

# 200. State Series

## Terms & Conditions

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In accordance with Article 8 of the FHSAA Bylaws, the following Terms and Conditions governing the 2009 FHSAA State Swimming & Diving Series have been approved by the FHSAA Board of Directors. Shanell Young, administrator for swimming & diving, shall be the state series director.

### 201. Team Entries (Policy 10)

#### 201.01 Eligibility.

(1) Participation in the state series is voluntary and open to any full member senior high school varsity team provided:

(a) The school engages in a minimum of four (4) interscholastic contests (games, matches or meets) or the required number of district contests as determined in the district meeting, whichever is greater, in the sport. To count as a contest, the school's team actually shall participate in and complete the contest. Scheduled contests that are canceled or not completed (in accordance with the playing rules of the sport in question) may not be counted.

(b) The school files a declaration of intent to participate in the state series with the FHSAA Office by the specified deadline;

(c) A school must play not less than 60 percent of its regular season contests in the sport against FHSAA member schools; and

(d) A school must not take more than one trip per school year in the sport beyond the neighboring states of Alabama, Georgia and Mississippi.

(2) A school shall enter only one (1) girls team and/or one (1) boys team.

(3) A first-time member senior high school shall not be eligible to enter a team into the FHSAA State Series in any sport in its two years of provisional membership, unless the school is created from the consolidation or division of existing member high schools and remains under the control of the same governing board.

(4) Boys may not participate on a girls team or in the girls division in the FHSAA State Series in any sport. In an individual sport, girls may not participate in the boys division in the FHSAA State Series if competition is conducted in a girls division in that sport. However, for a girl to participate in the girls division of the state series in a sport, the school must file a "Declaration of Intent to Participate in the FHSAA State Series" form in that sport.

#### 201.02 Commitment to Participate.

(1) Commitment Form. Each member school that elects to participate in a State Series competition in an individual sport must notify the FHSAA Office of its intent to do so on the "Declaration of Intent to Participate in FHSAA State Series" form. The FHSAA issues intent forms on a biennial basis. A commitment made using this form is for the following two school years.

(2) Signatures Required. An intent form, to be valid, must bear the signature of the member school principal and Athletic Director or FHSAA Representative.

(3) **Non-Binding Agreement.** A properly executed intent form is non-binding on the member school. A school that elects to withdraw from its intent to participate in an individual sport may do so without penalty, prior to the beginning of the fifth (5th) week of competition in the sport, by notifying the FHSAA Office of its decision using the form provided for that purpose. If, however, the school fails to notify in writing the FHSAA Office of its decision to withdraw from its intent to participate in an individual sport prior to the beginning of the fifth (5th) week of competition, that school shall be assessed a \$250 fine and its program in that sport placed on administrative probation.

(4) **Failure to Declare Intention before Deadline.** A school that does not file notice of its intent to participate in the FHSAA State Series in an individual sport by the deadline, and later submits a request in writing to the FHSAA Office to participate in that sport shall be assigned to the appropriate classification and district and shall be assessed a mandatory, non-refundable \$100 administrative fee.

No school, however, under any circumstance, shall be assigned to a classification and district in the FHSAA State Series in an individual sport if its request for such assignment is received in the FHSAA Office on or after the deadline for filing the Official Entry List in that sport.

(5) **Intention Agreement.** By filing notice of intent to participate in an FHSAA State Series, a member school agrees to participate in accordance with and abide by all the procedures, guidelines, policies and regulations for that FHSAA State Series as approved by the FHSAA Board of Directors in accordance with the Bylaws of the Florida High School Athletic Association.

## **202. Student-Athlete Entries**

### **202.01 Eligibility.**

(1) To represent a member school in the state series, a student-athlete:

(a) Must be eligible under Bylaw 9 and applicable administrative guidelines, regulations, policies and procedures.

(b) Must participate in a minimum of four (4) interscholastic contests in the sport during the regular season. A student-athlete who is academically ineligible at the beginning of a sports season and who regains his/her eligibility during that sports season, but is unable to participate in the minimum of four (4) interscholastic contests in that sport shall be exempted from this provision.

(c) Must be submitted to the district tournament/meet host on the school's official entry list.

(d) In an individual sport, to be eligible for individual honors on the regional and state levels, a student-athlete shall compete for individual honors on the district level. To be eligible for individual honors on the state level, a student-athlete shall compete for individual honors on the district and regional levels.

(2) Girls only may participate in the girls division of the state series. Boys only may participate in the boys division of the state series.

### **202.02 Official Entry List.**

(1) Each participating school must generate in iFHSAA and submit by fax to its district meet manager a "2009 FHSAA State Swimming & Diving Series Official Entry List" on which is listed the name of each student-athlete who will represent the school in the state series. The official entry list:

(a) Must be filed by 5 p.m. Monday, Oct. 19, 2009 (late filing fee is \$50, increases to \$100 if not received by district meet manager by 5 p.m. Friday, Oct. 23, 2009).

(b) May contain the names of an unlimited number of student-athletes of whom any may participate. All student-athletes listed must have been previously reported to the FHSAA Office through iFHSAA/C2C Schools.

(c) Must bear the signatures of the principal, the official FHSAA representative or the athletic director, and the head coach of the school's team in that sport. The District Tournament/Meet Manager must not accept an Official Entry List that does not bear all three required signatures.

(d) Cannot be e-mailed.

(2) A school whose official entry list is not received by the date that the seeding report is due to the meet manager may be permitted to participate only with the approval of the FHSAA Office; however, that school shall be assessed a minimum financial penalty of \$250. This penalty will increase if it is later determined that a student-athlete(s) representing the school was ineligible to do so. Under no circumstances shall the Manager of a District Tournament/Meet permit a team for which he/she has no Official Entry List to participate in the District Tournament/Meet without the approval of the FHSAA Office.

(3) Additions/changes to an official entry list must be submitted in writing to the district meet manager using Form AT8. The coach must certify that the student-athlete has been reported to the FHSAA Office on an annual eligibility list via iFHSAA and has met minimum regular season participation requirements. The following provisions will apply:

(a) An administrative fee of \$50 per addition or change will be assessed if the AT8 form is filed after the district entry list deadline. This penalty will increase if it is later determined that the student-athlete(s) added to the school's Official Entry List was ineligible. This fee will be waived for changes due to academic eligibility changes from the first semester to the second semester.

(b) Requests for additions/changes are permissible until the date that the seeding report is due to the meet manager. Past that date, no additions/changes other than for relay team members may be made without the approval of the meet manager.

(4) The Event Manager must forward to the FHSAA office within ten (10) working days following the conclusion of a district, regional or state finals event: 1). The Official Entry Lists submitted by the participating schools; 2). The Entry List Addition/Change Forms (AT8); and 3). The Entry List log. The minimum fine for noncompliance with this regulation is \$100.

## **203. School Classification**

Please refer to Policy 12 in the FHSAA Handbook for more information on school classification. State series assignments as of press time are provided in Appendix B. Check FHSAA.org for the most up-to-date assignments.

## **204. Districts**

**204.01 Assignment.** Participating schools are geographically assigned to one of 12 district complexes (see Appendix B or FHSAA.org). A meet shall be conducted in each district complex at the conclusion of the regular season to determine the teams and individual competitors who shall represent the district complex in the

regional meet.

**204.02 District Coordinator.** One school in each district complex has been designated as the district coordinator (see Appendix B or FHSAA.org). The FHSAA representative or his/her designee at the district coordinator school shall be responsible for hosting, conducting and reporting to the FHSAA Office results of the district planning meeting. At the conclusion of the district planning meeting, the district meet host (meet manager) will assume responsibility for the event.

**204.03 District Planning Meeting.**

(1) Each district coordinator must conduct a district planning meeting on Monday, Aug. 31-Thursday, Sept. 3, 2009. The site and time of the meeting shall be determined by the District Coordinator, except that the time of the meeting should cause no loss of time from school for any attendee. The District Coordinator shall give written notice to the FHSAA representative, athletic director and appropriate head coach of each school in his/her district as to the date, time and site of the meeting at least seven (7) days in advance of the date of the meeting. If, however, the FHSAA representative, athletic director and appropriate head coach at a given school has not received written notification from the District Coordinator as to the date, time and site of the meeting, it is his/her responsibility to contact the District Coordinator for the arrangements. Exceptions to this policy must be made in writing to the Executive Director.

(2) Each school in the district shall be required to send a representative to attend the meeting and vote on behalf of the school on all matters pertaining to plans for the district tournament. A school that is not represented at the meeting shall be assessed a \$100 penalty. If a school wishes to submit an invitation to host the district tournament at the meeting and its representative present is not the principal, FHSAA representative or athletic director, the representative must have in his/her possession a letter of invitation signed by one or more of the principal, FHSAA representative or athletic director. A District Coordinator may request of the Executive Director or his/her designee permission to conduct a district scheduling/tournament meeting by teleconference if his/her district is spread over a large geographic area.

(3) The following items of business must be addressed at the district meeting and reflected in the minutes:

- (a) Review FHSAA rules, policies, terms and conditions governing the state series, including the FHSAA "Licensing and Merchandising Policy."
- (b) Select host school, site and determine time schedule. (Note: If using alternate sites, one school must be selected as the host and be responsible for submitting all required reports at the conclusion of the district tournament with FHSAA policies.) The host school must be willing and able to use Hy-Tek Meet Manager software to conduct the district meet. The host must also submit an "Application to Host" form within 48 hours of the meeting.
- (c) Determine deadline for seeding report form if different from the recommended FHSAA deadline.
- (d) Determine team awards to be ordered.
- (e) Determine number of passes to be allowed competing teams.
- (f) Determine financial arrangements and complete the Financial Terms Form included in the district meeting packet. See Section 206 (Financial Terms). Determine how expenses/profits will be shared among participating schools.
- (g) Determine the amount of compensation, not to exceed \$100, to be paid to the Meet Manager.
- (h) Other business (i.e., AED availability, medical presence, etc.).
- (4) The FHSAA Office will e-mail each district coordinator a form on which to

record the decisions made during the district meeting. The report form should be completed and submitted along with minutes of the meeting to the FHSAA Office and each school in the district promptly following the meeting.

**204.04 Regular Season District Competition.** Competition between schools assigned to a district is not required during the regular season.

## **205. Meet Structure and Time Schedules**

**205.01 Meet Series.** The successive meet series shall be designated respectively as district, regional and FHSAA Finals. Competition in the girls and boys divisions shall be conducted simultaneously.

### **205.02 District Meets.**

#### **(1) Dates, Time Schedule and Site.**

(a) Dates. Week 16 (Oct. 26-31, 2009)

(b) Time Schedule. Each district will determine the time schedule for its meet at the district meeting. No district may begin preliminary competition earlier than 9 a.m.

(c) Site. Each district will determine a site for its meet at the district planning meeting.

(d) Seeding information is due to the district host Monday, Oct. 19, 2009 unless determined otherwise at the district planning meeting. Use the “District Meet Seeding Report Form” (Form SW3) for this purpose, or submit entries through Hy-Tek via e-mail.

(2) **Coaches Meeting.** A pre-meet coaches meeting shall be held prior to the start of the district meet to cover items of information or rulings that are necessary for the administration of the meet. This meeting is not a seeding meeting, and no entries shall be accepted at this time. Contestants may be withdrawn (scratched) from the meet by their coaches at this time by notifying the meet manager. Contestants scratched at this time shall be disqualified from participating in the meet. No substitutions are permitted. Coaches must make every effort to review the listing of contestants in each event to ensure that each of their contestants is properly entered and that each name is correct.

### **205.03 Regional Meets.**

(1) **Complexes.** Competition will be conducted in four regional complexes in each classification. Districts 1 through 3 will comprise the Region 1 complex, Districts 4 through 6 will comprise the Region 2 complex, Districts 7 through 9 will comprise the Region 3 complex, and Districts 10 through 12 will comprise the Region 4 complex.

#### **(2) Dates, Time Schedule and Site.**

(a) Dates. Week 17 (Nov. 5-7, 2009)

(b) Time Schedule. Each region host has predetermined the time schedule for its meet. Please visit FHSAA.org for the most current information.

(c) Sites. A listing of regional meet sites is available at FHSAA.org.

(d) Invitations to Host. The deadline date for extending an invitation to serve as host for a regional meet in 2010 is Apr. 2, 2010. Schools wishing to host must complete and submit the “Application to Host 2010 Regional Swimming & Diving Meet(s)” form (PDF), along with an official letter of invitation, by the deadline. Preference shall be given to those prospective hosts who have access to and ability to use

Hy-Tek Meet Manager computer software.

**205.04 FHSAA Finals.**

(1) **Dates and Site.** The FHSAA Swimming & Diving Finals state meet shall be held on Thursday-Saturday of Week 18 (Nov. 12-14, 2009) at the Central Florida YMCA in Orlando. Shanell Young, FHSAA administrator for swimming & diving, will be the meet director.

The order of state championship competition shall rotate according to classification each year as follows:

| <b>2009</b> | <b>2010</b> | <b>2011</b> |
|-------------|-------------|-------------|
| Class 2A    | Class 1A    | Class 3A    |
| Class 3A    | Class 2A    | Class 1A    |
| Class 1A    | Class 3A    | Class 2A    |

(2) **Time Schedule.** The FHSAA Finals will be run according to the following time schedule:

**Wednesday, Nov. 11**

|                       |             |
|-----------------------|-------------|
| Coaches Check-In..... | 5-7:30 p.m. |
| Class 2A Warm-Up..... | 5-7:30 p.m. |

**Thursday, Nov. 12**

|   |             |
|---|-------------|
| Class 2A Swimming and Girls Diving Warm-Up.....                   | 7-9 a.m.    |
| Class 2A Swimming Preliminaries and Girls Diving Competition..... | 9 a.m.      |
| Class 2A Boys Diving Warm-Up.....                                 | noon-2 p.m. |
| Class 3A Warm-Up and Coaches Check-In.....                        | 1-3:30 p.m. |
| Class 2A Boys Diving Competition.....                             | 2 p.m.      |
| Class 2A Warm-Up Swimming Finals.....                             | 4-5:15 p.m. |
| Class 2A Swimming Finals.....                                     | 5:30 p.m.   |

**Friday, Nov. 13**

|   |             |
|---|-------------|
| Class 3A Swimming and Girls Diving Warm-Up.....                   | 7-9 a.m.    |
| Class 3A Swimming Preliminaries and Girls Diving Competition..... | 9 a.m.      |
| Class 3A Boys Diving Warm-Up.....                                 | noon-2 p.m. |
| Class 1A Warm-Up and Coaches Check-In.....                        | 1-3:30 p.m. |
| Class 3A Boys Diving Competition.....                             | 2 p.m.      |
| Class 3A Warm-Up Swimming Finals.....                             | 4-5:15 p.m. |
| Class 3A Swimming Finals.....                                     | 5:30 p.m.   |

**Saturday, Nov. 14**

|   |             |
|---|-------------|
| Class 1A Swimming and Girls Diving Warm-Up.....                   | 7-9 a.m.    |
| Class 1A Swimming Preliminaries and Girls Diving Competition..... | 9 a.m.      |
| Class 1A Boys Diving Warm-Up.....                                 | noon-2 p.m. |
| Class 1A Boys Diving Competition.....                             | 2 p.m.      |
| Class 1A Warm-Up Swimming Finals.....                             | 4-5:15 p.m. |
| Class 1A Swimming Finals.....                                     | 5:30 p.m.   |

(3) **Coaches Meeting.** A video presentation of the coaches meeting for the FHSAA Finals will be available online November 5. Each school qualifying a team or individual competitor to the FHSAA Finals must complete the video presentation requirement online before arriving at the Finals venue. Failure to comply may result in a financial penalty.

**205.05 Advancement of Teams and Individuals.**

(1) **District to Regionals.**

(a) Swimming Events. Twenty-four (24) contestants shall advance from district meets to the correlating regional meets in each individual event in swimming com-

petition as follows: the top finisher in each swimming event from each district meet as well as the next overall best times at large for a field of 24 from the remaining best times among top eight finishers in the district meets comprising the region. In the event of a tie for the last at-large qualifying place to the regional meet, all of the competitors tied shall be allowed to advance to the regional meet.

(b) Relay Events. Sixteen (16) teams shall advance from district meets to the correlating regional meets in each relay event in swimming competition as follows: the top finisher in each relay event from each district meet as well as the next overall best times at large for a field of 16 from the remaining best times among top eight finishers in the district meets comprising the region.

(c) Diving Competition. Twenty-four (24) contestants may advance from district meets to the correlating regional meets in diving competition as follows: the first two (2) places in diving competition from each district meet, provided the diver has a minimum qualifying score of 280.0 points in district competition. Any remaining available spaces shall be filled on an at-large basis from all competing divers who placed in the top eight in their respective district meets comprising the region and met the minimum qualifying score of 280.0 points for a field of 24. In the event of a tie for the last at-large qualifying place to the regional meet, all of the competitors tied shall be allowed to advance to the regional meet.

(d) Qualifying times/scores for at-large entries into the regional meet will be posted on FHSAA.org after all districts in that region have reported their results.

(e) Contestants, whether individuals or relay teams, must participate in the championship finals of the district meet to qualify for the regional meet. Performances during preliminary competition, including record performances, do not automatically earn the contestant(s) a place in the regional meet.

(f) Relay teams qualify from the district meet to the regional meet as a team, not as individuals.

(g) Any eligible swimmer whose name appears on an official entry list may swim on a relay team provided the swimmer's name also is entered on the relay card.

(2) **Regionals to FHSAA Finals.**

(a) Swimming Events. Twenty-four (24) contestants shall advance from regional meets to the FHSAA Finals in each individual event in swimming competition as follows: the top finisher in each swimming event from each regional meet as well as the next overall best times at large for a field of 24 from the remaining best times among top eight finishers in the four regional meets. In the event of a tie for the last at-large qualifying place to the FHSAA Finals, all of the competitors tied shall be allowed to advance to the FHSAA Finals.

(b) Relay Events. Sixteen (16) teams shall advance from regional meets to the FHSAA Finals in each relay event in swimming competition as follows: the top finisher in each relay event from each regional meet as well as the next overall best times at large for a field of 16 from the remaining best times among top eight finishers in the regional meets.

(c) Diving Competition. Twenty-four (24) contestants may advance from regional meets to the FHSAA Finals in diving competition as follows: the first two (2) places in diving competition from each regional meet, provided the diver has a minimum qualifying score of 280.0 points in regional competition. Any remaining available spaces shall be filled on an at-large basis from all competing divers who placed in the

top eight in their respective regional meets and met the minimum qualifying score of 280.0 points for a field of 24. In the event of a tie for the last at-large qualifying place to the FHSAA Finals, all of the competitors tied shall be allowed to advance to the FHSAA Finals.

(d) Qualifying times/scores for at-large entries into the FHSAA Finals will be posted on FHSAA.org.

(e) Contestants, whether individuals or relay teams, must participate in the championship finals of the regional meet to qualify for the FHSAA Finals. Performances during preliminary competition, including record performances, do not automatically earn the contestant a place in the FHSAA Finals.

(f) Relay teams qualify from the regional meet to the FHSAA Finals as a team, not as individuals.

(g) Any eligible swimmer whose name appears on an official entry list may swim on a relay team provided the swimmer's name also is entered on the relay card.

### (3) **Prelims to Finals.**

(a) District Meet. Swimmers shall qualify from the preliminaries to the consolation and championship finals on the basis of time. The eight fastest swimmers in preliminary competition shall advance to the championship finals, and the next eight fastest swimmers shall advance to the consolation finals. The next two highest non-qualifiers shall be named in order to guarantee a full complement of finalists. Alternate qualifiers shall be used provided there is no delay in the meet. In case of a tie for the last qualifying place to either the consolation or championship finals, a swim-off shall be held.

(b) Regional Meet. Swimmers shall qualify from the preliminaries to the consolation and championship finals on the basis of time. The eight fastest swimmers in preliminary competition shall advance to the championship finals, and the next eight fastest swimmers shall advance to the consolation finals. The next two highest non-qualifiers shall be named in order to guarantee a full complement of finalists. Alternate qualifiers shall be used provided there is no delay in the meet. In case of a tie for the last qualifying place to either the consolation or championship finals, a swim-off shall be held.

(c) FHSAA Finals. Swimmers shall qualify from the preliminaries to the consolation and championship finals on the basis of time. The eight fastest swimmers in preliminary competition shall advance to the championship finals, and the next eight fastest swimmers shall advance to the consolation finals. The next two highest non-qualifiers shall be named in order to guarantee a full complement of finalists. Alternate qualifiers shall be used provided there is no delay in the meet. In case of a tie for the last qualifying place to either the consolation or championship finals, a swim-off shall be held.

**205.06 Local Management.** The FHSAA representative or his/her designee of the host school will be the local manager for the district or regional meet that his/her school is hosting. He/she will be responsible for making the necessary preparations to host the meet and for the filing of necessary reports to the FHSAA Office upon conclusion of the meet.

The local meet manager must submit to both the FHSAA Office and the state meet manager the results of the meet that his/her school hosted. These results must be transmitted using Hy-Tek Meet Manager software. The first and last names of

each participant, together with their recorded times (manual or FAT), must be provided. These results must be submitted immediately upon conclusion of the meet to “swimming@fhsaa.org”.

## 206. Financial Terms

Please refer to Policy 9 in the FHSAA Handbook for more information on financial terms.

## 207. Meet Regulations

### 207.01 General.

(1) **Pools.** An eight (8)-lane pool, with adequate warm-up and warm-down lanes, is preferred for all state series meets.

(2) **Athletic Trainers.** The presence of a certified athletic trainer or medical staff is recommended for all state series meets.

### (3) Squads.

(a) Scratched Contestant. A contestant who is entered into an individual event in the FHSAA State Swimming & Diving Series on any level and is later scratched from that event will be disqualified from participating in all remaining events in that meet and as an individual on succeeding levels in that event.

(b) Substitutions. No substitution may be made for any individual in any event, once entered, who qualifies to participate in an event but is unable to compete. This applies to individuals who qualify from the district meet to the regional meet and from the regional meet to the FHSAA Finals, and between the prelims and the finals on any level.

(c) Relay Personnel. Relay personnel may be changed between the district and regional meets, between the regional meet and the FHSAA Finals, and between the prelims and finals on any level as long as such change is made in compliance with procedures established by the FHSAA and does not result in an overentry.

(d) Alternates. An alternate who wishes to be considered for an open lane during finals must report to the referee dressed and ready to swim prior to the event. These athletes should remain in the referee/starters area and be prepared to respond to a call for an alternate swimmer. No swimmers will be called from the stands. Should a lane vacancy occur, the referee will instruct the announcer or starter to call for the first alternate. If the first alternate is not in the referee/starters area and prepared to swim, the referee will instruct the announcer or starter to call for the second alternate. If the second alternate is not in the referee/starters area and prepared to swim, the referee will order the race started with vacant lanes. Alternates are only permitted within the district, region and FHSAA Finals meets. They are not considered for advancement between the levels.

(e) Ties. In swimming events, all ties in preliminaries which would result in more than eight qualifiers to the consolation or championship finals must be broken by a swim-off.

### 207.02 Failure to Appear and Compete.

(1) **District/Regional Meets.** A contestant who is entered and does not show up/scratches at the time of the preliminary event or does not show up/scratches for a final event shall be disqualified for the remainder of the meet. (Once the competitor’s name has been entered for the event, he/she is charged with that event.) A relay team

shall be disqualified under the same provision. Individuals or relay teams missing an event because of unexcused lateness shall not be excused and shall be disqualified for the remainder of the meet. Failure to participate in the district/regional meet by an individual or relay team is a violation of FHSAA policy and shall subject the school to a \$50 penalty unless the reason for failure to participate is approved by the FHSAA Office.

(2) **FHSAA Finals.** If an individual qualifies for the FHSAA Finals and does not show up/scratches at the time of the preliminary event or does not show up/scratches for a final event shall be disqualified for the remainder of the meet. (Once the competitor's name has been entered for the event, he/she is charged with that event.) A relay team shall be disqualified under the same provision. Individuals or relay teams missing an event because of unexcused lateness shall not be excused and shall be disqualified for the remainder of the meet. Failure to participate in the FHSAA Finals by an individual or relay team is a violation of FHSAA policy and shall subject the school to a \$50 penalty unless the reason for failure to participate is approved by the FHSAA Office.

(3) **General.** A student-athlete who qualifies in a state series meet is expected to compete on successive levels of the state series unless ill, injured, suspended due to disciplinary action, or for any other reason acceptable to the Executive Director. A school must submit in writing to the FHSAA Office the name of the student-athlete and an explanation for the inability to compete in advance of the competition whenever situations make it possible to do so.

**207.03 Meet Committee.** A meet committee will be appointed by the meet manager in accordance with NFHS Rule 4-1-1 at each district and regional meet and the FHSAA Finals. The meet committee will consist of five coaches and/or athletic directors from five different participating schools. This committee will serve as a jury of appeals. When acting as a jury of appeals, a member of this committee whose team or individual contestant is a party to an appeal must recuse himself/herself and be replaced until the appeal is concluded. The request for an appeal shall be directed to the meet committee through the meet manager. The decision of the meet committee shall be final. The meet committee may not set aside any rule.

**207.04 Meet Management Software.** Each district shall use Hy-Tek Meet Manager software to score its meet and transmit results to the FHSAA Office. The school names and abbreviations developed by the FHSAA Office (see Appendix B) shall be used when entering competitors into the computer.

**207.05 Order of Events.** The order of events as listed in s.106.03 shall be followed in all state series meets.

(1) Girls events will precede the corresponding boys events, with the exception of diving competitions at the FHSAA Finals, which shall be rotated annually.

**207.06 Participant Passes.**

(1) A participant pass will be issued to each athlete who qualifies to the FHSAA Finals. In addition, for those schools that have qualifiers for the FHSAA Finals, coaches will be issued passes separately for girls and boys competition as follows:

- One to five participants – one head coach
- Six or more participants – one head coach and one assistant coach

In addition, schools that qualify diving competitors will be provided one additional pass for a diving coach.

(2) No managers will receive participant passes.

(3) Participant and coach passes will not be transferable and will entitle those persons who receive such passes to sit only in the participant seating area.

**207.07 Scoring.** State series meets shall be scored in accordance with NFHS Rule 7. Sixteen (16) places shall be scored at district meets, regional meets and the FHSAA Finals. Places 1-8 shall come from the championship finals and places 9-16 from the consolation finals.

**207.08 Timing Devices.**

(1) **District/Regional Meets.** Electronic timing devices must be used in District/Regional Meets.

(2) **FHSAA Finals.** The use of an electronic timing device at the FHSAA Finals is mandatory.

## **208. State Series Policies**

**208.01 Administration and Management.** As specified in Bylaw 4.3.2, all state series shall be conducted in accordance with the policies established by the Board of Directors and shall be under the control, direction and supervision of the FHSAA Office.

**208.02 Enforcement of Rules & Policies.** Participating schools shall adhere to all regulations and policies governing the state series.

The determination of the host school for each event shall be conditioned in part on the school's willingness to comply with and enforce regulations and policies governing the event. This includes financial terms, as well as licensing and merchandising policies. A school that does not comply with and enforce such regulations and policies shall forfeit its opportunity to serve as host.

**208.03 Neutrality.** It is the responsibility of the host school to ensure that an atmosphere of neutrality is maintained in all state series events. Such events are not "home contests" for the host schools. Special festivities held as part of, or in conjunction with, regular season home contests (i.e., pregame activities designed to rally support for the home team, such as light shows, or give special recognition to members of the home team) are not permitted during the state series.

**208.04 Forfeitures and Vacations of Brackets, Standings.** Individuals or teams that are eliminated from state series competition by defeat by individuals or teams that later are ordered to forfeit their victory, place and/or points, are not reinstated and do not advance in the state series competition from which they were eliminated by defeat.

If championships or other placements in state series competitions are ordered vacated by individuals or teams, other individuals or teams neither advance to those placements nor receive awards for those placements.

**208.05 Passes.**

(1) FHSAA State Series Passes, FHSAA Lifetime Passes and legitimate news media credentials ONLY will be honored for complimentary admission to state series events.

(2) FHSAA State Series Passes issued to member schools may only be issued to and used by those individuals who are directly connected to the schools' athletic departments (i.e. coaches, athletic director, athletic secretary, etc.). A state series pass issued to an individual may only be used by the individual in whose name it is issued. Member schools must not issue state series passes to students or other individuals

under the age of 18. Use of state series passes by students or other individuals under the age of 18 is prohibited. Users of state series passes must present a valid government-issued photo ID (i.e., drivers license) with the pass to gain admittance. A state series pass admits only the bearer. Individuals accompanying the bearer of a state series pass who themselves do not possess a pass must purchase a ticket of admission to the event. State series event managers are instructed to confiscate and return to the FHSAA Office any state series pass that is misused.

(3) Visiting school administrators (i.e., principal, FHSAA representative, assistant principals and athletic director) who are required by their principal to attend the event for supervisory purposes shall be admitted upon presentation of a photo I.D., provided the visiting school submits their names to the event manager by fax in writing on school stationery not less than 24 hours prior to the scheduled starting time of the event.

(4) All individuals who gain admittance to a state series event using any one of the accepted passes must record their name, position with school or organization, type of pass used, and pass number (if applicable) on the “FHSAA State Series Event Pass Gate Log” (Form AT10). This pass gate log must be submitted to the FHSAA Office with the financial report.

**208.06 Signs and/or Banners.** The display of signs, banners, placards or similar items at matches in the state series is permitted, provided:

(1) They are in good taste and reflect good sportsmanship in their message and use;

(2) They reflect identification and encouragement to participants and their school or community, and make no reference to the opposing team, its school, players or community;

(3) They are not displayed on the court, or in a manner which interferes with play;

(4) They do not obstruct the view of participants or spectators; and

(5) They are not safety hazards.

**208.07 Licensing and Merchandising.** The FHSAA owns or controls all rights and interests in its name, logos, trademarks and service marks, whether registered or unregistered, including the official event logo for all FHSAA Finals events. The sale of items bearing any of these marks by a member school or organization without the written consent of the FHSAA is prohibited.

The FHSAA retains the exclusive right to produce and sell souvenir products (apparel and otherwise) at all games, tournaments and meets held as part of the state series; host schools/organizations are required to sell items provided by the official FHSAA event souvenir merchandiser.

The official FHSAA event souvenir merchandiser is Team IP Sportswear, Inc., of Port St. Lucie. Team IP may be reached by phone at (877) 821-8643. Team IP has been awarded exclusive souvenir merchandising rights to all state series events on the district, regional and FHSAA Finals levels in all sports. A host school/organization that desires to sell souvenir merchandise at a state series event must purchase such merchandise from Team IP. No other vendor shall be permitted to produce such merchandise. Team IP shall have the right to go on-property and sell souvenir merchandise at the site of any state series event. The host school/organization of a state series event shall grant Team IP access to its property for the event.

No individual(s), including those affiliated with a participating member school, shall bring onto the property of a facility at which an FHSAA State Series event is being conducted any items (including but not limited to T-shirts, caps, posters, bumper stickers, etc.) to be sold or otherwise distributed on the property to student-athletes, coaches or spectators without the written approval of the FHSAA. An individual(s) found in violation of this provision shall surrender the items for confiscation, shall be expelled from the property and may be subject to legal action. A member school found in violation of this provision shall be assessed a minimum fine of \$250 and, in addition, shall pay monetary damages to be mutually determined by the FHSAA and its exclusive vendor(s).

The host school/organization of a state series event may be permitted to sell generic merchandise unrelated to the event (i.e., apparel and other merchandise bearing the host school/organization's mark), provided such merchandise has been made available for sale on a consistent basis throughout the year and has not been produced specifically for sale at the state series event.

**208.08 Souvenir Programs.** All host schools of state series events that produce an official program for the event must display on the program cover both the appropriate FHSAA sport logo and sportsmanship logo, which may be downloaded from FHSAA.org. If the program cover is preprinted, the logos must be displayed prominently inside or on the team roster inserts.

**208.09 Public-Address Announcer.** The public-address announcer shall be considered a bench official for all state series events. He/she shall maintain complete neutrality at all times and, as such, shall not be a "cheerleader" for any team. The announcer will follow the FHSAA script for promotional announcements, player introductions and awards ceremonies. Other announcements are limited to:

- Those of an emergency nature (e.g., paging a doctor, lost child or parent, etc.);
- Those of a "practical" nature (e.g., announcing that a driver has left his/her vehicle lights on); and
- Announcements that FHSAA souvenir merchandise, souvenir programs and concessions are on sale in the facility.

During the contest, the announcer:

- Should recognize players about to attempt a play (e.g., coming up to in baseball, punting, kicking or receiving a punt or kick in football, serving in volleyball, etc.);
- Should recognize player(s) making a play (e.g., "Basket by Jones" in basketball, "Smith on the kill" in volleyball, etc.);
- Should report a penalty as signaled by the referee;
- Should report substitutions and timeouts;
- Must not call the "play-by-play" or provide "color commentary" as if he/she were announcing for a radio or television broadcast;
- Must not make any comment that would offer either competing team an unfair advantage in the contest; and
- Must not make any comment critical of any school, team, player, coach or official; or any other comment that has the potential to incite unsporting conduct on the part of any individual.

The announcer should be certain of the accuracy of his/her statements before making them. When in doubt, the announcer should remain silent.

**208.10 Public-Address Announcements.** Announcements promot-

ing the FHSAA and its interscholastic programs must be read over the public-address system, if available, prior to and during all contests in the state series. See the “Promotions and Programs” page on [FHSAA.org](http://FHSAA.org) for the appropriate script.

### **208.11 Photography and Videotaping.**

(1) The FHSAA, subject to the policies of the host facility, allows still cameras and video cameras to be used at state series events so that participants and spectators may record the excitement and festivities for their own personal entertainment – not for the purposes of commercial re-sale or public re-distribution in any form. Only those duly authorized organizations or individuals who have been granted appropriate rights by contract or by issued credential shall be permitted to sell or publicly display or otherwise redistribute images and sounds of state series contests and then only in accordance with the terms and conditions established by the FHSAA.

(2) Each participating school shall be permitted to photograph, film or videotape, for archival, coaching or instructional purposes, only those state series contests in which its team or contestants perform when arrangements are made with the contest management. Photographers, videographers and their equipment must be positioned so that they do not block the view of any spectator.

(3) Spectators may be allowed to bring handheld video cameras that operate on battery power into the facility. Spectators shall be prohibited from using tripods.

(4) There may be additional guidelines or restrictions for FHSAA Finals state championship events.

(5) A school that violates these guidelines shall be guilty of unsporting conduct and will be subject to reprimand and the assessment of a financial penalty by the FHSAA. An organization or individual who violates these guidelines, and in so doing infringes upon the rights of the FHSAA, shall be subject to one or more of the following actions: remedies under breach of contract; revocation of credentials; expulsion from the site of competition; and legal action under applicable state and federal laws.

**208.12 All-Tournament/Meet Teams.** No employee of the FHSAA nor the local manager may influence in any way the selection of any all-tournament/meet team, including the selection of a most valuable player or other “player of the game.”

**208.13 Uniformed Security.** The local manager for a state series event is responsible for providing appropriate uniformed security at the event that his/her school is hosting.

**208.14 Automated External Defibrillators (AEDs).** The presence and availability of an automated external defibrillator (AED) is mandatory at the site of every FHSAA state championship series contest on the district, regional, sectional and state levels.

## **209. Media Policies**

### **209.01 Admission and Seating.**

(1) **District and Regional Meets.** Media representatives covering a state series event must be admitted free of charge upon presentation of proper news media identification. Space must be set aside to provide for news media representatives whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.

(2) **FHSAA Finals.** News media representatives planning to cover the FHSAA

Finals state championship meet must secure credentials as instructed by the FHSAA Office, according to the FHSAA “Media Credential Policy for State Series Events.” Requests for credentials must be submitted to the FHSAA Office online via the FHSAA’s media site ([media.fhsaa.org](http://media.fhsaa.org)) not later than 5 p.m. EST Monday, Nov. 9, 2009.

(3) **Student Media.** Each school participating in an FHSAA Finals event may request one (1) credential for use by student media (i.e., student newspaper, yearbook, TV/video yearbook) who will be covering the school’s participation in the event. These credentials may be issued only to and used only by students. Requests for credentials beyond the specified number allowed must be accompanied by an explanation of the necessity for the additional credentials.

**209.02 Media Rights.** The FHSAA owns all media rights to its state series events, including rights to radio broadcasts, telecasts, cablecasts, webcasts, audio and film/video rights, and commercial photography. Radio broadcasts, telecasts, cablecasts and webcasts of state series events are governed by the FHSAA “Broadcast Policy.” Such broadcasts, telecasts, cablecasts and webcasts must be approved by the FHSAA Office. The following provisions shall apply.

(1) The “Application for Media Rights to FHSAA State Series Event” (Form AT11) to the FHSAA Office by 3 p.m. EST on the business day preceding the event to be broadcast, telecast, or cablecast to avoid a \$25 late filing fee.

(2) Radio broadcast rights fees are \$50 per event. Tape-delay telecast and cablecast rights fees are \$250 per event. Rights fees for live telecasts and cablecasts shall be negotiated at the discretion of the FHSAA. The FHSAA Office shall invoice the outlet to which rights are granted. Rights fees must be paid by company check made payable to “FHSAA” and mailed directly to the FHSAA Office within 30 days of receipt of the invoice. Outlets that fail to make payment of rights fees by the deadline shall be assessed a \$25 late fee and may be denied rights to broadcast, telecast or cablecast future contests.

(3) The FHSAA Radio Network owns exclusive rights to the radio broadcast of all FHSAA Finals state championship events. Sun Sports Network owns exclusive rights to the telecast and cablecast of all FHSAA Finals state championship events. iHigh Inc. owns exclusive rights to the webcast of all state series events.

(4) Approval of radio broadcasts, telecasts and cablecasts of state series contests by the FHSAA Office are final. The FHSAA Office shall fax to the host school a copy of the approved media rights agreement. A host school shall not permit the radio broadcast, telecast or cablecast of a state series contest that has not been approved by the FHSAA Office.

### **209.03 Post-Competition Procedures.**

(1) **District and Regional Meets.** The host school should cooperate with news media representatives in providing them access to a work area and telephone following a state series contest so that they can file their reports on the contest. The head coach of each competing team is required to cooperate with the news media by participating in interviews as quickly as possible following the conclusion of the contest and providing contest statistics/results if available. Participation by athletes in interviews is voluntary and at the discretion of the head coach.

(2) **FHSAA Finals.** Media arrangements at the FHSAA Finals shall be established in the contract between the FHSAA and the host organization.

## **209.04 Restrictions.**

(1) **Access to Locker/Dressing Rooms.** The FHSAA operates under a closed lockerroom policy at all FHSAA Finals state championship events. At no time will news media representatives be granted access to lockerrooms or dressing rooms at any state championship event. Team boxes, team benches, team huddles and dugouts are considered extensions of locker/dressing rooms.

(2) **Access to Competition Area.** Media representatives are not permitted in the competition area (i.e., within the field of play, on the playing court, etc.) at any time during a state series contest until the competition has concluded and a winner has been determined. Photographers shall honor photographer lines and designated areas when marked.

## **210. Awards**

### **210.01 Team Awards.**

(1) **District/Regional Meets.** Trophies are available for awarding to the champion and runner-up teams, and may be purchased from the FHSAA's authorized vendor by the host school or district/region as an expense of the meet as determined by those school representatives present at the district meeting, or individually by the champion and runner-up schools. There shall be no other team awards presented by outside organizations or individuals.

(2) **FHSAA Finals.** Trophies will be awarded to the champion and runner-up in each class in the FHSAA Finals. There shall be no other team awards presented by outside organizations or individuals. In the event of a tie for champion, co-champions shall be declared and no runner-up trophy will be awarded.

(3) **FHSAA Authorized Vendor.** Trophies must be ordered from The Trophy Shop in Gainesville by calling (352) 372-8551. The vendor should also be contacted if problems are experienced in receiving trophies on time and in good condition.

### **210.02 Individual Awards.**

(1) **District/Regional Meets.** Ribbons to be awarded to the first eight placing individuals and relays will be furnished to the host school by the FHSAA Office. There will be no other individual awards presented by any organization or individual.

(2) **FHSAA Finals.** Medallions to be awarded to the first eight placing individuals and relays in each class will be furnished to the host school by the FHSAA Office. Medallions to be awarded to members of the champion and runner-up teams also will be provided. There will be no other individual awards presented by any organization or individual.

All individual medallions must be picked up by the head or assistant coach prior to leaving the FHSAA Finals. No medallions will be shipped to schools.

## **211. Officials**

### **211.01 Assignment.**

(1) **District Meets.** Referees and starters for each district meet shall be selected at the district meeting. The use of FHSAA-registered swimming & diving officials is recommended.

(2) **Regional Meets.** Official crews for regional meets shall be selected by the local director. Referees and starters must be FHSAA-registered swimming & diving officials, unless this provision is waived by the Executive Director at the request of the local director.

(3) **FHSAA Finals.** Officials for the FHSAA Finals shall be assigned by the meet director. Referees must be FHSAA-registered swimming & diving officials, unless this provision is waived by the Executive Director at the request of the meet director.

**211.02 Payment.**

(1) **District Meets.** The host school for each district meet shall be responsible for paying meet officials from the total revenue of the tournament according to the financial terms stipulated in Policy 9 in the FHSAA Handbook.

(2) **Regional Meets.** The host school for each regional meet shall be responsible for paying meet officials from the total revenue of the tournament or game according to the financial terms stipulated in Policy 9 in the FHSAA Handbook.

(3) **FHSAA Finals.** The FHSAA Office shall be responsible for paying meet officials assigned to work the FHSAA Finals.