



2019-20 L.P. BOYS & GIRLS SWIMMING & DIVING FINALS MANAGER MANUAL

KEY REVIEW POINTS – TOURNAMENT SUMMARY

	GIRLS	BOYS
Diving Entry Deadline	Noon, November 12	Noon, March 3
Diving Qualification Meet Date	November 14	March 5
Finals Meet Entry Deadline	Noon, November 18	Noon, March 9
MHSAA Finals Meet Date	November 22-23	March 13-14

- The MHSAA Finals Meet will begin at noon for preliminary competition on Friday, with Finals events beginning at noon on Saturday.
- All swim and dive entries are submitted electronically to meet managers. Specific Final Meet information will come from the host institution (posted on MHSAA.com)
- Qualifying standards for the MHSAA Final meet are posted on the MHSAA Web site.
- Schools assume all costs of participation in the MHSAA tournament.
- Raffles and 50-50 drawings are not allowed at MHSAA Tournament events.
- Admission is \$6/person at the Diving Qualification Meet and \$10/person each day at the Finals meet.



GENERAL POLICIES & PROCEDURES

L.P. SWIMMING & DIVING FINALS MANAGERS

ADMISSION – Ticket prices for the MHSAA Swimming & Diving Tournaments will be \$6/person for the Diving Qualification Meets and \$10 /person for each day of the MHSAA Preliminary (Friday) and Finals (Saturday) meets.

CONCUSSION PROTOCOLS – See page 7

DATES/TIME SCHEDULE – The MHSAA Swimming and Diving Preliminaries & Finals will be conducted on the following dates & times:

	GIRLS	BOYS
Regional Diving Qualification Date	Thursday, November 14	Thursday, March 5
Finals Meet Entry Deadline	Noon, November 18	Noon, March 9
MHSAA Finals Preliminary Competition	Friday, November 22	Friday, March 13
MHSAA Finals Competition	Saturday, November 23	Saturday, March 14

Diving Qualification Meets

- Warm-up: 3-5 p.m.
- Meet Starts at 5:00 p.m. unless granted prior approval from the MHSAA.
- Competition to determine the top 12 divers at each site

MHSAA Finals Preliminary Competition (Fri.)

- Begin at Noon
- Diving Preliminaries and Semifinals will begin approximately one hour after the last heat if there isn't a separate diving well or 30 minutes after the last heat with a diving well.

MHSAA Finals Competition (Sat.)

- All Events Begin at Noon

DECK PASSES – Procedures & policies for coach and participant deck passes are as follows:

- One deck pass will be issued for each athlete who has qualified.
- A manager pass will not be included unless a team has five or more qualified swimmers.
- A school may receive a deck pass for two coaches (three if a diver has qualified). If a school has more coaches on staff, they may purchase an additional pass(es) through the Final Manager.
- A deck pass may only be used by the individual for whom it was issued.
- Once capacity has been reached, no additional passes will be available. Note: Deck passes may not be used for entry into the spectator area.

ENTRY PROCEDURES – MHSAA Diving Qualification Meets and the MHSAA Finals Meet qualifying criteria for swimmers are as follows:

Qualifying Times for Final Meet Entries – To be a legal entry, the swimmer must have equaled or bettered the qualifying time in a bona fide high school varsity swim meet during the current season.

Coaches must have documents to verify all submitted times. Times achieved in exhibition events may be used to qualify as long as the qualifying time was met in a heat for the specific stroke. Time trials cannot be used to qualify for the Final Meet.

Relay Entry and Qualification – In each relay, qualification to the Final Meet must be based on actual team performance in a regularly scheduled varsity swim meet. A coach must list the four swimmers in each relay; however, an alternate may be used in a relay. Any combination of swimmers listed must be capable of equaling the qualification time. No more than one relay team per school per relay event may compete.

Swim Entry Materials

- Electronic entry must be submitted to the respective Meet Manager by Monday the week of the Final by 12 noon
- Coaches must bring results of this season's competition to the Final Meet in case of questions.
- Submit the best individual or relay team qualifying time on the electronic entry form.

***NOTE:** Names of divers who have qualified at the Regional Dive Meet to the Final, **MUST** be included on the Final Meet Entry. The Final Meet Manager will receive the qualifiers from the Regional Diving Managers. Be sure to include the grade (number, i.e. 10, 11 or 12) for each swimmer and diver following their name on the entry program. An entry received after Monday noon deadline must be accompanied with a \$50 late fee – payable to the host manager. Late entries may be added only if the heat and lane assignments have not been determined. Late entries will not be accepted after lane assignments are made.

Psych Sheets will be posted by Noon on Wednesday, coaches must proof to ensure all entries are included and correct. After the proofing period, no changes will be made to the entries.

FINANCES/EXPENSES – All Regional & Finals Managers must submit a financial report form to the MHSAA including revenue and approved expenses. Participating schools assume all costs of travel, lodging and meals at all levels of the tournament.

FORFEITURES/USE OF INELIGIBLES - Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate or teams or individuals found to be in violation of contest limitations or maximums do not advance in MHSAA tournaments. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements or receive awards for those places.

INJUNCTION OR RESTRAINING ORDER PROCEDURE - Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition)." If the meet has begun, it shall be completed.

Merchandising/Promotion Policies

Use of MHSAA Logo – The MHSAA logo and acronym are registered trademarks. MHSAA tournament trophy designs are also copyrighted. Use of these legally protected marks requires written permission of the MHSAA. Contact the MHSAA Communications Director for additional information.

MEDIA/MULTIMEDIA --

Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager.

The tournament manager shall communicate the results of the draw and game results at the conclusion of each contest to the MHSAA and the local media outlets of the participating schools. Draw results shall include the dates, locations and starting times. Game results shall include the final score or team standings, team records (when applicable), individual event results (by weight, distance, discipline, etc.), who qualifies to further play and the upcoming schedule. Some media may be willing to receive such information via e-mail.

News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for MHSAA Tournament Media Pass holders, and admit those individuals – as long as they are attending the game in a working capacity. Managers are under no obligation to admit or provide press row/box accommodations for non-working companions of media members, or for individuals showing other forms of media identification. It is recommended that managers designate a specific door for media entrance.

Outlets broadcasting tournament games – audio or video – on over-the-air, cable or internet – live or delayed – must receive advance permission from the MHSAA to originate the event. Tournament managers will receive approval by e-mail for each outlet.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable. Under no circumstances should a member of the media who makes advance arrangements for accommodations be required to arrive early to ensure seating or venue access. Press row/box seating should be not used to accommodate non-workers such as school administration, board members, booster clubs, etc. Radio stations are limited to 2 seats when originating broadcasts in all sports. Newspapers should be limited to 2 seats, unless its circulation (Daily newspapers only) exceeds 40,000, when a third seat may be granted on a space-available basis. Websites should be limited to 1 seat. Daily newspapers may receive a maximum of 2 photo passes, and weekly newspapers may receive 1 photo pass. The distribution of in-game scoring updates on any platform – including social media - does not meet the standard necessary for the granting of a seat.

A complete list of credentialing guidelines can be found in the MHSAA Multimedia Regulations, available on the Media page of the MHSAA Website.

Media should also be provided information about the participating teams (usually in the form of a program for team sports, or heat/flight sheets), and printed results as available (if you're providing printouts for participating schools, they should also be provided to the media).

Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events (baseball, football, lacrosse, soccer, softball), a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. For indoor team events (basketball, competitive cheer, ice hockey, volleyball, team dual wrestling), a school may have a maximum of one authorized representative for still images, and one for moving images. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

Photographers MAY use electronic flash/strobe cameras during the progress of a sporting event as long as, in the opinion of the contest officials, the flash does not hinder the actions of or endanger the contestants. The final decision as it relates to electronic flash/strobe equipment rests with the judgment of the site management and contest officials when MHSAA staff is not present at an event. **IMPORTANT** -- When determining whether or not the use of electronic flash/strobe equipment represents a hindrance to an event, do not evaluate the situation while looking directly at the strobe, but rather by taking the view of the game participant or the official who is focusing on the action, not the strobe, and is not aware of when the strobe is about to go off. Strobes properly positioned DO NOT pose a threat to the conduct of most contests. If, after careful consideration, the strobe is determined to be a problem, game management should work with the photographer using the strobe to review the strobe's placement, flash strength and direction. Sometimes, adjusting a strobe so that the flash bounces off the walls or ceilings will correct any potential problems. The only sports in which the use of electronic flash/strobe equipment is prohibited are: competitive cheer, gymnastics and diving. Requests to use strobe lights mounted to fixed positions shall be made well in advance of the contest. As a courtesy, contest managers or the MHSAA should inform participating coaches and contest officials that photographers have been approved to use strobe lights in fixed positions. Strobes should be placed in corner or ceiling positions, and should never be placed in the direct line

of a basket in basketball or focal point common to that sport. Camera-mounted strobes must always be positioned similarly as fixed strobes. A camera operator with an on-board strobe shall shoot outside the edges of the free throw lane in basketball, for example.

Photographers for other sports shall be placed in positions in accordance with National Federation of State High School Associations National Rules. In the sport of football, for example, photographers shall be positioned behind the restraining line, which is two or more yards from the sidelines and end zones. In addition, photographers shall not be positioned in the team boxes between the 25-yard lines. Also, in the sport of softball, photographers are prohibited from being in live ball areas. The allowance for a designated media area in softball has been discontinued by NFHS Rules. In baseball, if a designated media area is used, it shall be established before the game begins, shall be a lined area and shall be considered a dead ball area, even if unoccupied. In soccer, photographers should not be positioned within two yards of any sideline or endline. In basketball, rules prohibit anyone from being between the lines of the free throw lane behind the basket. Some venues and events will have designated areas where photographers may shoot from. Game officials and host management have the authority to remove any member of the media for not staying in their designated area in any sport.

INTERNET STREAMING - The broadcast and streaming rights of MHSAA post-season tournament events belong exclusively to the NFHS Network, FOX Sports Detroit, the MHSAA, and those media outlets which have pre-arranged to secure those rights.

Managers: Please post the sign (found at the end of these materials).

Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Periscope and Facebook – or any other method. Likewise, individual spectators are also prohibited from streaming video through any means. Participating schools are responsible for informing their students, parents and other fans of this policy and to assist the MHSAA upon request in enforcing it. Participating schools are asked to help promote where their particular game may be viewed when being streamed by the MHSAA, one of its television partners, or a media outlet which has pre-arranged to secure such rights.

LOCKER ROOM PRIVACY POLICY: Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

MEDICAL EMERGENCY POLICY - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, student and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

OFFICIALS – Regional managers are responsible for hiring the dive referee and secure diving judges. At the MHSAA Finals, swimming and diving officials are assigned by the MHSAA.

PLAYING RULES – All National Federation playing rules will apply with the following MHSAA adaptations/modifications:

I. Water Depth

A. DEQ Regulation states a pool must have 79 inches of water in order to use starting platforms. (Pools with at least 60 inches of water have been grandfathered by the DEQ).

II. Step-Up starts will be used

III. Final Meet Qualifying

A. At the MHSAA Finals, the qualifying criteria has been modified so as to qualify approximately 32 individuals or relay teams per event, per division.

PROTESTS – There are no protests of officials decisions in MHSAA Tournament competition.

RESCHEDULING POLICY - If an MHSAA tournament meet or contest is postponed or suspended because the facility becomes unusable or as a result of acts of persons or nature, and the playing rules require that the meet or contest must be played or resumed, the meet or contest must be played or completed on the first available subsequent date, at the same facility. If that facility is unavailable at any future time within the tournament schedule, MHSAA staff shall determine if other facility options are available. If no reasonable options exist, the contest(s) shall not be played and a coin toss or tosses will determine which team or teams shall advance to the next level of the tournament. If it is the championship game of the entire tournament series, co-champions shall be named and awards provided.

REFUND POLICY - Refunds on admission tickets or parking are not provided by the MHSAA for postponed or suspended MHSAA tournament meets or contests, or for such meets or contests that are terminated before their normal conclusion for any reason. Tickets shall be honored for admission to a rescheduled or resumed contest.

SPECTATORS/NOISEMAKERS – Use of artificial noisemakers is prohibited at MHSAA indoor tournament competition. Examples of artificial noisemakers are whistles and air horns. Tournament managers have the authority to restrict use of any devices which in their judgment disrupt the integrity of the competition, compromise officials rulings or cause significant problems for other spectators.

SPORTSMANSHIP – MHSAA Regulation V, Section 3 applies in all tournament contests, including the following provisions:

Unsportsmanlike Conduct in Previous Contest - A player or coach who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team. If a school fails to enforce the subsequent disqualification with respect to one of its students or coaches, the tournament managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Player Suspension - A suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not recommended, that the player may sit with the team, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant. **Coach Suspension** - Suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.

Multiple Disqualifications/Abuse of Officials- Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the tournament manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Taunting - In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from the contest/day of competition (and the next contest/day of competition). A warning may be given but is not required before ejection.

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

At all MHSAA tournament venues, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

TOBACCO AND ALCOHOL POLICY - Use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches and spectators. Managers should stress in coaches meetings that they are not to use tobacco at the tournament venue.

TROPHIES/MEDALS –The MHSAA Tournament trophies and medals will be provided by one company, ESCO of Milwaukee, Wisconsin. You will notice a new trophy design and some design changes in medals as well, with a much more efficient process of production, ordering and delivery working with one company.

Tournament managers will receive both trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-8524266 with any questions or problems regarding trophy and medal shipments

Distribution - Trophies will be awarded to the top four teams in each division. Medals will be given to the top 16 individual place winners in each division.

Extra/Replacement Medal Order Form:

<http://www.mhsaa.com/Portals/0/Documents/AD%20Forms/medal%20form.pdf?ver=2008-08-26-110251-000>

WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairing, heat assignments or flight are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offence within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

YOUTH PROTECTION POLICY: During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

UNMANNED AERIAL VEHICLE (DRONE) POLICY

The use of unmanned aerial vehicles ("UAV"), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

CONCUSSION PROTOCOLS

"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional." The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

RETURN TO ACTIVITY & POST-CONCUSSION CONSENT FORM

<https://www.mhsaa.com/portals/0/documents/health%20safety/returntoplay.pdf>

YOUR COOPERATION PLEASE...

Fans are reminded that the broadcast and streaming rights of this event belong exclusively to the N-F-H-S Network, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Any individual streaming of this event is strictly prohibited.

