



GENERAL POLICIES & PROCEDURES

UP BOYS & GIRLS SWIMMING & DIVING FINALS MANAGERS (Alphabetical by topic, forms follow topics)

ADMISSION – Ticket prices for the MHSAA UP Swimming & Diving Finals will be \$7/person

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

Diving Prelims – Friday p.m., February 17, 2012 – Time set by meet management

Swimming & Diving Finals - Saturday, February. 18, 2012 – 9 a.m.

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

A 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. 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 – Each school will be permitted three entries per individual event. One relay team per school, per relay event is allowed.

Electronic entries are required. Specific information will be sent by the Final Meet Manager.

A maximum of three swimmers per school is allowed per individual event; there are no qualifying times for the meet. Individuals entered however should be able to swim a competitive time.

Timed Finals will be utilized.

Heats are determined based on the times submitted.

FINANCES/EXPENSES – All 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 - Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites. Raffles and 50-50 drawings are not allowed.

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 Office, the local media outlets of the participating schools and the Detroit Free Press and Detroit News. 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 media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – 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. It is recommended that managers designate a specific door for media entrance.

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 3 seats when originating broadcasts in football, 2 in all other 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. 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, an MHSAA Licensed Photographer, 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 sports of baseball and Softball, photographers are prohibited from being in live ball areas. 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. In soccer,

photographers should not be positioned within two yards of any sideline or endline. 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.

MEDICAL EMERGENCY POLICY - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students 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 tornado watches and warnings 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

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

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

PLACE & SCORING – In UP swimming 12 places will be scored and the top six competitors/relay teams will receive a medal.

In diving, prelims are Friday night; each diver will perform four dives. The first dive will be the voluntary dive determined by the MHSAA. The top 12 divers will advance to the Saturday Finals and perform the last two dives.

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 - For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

Tobacco - It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be

disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

Alcohol - Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.



TOURNAMENT MEDICAL INCIDENT REPORT

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator
 Event Official
 Athlete _____ School _____
 Other _____

Male Female Dist # _____ Reg # _____ QF # _____ SF # _____ F # _____ Date ___/___/___

CIRCLE SPORT: BA BKT CC XC FB GO GY IH SK SO SB SWD TN
TR VB WR OTHER: _____

INJURY/CONDITION: Sprain Laceration Concussion Fracture Nose Bleed
 Dislocation Strain Respiratory Communicable Disease
Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: Ice Tape Wrap Suture Compress
Other _____

ACTION: Treat/Release Observation/Release Transport Hospitalize
 Return to Competition (see other side) Remove from Competition
 Referred to _____
Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? Yes No
If "yes" Name: _____ Title: _____

COMMENTS:
TOURNAMENT MANAGER SIGNATURE: _____
DATE ___/___/___ PRINT NAME _____
SCHOOL _____

Copies to: MHSAA
1661 Ramblewood Drive
East Lansing, MI 48823 Fax: 517-332-4071
Optional Copies: Athletic Director
Team Coach



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to play after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, his or her decision to not allow a student to return to competition may not be overruled.

Athlete: _____ **School:** _____

Event/Sport: _____ **Date of Injury:** _____

REASON FOR ATHLETE'S INCAPACITY

PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the athlete to return to competition (may **not** return to practice or competition on the same day as the injury).

COMMENT: _____

_____ **DATE** _____

PHYSICIAN'S SIGNATURE (MUST BE MD OR DO)

PHYSICIAN'S NAME (Printed): _____

**Copies to: Team Coach, Athletic Director, MHSAA
Duplicate as Needed**



EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 st Gold – 2 nd Silver – 3 rd + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL
Payable to MHSAA (includes shipping)

\$

ATHLETIC DIRECTOR _____ SCHOOL ID _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

Date _____ Signature _____

(Athletic Director)

*** ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**
 SEND TO MHSAA, 1661 RAMBLEWOOD DR,
 EAST LANSING, MI 48823