEALS: Various restaurants are available in the area, and a concession stand will be operating.
7. **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 deck.

8. **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 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. No cameras (including those on cell phones) may be used in the locker rooms.

9. **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.

10. **PASSLIST AND PASSES:** Each competing school will submit a team passlist 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.

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. 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 deck. Coaches need to monitor teams in regard to keeping the deck clean and keeping coolers out of the walkways.

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 seats or 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 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. 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).

E. 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 9-4-2)

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 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. 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.

F. DIVING TERMS AND CONDITIONS

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 check-in with meet administration, accompanied by a team coach, prior to being allowed to begin warm-ups. Divers will be marked upon check-in with their dive order number for confirmation of coach’s presence; divers may not warm up without being checked in and marked.

3. STATE CUTS: 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, unless there are more than 39 qualifiers. If 40 or more divers qualify, a cut to 32 divers will take place after three rounds.

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 9-3-4. 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.
2019-20 BOYS AND GIRLS STATE MEETS:  
SCHEDULE & ADMISSION - CLASS 1

Swimming Preliminaries Session (Thursday Morning):
8:30AM: Pass Gate Opens – Teams go to Gymnasium
8:30AM: Tickets go on sale for Swimming and Spectator Stands open
9:45AM: Teams called from the gym to the deck in Entry Order
10:00AM: Remaining teams allowed to access deck
10:15AM: Scratch Meeting and Reminders
10:45AM: Diving Boards open for practice
10:45AM: Swimming Warm-ups (both pools)
10.45 - 11:05 a.m. - Group 1 Laps
11:05 - 11:25 a.m. - Group 2 Laps
11:25 - 11:45 a.m. - Group 3 Laps
11:45 - 11:55 a.m. - Group 3 Take-offs
11:55 - 12:05 p.m. - Group 2 Take-offs
12:05 - 12:15 p.m. - Group 1 Take-offs

10:45AM: Diving Spectator Stands open
12:15PM: Clear Pool
12:25PM: National Anthem
12:30PM: Swimming Preliminary Competition Begins

Diving Session (Thursday afternoon)
4:00PM Diving Spectator Stands open
4:45PM: Diving Warm-Ups End
4:55PM: National Anthem
5:00PM: Diving Competition Begins
9:00PM: 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: Swimming Tickets go on Sale and 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
$8.00: Session 1 (Swimming Preliminaries)
$8.00: Session 2 (Diving Preliminaries/Semifinals/Finals)
$8.00: Session 3 (Swimming Finals)
2019-20 BOYS AND GIRLS STATE MEETS:
SCHEDULE & ADMISSION - CLASS 2

Swimming Preliminaries Session (Friday afternoon)
1:30PM: Pass Gate Opens – Teams go to Gymnasium
2:15PM: Teams called from the gym to the deck in Entry Order
2:30PM: Remaining teams allowed to access deck
2:45PM: Scratch Meeting and Reminders
3:00PM: Tickets go on sale and Spectator Stands open
3:15PM: Diving Boards open for practice
3:15PM: Swimming Warm-ups (both pools)
3:15 - 3:35 p.m. - Group 1 Laps
3:35 - 3:55 p.m. - Group 2 Laps
3:55 - 4:15 p.m. - Group 3 Laps
4:15 - 4:25 p.m. - Group 3 Take-offs
4:25 - 4:35 p.m. - Group 2 Take-offs
4:35 - 4:45 p.m. - Group 1 Take-offs
4:45PM: Clear Pool
4:55PM: National Anthem
5:00PM: Swimming Preliminary Competition Begins
8:00PM: 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: Diving Tickets go on sale and 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: Swimming Tickets go on sale and 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) (both pools)
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

ADMISSION PRICES: FOR EACH CLASS
$8.00: Session 1 (Swimming Preliminaries)
$8.00: Session 2 (Diving Preliminaries/Semifinals/Finals)
$8.00: Session 3 (Swimming Finals)
APPENDIX A:
CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

Education

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete’s physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete’s participation in practice or competition. Officials will receive training from their parent organization. Each official’s organization will require annual concussion training and maintain a signed head injury information sheet for each official.

Recognition and evaluation of the athlete with a concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.

2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.

3. The coach, (Certified Athletic Trainer) ATC, or physician on site should evaluate the athlete in a systemic fashion:
   a. Assess for airway, breathing, and circulation (basic CPR assessment)
   b. Assess for concussion
      i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
      ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include:

<table>
<thead>
<tr>
<th>PHYSICAL</th>
<th>COGNITIVE</th>
<th>EMOTIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Feeling mentally “foggy”</td>
<td>Irritability</td>
</tr>
<tr>
<td>Nausea/Vomiting</td>
<td>Feeling slowed down</td>
<td>Sadness</td>
</tr>
<tr>
<td>Dazed/Stunned</td>
<td>Difficulty concentrating</td>
<td>More emotional</td>
</tr>
<tr>
<td>Balance problems</td>
<td>Difficulty remembering</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Visual problems</td>
<td>Forgetful of recent information</td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td>Confused about recent events</td>
<td></td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>Answers questions slowly</td>
<td></td>
</tr>
<tr>
<td>Sensitivity to noise</td>
<td>Repeats questions</td>
<td></td>
</tr>
</tbody>
</table>

5. Evaluation
   a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT3 are effective assessment tools that are readily available and can assist with the assessment.
   b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.

6. Management of a concussion and return to play
   a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
   b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. “WHEN IN DOUBT, SIT THEM OUT!”
   c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
   d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
   e. An athlete must be asymptomatic at rest and with exertion prior to return to play
   f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.
APPENDIX B: FALL SEASON 16-DAY HEAT ACCLIMATIZATION SCHEDULE

Exertional heat stroke is currently among the top three reasons athletes die during sport and in the summer months it is the number one reason. What makes these tragedies worse is that exertional heat stroke risks can be minimized through proper heat acclimatization. Sports medicine researchers and advocates indicate that periods of rest and a progressive system of early practices can reduce the instances of exertional heat stroke in athletes. Heat acclimatization in humans is a biological adaptation that controls physiological activities like heart rate and body temperature. The most vital change that occurs is an increase in sweating. Humans who have adapted to hot climates begin sweating earlier and more profusely, controlling their body temperature more efficiently. Another result of this acclimatization is the reduction of body heat production, as it is no longer as important as it is in colder environments. The goal of the acclimatization period is to increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions. This period should begin on the first day of practice or conditioning. Below is a summary of the Heat Acclimatization requirements.

Diagram 1.7 (1) SUMMARY OF THE 16-DAY ACCLIMATIZATION PERIOD

(Days 1-5)
1. Days 1 through 5 of the acclimatization period consist of the first 5 days of formal practice. During this time, athletes are not allowed to participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice may recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during days 1–5 of the acclimatization period. A 1-hour recovery period is required between the practice and walk-through (or vice versa).
4. During days 1–2 of the acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted (goalies, as in the case of field hockey and related sports, may not wear full protective gear or perform activities that would require protective equipment).
   A. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
   B. Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
   C. Full-contact sports: 100% live contact drills may begin no earlier than day 6.

Beginning on day 6, all protective equipment may be worn and full contact may begin.

(Days 6-16)
1. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 1 hour of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
2. On a double-practice day neither practice may exceed 3 hours in duration nor may student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time. The 2 practices must be separated by at least 3 continuous hours in a cool environment.
3. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, it is recommended that an athletic trainer be on site before, during, and after all practices, but it is not required.

Diagram 1.7 (2)

<table>
<thead>
<tr>
<th>Day</th>
<th>Heat Acclimatization Practice Plan</th>
<th>Sports Equipment/Helmets/Pads</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest</td>
<td>FB-Helmet only; SB and BB catchers equipment allowed</td>
</tr>
<tr>
<td>2</td>
<td>One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest</td>
<td>FB-Helmet only; SB and BB catchers equipment allowed</td>
</tr>
<tr>
<td>3</td>
<td>One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest</td>
<td>FB-Helmet/ shoulder pads / blocking sleds / tackling dummies only</td>
</tr>
<tr>
<td>4</td>
<td>One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest</td>
<td>FB-Helmet/ shoulder pads / blocking sleds / tackling dummies only</td>
</tr>
<tr>
<td>5</td>
<td>One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest</td>
<td>FB-Helmet only; SB and BB catchers equipment allowed</td>
</tr>
</tbody>
</table>

6-16
- Alternate double practice days w/ a single practice day or a rest day.
- Double Practice Day: 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two.
- Single Practice Day: 3 hour max; 1 hour walkthrough after 1 hour rest.
- During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walkthroughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement.
- On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required.
APPENDIX C:
BOARD POLICY ON FAN/SPECTATOR SUPPORT ITEMS

Spectator/Fan Support Items and Restrictions: In the chart below, ONLY those items marked “Yes” will be allowed as fan/spectator support items at all MSHSAA District and State Series Championships. **Schools are encouraged to follow these guidelines during the regular season.** Sportsmanlike vocal cheering and support from the team bench area are encouraged. The items indicated on this page are for use by all fans/spectators.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>BA</th>
<th>BK</th>
<th>CC</th>
<th>FB</th>
<th>GO</th>
<th>SO</th>
<th>SB</th>
<th>SW</th>
<th>TN</th>
<th>TR</th>
<th>VB</th>
<th>WR</th>
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<tr>
<td>Balloons</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Banners on wall</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Confetti/shredded paper/powder</td>
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<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Hand held signs (no obstruction of view during play)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Laser light/pointer/flashing objects</td>
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<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
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<tr>
<td>Megaphones (Exception: Sideline Cheerleaders only)</td>
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<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Artificial noisemakers, (including but not limited to horns, cow bells, bells, buzzers, shakers, clickers, thunder sticks, rattles, instruments not part of a band)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Compressed air horns/sirens</td>
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<tr>
<td>Whistles</td>
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<td>No</td>
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<tr>
<td>Drones/UAV/UAS</td>
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<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
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<tr>
<td>Team introduction run-throughs or break away banners (fans)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Team introduction run-throughs or break away banners (team personnel &amp; sideline cheerleaders)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>Poms, spirit/rally towels</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Cannons/muskets/guns/fireworks</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
</tr>
<tr>
<td>Carried school flags (running/taunting prohibited)</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>Animals/Pets (other than service animals with proper credential documentation)</td>
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<td>No</td>
<td>No</td>
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<td>No</td>
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<td>Yes</td>
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<tr>
<td>Appropriate dress required (host determines)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
APPENDIX D:
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 onsite 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 E: 
**SCHOOL CODES FOR STATE**

Note: Co-op visiting schools are not listed. If your school is not listed or listed incorrectly, please contact MSHSAA.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Code</th>
<th>City or Town</th>
<th>State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affton</td>
<td>AFTN</td>
<td>Lee's Summit</td>
<td>LEES</td>
</tr>
<tr>
<td>Battle</td>
<td>BATT</td>
<td>Lee's Summit North</td>
<td>LEESN</td>
</tr>
<tr>
<td>Belton</td>
<td>BELT</td>
<td>Lee's Summit West</td>
<td>LEESW</td>
</tr>
<tr>
<td>Bishop DuBourg</td>
<td>BISHD</td>
<td>Liberty</td>
<td>LIB</td>
</tr>
<tr>
<td>Bishop LeBlond</td>
<td>BISHL</td>
<td>Liberty North</td>
<td>LBN</td>
</tr>
<tr>
<td>Blue Springs</td>
<td>BLUS</td>
<td>Liberty (Mountain View)</td>
<td>LIBMV</td>
</tr>
<tr>
<td>Blue Springs South</td>
<td>BLUSS</td>
<td>Liberty (Wentzville)</td>
<td>LIBW</td>
</tr>
<tr>
<td>Bolivar</td>
<td>BOLI</td>
<td>Lincoln College Prep</td>
<td>LINC</td>
</tr>
<tr>
<td>Camdenton</td>
<td>CAMD</td>
<td>Lindbergh</td>
<td>LINDB</td>
</tr>
<tr>
<td>Carl Junction</td>
<td>CARLJ</td>
<td>Logan-Rogersville</td>
<td>LROG</td>
</tr>
<tr>
<td>Carthage</td>
<td>CART</td>
<td>Louisiana</td>
<td>LOUIS</td>
</tr>
<tr>
<td>Center</td>
<td>CENTR</td>
<td>Lutheran (St. Charles)</td>
<td>LUSTC</td>
</tr>
<tr>
<td>Central Academy of Excell.</td>
<td>CENKC</td>
<td>Lutheran North</td>
<td>LUTHN</td>
</tr>
<tr>
<td>Central (Cape Girardeau)</td>
<td>CENC</td>
<td>Lutheran South</td>
<td>LUTHS</td>
</tr>
<tr>
<td>Central (St. Joseph)</td>
<td>CENSJ</td>
<td>Marquette</td>
<td>MARQ</td>
</tr>
<tr>
<td>Central (Springfield)</td>
<td>CENSP</td>
<td>Marshall</td>
<td>MSHAL</td>
</tr>
<tr>
<td>Chaminade</td>
<td>CHAM</td>
<td>Marshall Field</td>
<td>MSHFD</td>
</tr>
<tr>
<td>Christian Brothers</td>
<td>CBC</td>
<td>McCluer</td>
<td>MCC</td>
</tr>
<tr>
<td>Clayton</td>
<td>CLAY</td>
<td>McCluer North</td>
<td>MCCN</td>
</tr>
<tr>
<td>Cor Jesu Academy</td>
<td>CORJ</td>
<td>Mehlville</td>
<td>MELV</td>
</tr>
<tr>
<td>DeSmet</td>
<td>DSTM</td>
<td>MICDS</td>
<td>MICDS</td>
</tr>
<tr>
<td>Duchesne</td>
<td>DCHN</td>
<td>Missouri Military Academy</td>
<td>MMA</td>
</tr>
<tr>
<td>East (Kansas City)</td>
<td>EAST</td>
<td>Monett</td>
<td>MONET</td>
</tr>
<tr>
<td>Eureka</td>
<td>EURK</td>
<td>Nerinx Hall</td>
<td>NERI</td>
</tr>
<tr>
<td>Farmington</td>
<td>FARM</td>
<td>Nevada</td>
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