



**I. GENERAL INFORMATION**

- A. The Maryland Public Secondary Schools Athletic Association (MPSSAA) is the official governing body for the Swimming Championships. Plans for the tournament will be formulated by the State Swimming Committee and approved by the Board of Control.
- B. Schools choosing to enter the tournament have the responsibility for reading and adhering to the rules and regulations stated in the front section of this publication, as well as those appearing within this Swimming and Diving Bulletin.
- C. Eligibility rules for all participants are defined in MPSSAA Bylaw .02 found in the current MPSSAA Handbook.
- D. General regulations for all state tournaments are contained in MPSSAA Bylaw .07, found in both the current Handbook, in the front section of this publication, and in the National Federation of State High School Swimming rules for administration of Championship/Large Meets. (Located on the swimming and diving page of NFHS.org)
- E. National Federation rulebooks are distributed by the MPSSAA office to every member school offering swimming. It is the responsibility of each coach to read and know the rules.
- F. Officials do a disservice to the sport and student athlete competitors when they set aside rules that apply to illegal uniforms or permit unsportsmanlike acts because they do not want to appear "too picky" or feel that "it is not a major meet." When those student athletes participate in a major competition, where the rules are enforced according to the code, they think that the rules are unfair or that they should have been warned, etc., because "no one called me on this all year." All too often, parents, coaches, and the media argue that the rules are unfair and that officials do not consider how devastating it is to a student athlete disqualified in a major meet because of an illegal uniform or meet conduct violation such as arriving late to the starting blocks. Certainly, this should not happen. However, such disqualifications are ultimately the responsibility of the student athlete and coach. Meet officials who tolerate illegal actions during the season must also assume some responsibility.
- G. Points of Emphasis
  - 1. Jewelry - No jewelry will be allowed during high school swimming competition. (NFHS Rule 3).
  - 2. Unsportsmanlike conduct - including no body writing or temporary tattoos; any offensive permanent tattoos must be covered with tape (NFHS Rule 3).
  - 3. Shaving - No on-site shaving before, during or after a meet (NFHS Rule 3).

<b>2013-2014 SWIMMING &amp; DIVING TIME LINE</b>		
	<b>REGION MEETS</b>	<b>STATE MEETS</b>
<b>Dec. 5</b> .....First play date		
<b>Feb 10</b> .....Deadline for entry into meet	<b>Feb. 13-15</b> .....Region Meets	<b>Feb 21-22</b> .....State Meets
<b>Feb. 11</b> .....Scratch/late entry deadline	<b>Feb 17</b> .....Seeding of state meet	<b>Apr 15</b> .....Reimbursement request due

- 4. Excessive celebration - For safety reasons, excessive celebration is prohibited on the pool deck. Example: Throwing a coach in the pool. (NFHS Rule 3)
- 5. A Designated False Start (DFS) counts as an event. A scratch removes the swimmer from the entire meet.
- H. Each school entering a meet agrees to abide by decisions made by that meet's swim committee. The referee shall resolve protests at dual, triple dual, or tri meets. Protests at the City, County, Conference, or District championships based upon classification or State Meets shall normally be resolved by the Referee. However, if deemed serious enough by the Referee and/or Meet Manager, an Appeals Committee will be convened promptly, to consist of the Meet Manager, Administrative Referee, and Referee, at the site of the meet, to render a decision. The State Rules Interpreter will be a member of the Appeals Committee at the state meet.
- I. The State Swimming Committee has approved the use of Hy-Tek Team and Meet Manager during the regular season. This software will be used during the regional and state meets. All jurisdictions must use the Windows version of HY-Tek Team Manager software to submit entries to the Region managers.
- J. There is a four-event limit per competitor with no more than two of which may be individual events as per National Federation Rules.

**II. REGION AND STATE MEETS**

A. Meet Organization

- 1. Seeding Order.....8 lane pool .....6 lane pool  
From middle lane .....4-5-3-6-2-7-1-8 .....3-4-2-5-1-6

2. Specific information for order of swimming events is listed below. (NFHS Rule 5)

<b>ORDER OF SWIMMING &amp; DIVING EVENTS</b>	
<b>BOYS' EVENTS</b>	<b>GIRLS' EVENTS</b>
1 .....	200-yard Medley Relay .....2
3 .....	200-yard Freestyle .....4
5 .....	200-yard Individual Medley .....6
7 .....	50-yard Freestyle .....8
9 .....	Break/Diving TBD .....10
11 .....	100-yard Butterfly .....12
13 .....	100-yard Freestyle .....14
15 .....	500-yard Freestyle .....16
17 .....	200-yard Freestyle Relay .....18
19 .....	100-yard Backstroke .....20
21 .....	100-yard Breaststroke .....22
23 .....	400-yard Freestyle Relay .....24

- 3. Meet Directors will be responsible for organizing the meets, securing officials, arranging for First Aid services, scoring, and reporting to the Executive Director those who qualify for state competition. ALL MEETS shall be organized and structured in a uniform way for seeding, placement in lanes, etc.
  - a. Hand timed (HT) races shall be recorded to one one-hundredth (1/100) of a second. Fully automatic timed races (AT) shall be recorded to one one-hundredth (1/100) of a second.
  - b. All key, paid officials will be registered with the MPSSAA and to include the Referee, Administrative Referee, Starters (2), Stroke/Takeoff/Turn Judges (10), Chief (Finish) Judges (2) and Diving Judges (6). It is preferred that these officials have **no conflict of interest with any participants in the meet**. Other deck personnel may include Timing Equipment/Software/Recorder/Scorer Personnel (3), Marshall (1-2), Awards Coordinator (2), Announcer (optional),

Head Timer, and **adult** Timers (three per lane, two timers and one recorder, and eight alternates). All teams will be expected to provide the names of three **adult** timers for regional meets and two **adult** timers for state meets who will stay for the duration of the meet if selected.

4. The Coaches' meeting will begin one hour before the start of their appropriate meet, unless otherwise noted.
  - a. A printed meet schedule shall be handed out at the coaches' meeting and followed as closely as possible. Any necessary schedule adjustments will be made at this time. Whether present or not, each coach is responsible for all changes made at the meeting.
  - b. Entry in a relay becomes official when the team declares its four swimmers at the coaches' meeting prior to the meet. The lead swimmer and three others (in no order) will be designated for each freestyle relay. All swimmers, by stroke, will be designated for the medley relays. A form will be provided. Any changes to relays after the coaches' meeting must be put in writing listing the event, swimmer(s) added, and swimmer(s) replaced. It should be given to and approved by the Admin Referee (**Swimmers must be one of the eight already declared in the Team Manager entry file.**)
  - c. There will also be the opportunity for deck scratches, before or immediately after the coaches' meeting, using the form provided. A scratch at any time, including missing (failing to swim in) a scheduled event; disqualifies that swimmer or the designated lead swimmer of the relay team from the rest of their scheduled meet events. **Teams at the coaches' meeting may scratch relays without penalty prior to the conclusion of the meeting.**
  - d. Declared False Starts (DFS) can be stated at the coaches' meeting to all in attendance, including the REFEREE. A DFS made during the meet must be given to the Referee, who will let the field know before the start of the appropriate event and heat. A DFS will count as an event for that swimmer.
5. There will be a break of at least 15 minutes, including at least 10 minutes warm-up in the water just before the 100-yard butterfly. If there is no warm-up/warm-down pool, there will be a five-minute break following the 500 free to allow relay swimmers to get wet.
6. Event results will be posted as they become available. Meet Directors will see that final meet results are sent to the MPSSAA, each jurisdiction and others when appropriate.

#### B. Playing Rules

1. All rules not modified here shall be in accordance with the current National Federation rules.
2. Eligible individuals may participate in a region meet provided they have a minimum of three weeks of supervised training and have participated in at least two MPSSAA-sanctioned meets.
3. There is a **8**-minute cutoff time for boys entries and **8**-minute, 30-second cutoff for girls entries in the 500 freestyle events.
4. Competitors must compete in team uniforms. A TEAM UNIFORM IS DEFINED as one matching suit (**make and model**) established by December 15 that will be used the entire season as defined on page 22 of the MPSSAA Handbook. Team caps will be matching. Suits for males may only cover from the waist to the knees. Suits for females must be sleeveless and may only cover to the knees.
5. Headwear other than a swim cap is prohibited. Any hair-restraining device shall be functional when worn during an event. The penalty is disqualification from the event (National Federation Rule 3)
6. Contestants are to report on the first call to the staging area.
7. Video tape and other image producing devices will not be accepted as a basis for an appeal.

8. Team points will be scored to 16th place according to NFHS Championship Meet Scoring Rules.

### C. General Policies

1. Each school shall supply its own **lap counters** and operators for the 500 freestyle events. All teams must bring **stop watches** for their timers.
2. Only designated officials and participants shall be permitted on deck. Coaches, team managers, and members of their teams shall remain in their designated areas, from which point the coach can dispatch contestants to the proper location for participation.
3. Audible radios, tape players and similar audio devices are barred from use at pools during meets. The rule applies to spectators as well as participants. Any other devices emitting excessive noise will also be silenced.

## III. REGION MEETS

### A. Meet Organization

1. Any swim team that makes formal application (submits Team Manager entry files) by the established deadline (Feb. 10, 2014, 6 p.m.) will be entered in the meet. Files must be emailed to the appropriate region meet managers. The Hy-tek entry report with times must be signed by coach, athletic director and principal, and faxed to the meet director Feb. 10 by 6 p.m.
2. Late entries, in the correct format, will be accepted up to 24 hours after the deadline, (Late entry deadline: Feb. 11, 2014 at 6 p.m.) A late entry fee of \$100 must accompany the entries. NO entries will be accepted without this fee or in an incorrect format.
3. Team Manager files received after the late meet entry deadline (Feb. 11, 2014 at 6 p.m.) will not be accepted. The burden of proof is on the school.
4. The Region Meet Directors are responsible for contacting those schools whose Team Manager files are incomplete or were not received by the deadline.
5. **Coaches are responsible for verifying their entries before the file is submitted.**
6. Coaches are responsible for emailing or faxing to the Region Meet Director, a team administrative roster of coaches, manager names and three adult timers. This form must be submitted with the Hy-tek entry by the entry deadline date (Feb. 10, 2014).
7. This will be a timed finals meet.
8. Entry Guidelines

No more than two competitors from a given school shall be allowed to enter in any individual event with documented times from a regularly scheduled swim meet in 2013-2014 (i.e., based upon a minimum of two watch times averaged, or electronic timing). Each team will also submit their one automatic relay entry with up to eight swimmers per relay event and the documented seed time. (See II A 4 C on entry in relays.) "No time" entries will not be accepted.

9. The Meet Director or Meet Administrator has the right to challenge any entry that is not consistent with a verifiable performance throughout the current Swimming Season. The Meet Director or Meet Administrator will notify the coach of the concern.
10. Directions for entry.
  - a. Go to the MPSSAA Swimming page and click on the link "MPSSAA Swimming Championships Entry Page."

- b. **If Team Manager is not being used during the regular season**, download the Team Manager backup database to be used in your region.
- c. Restore this database from your Team Manager software. Coaches can use Team Manager or TM Lite.
- d. Create a team roster file in this database. This file must include the following information:
  - \* Swimmer's last name, first name, middle initial
  - \* Gender
  - \* Three-letter MPSSAA team code only; **No LSC Code (MPSSAA Handbook pages 66-67).**
  - \* Current school year (Example: Fr/So/Jr/Sr)
- e. Create an entry file. Entry limitations (See II B 2) will be enforced.
- f. Print out a meet entry report from Hy-Tek, which includes proof of times. This report shall be signed by the school's Principal, Athletic Director and Swim Coach, and faxed to the meet manager. A back up copy brought to the meet is strongly encouraged.
- g. Export the roster file (An example of the team roster file name being exported and emailed is: LAC - Roster 001.) and the entry file (An example of the meet entry file being exported and emailed is: LAC-Entries 001.) from Team Manager.
- h. E-mail these two files to the Region Meet Manager/Hy-Tek Operator in your region.  
\*\*More specific instructions are available on the Entry Page.
- i. A return e-mail will be sent from the Region Meet Manager to confirm receipt of the files. (This email does not confirm the validity of the entries, only the receipt of the files.)

## 11. Diving

- a. Refer to National Federation Rule 9.
- b. Diving shall be administered by a diving referee. There will be five dive judges. An announcer shall announce the dives, competitors, describe the dives, and the awards given by each judge. (National Federal Rule 9)
- c. Official entry card/score sheet (MPSSAA.ORG Swimming Page) with divers' first and last name, and school will be sent to the appropriate Meet Managers through the jurisdictional representative at the same time the swim entries are submitted.
- d. Divers will be limited to two boys and two girls per school
- e. After the first five dives, the top-eight scores per region will advance to 11 dives with the top-four scores in each region advancing to the state finals.

12. Scratches are due by 6 p.m. Feb. 11, 2014. Events will be reseeded for scratches received by this date.

13. After the scratch deadline (Feb. 11, 2014), no events will be reseeded. Deck scratches will be permitted before the start of the meet. **A scratch means the swimmer from the entire meet. Teams at the coaches' meeting may scratch relays without penalty prior to the conclusion of the meeting.**

14. There will be a meeting prior to the region meet for Region Meet Directors/Hy-Tek Operators who are unfamiliar with or who have not worked with the computer software.

15. The District Representative/Meet Director will bring ALL championship meet paperwork and a Meet Manager backup file to the State Seeding Meeting.

B. General Policies

1. Awards: Plaques will be given to the winning boys and girls team in each classification. Ribbons will be awarded to the top **eight** finishers in each event. Ribbons will also be awarded to the top boy and girl diver in each region meet where it is held.
2. Individuals 7 years of age and older will be charged an admission of \$5.

**IV. STATE MEETS**

A. Meet Organization

1. Coaches are responsible for emailing or faxing to the State Meet Director, a team administrative roster with names of coaches and two adult timers by noon on Feb. 18, 2014.
2. Meet software (backups) and all meet paperwork must be delivered by the Meet Manager of each Regional meet to the state seeding meeting.
3. The state meet will be seeded from region results, based on time.
4. In addition to the top three individuals and top three relay teams advancing from their region to the state meet, the individual competitors or relay teams who, in their region meet final, are among the top 12 statewide times will qualify for the state meet. (Excluding automatic qualifiers). In the event a tie for 24th, both individuals will be included.
5. The top four male and female individual divers advancing from their region will compete at the state meet. After the first five dives, the top-eight scores will advance to 11 dives to determine the state championship.
6. If a tie exists for third place in a region, both individuals or relay teams will qualify for states and an at-large position will be lost in that event.
7. **For individual events, the next two highest nonqualifiers (alternates) shall be invited to the state meet in order to guarantee a full complement of finalists. An alternate may elect to not swim if doing so would create a situation in which they would exceed the allowable number of swims. Alternates cannot be substituted for a DFS.**
8. The 2014 championships will be held February 21-22 at the University of Maryland, College Park Eppley Recreation Center Be sure to view the Fan Focus on mpssaa.org for the latest details.
  - a. Competition for diving will take place Friday, Feb. 21 beginning at 5:00 p.m.
  - b. Competition for the 4A/3A meet will take place Saturday, Feb. 22 at 10:00 a.m.
  - c. Competition for the 3A/2A/1A meet will take place Saturday, Feb. 22 at 4:00 p.m.

B. General Policies

1. Awards: Plaques will be given to the top boys and girls team in each classification. Medals will be awarded to the top three finishers and ribbons will be awarded to the fourth through eighth place finishers in each individual and relay event.
2. Individuals 7 years of age and older will be charged an admission of \$8.

<p><b>PROJECTED MPSSAA SWIMMING &amp; DIVING CHAMPIONSHIP DATES</b> 2015 - February 20-21    2016 - February 19-20    2017 - February 24-25</p>
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## TENTATIVE REGION DIVING MEET SCHEDULE

<b>4A-3A West</b> Kennedy Shriver Aquatics Center February 13 (2:00 p.m.)	<b>4A-3A North</b> Kennedy Shriver Aquatics Center February 14 (2:00 p.m.)	<b>3A-2A-1A West</b> Kennedy Shriver Aquatics Center February 14 (2:00 p.m.)
Entry Deadline .....Feb. 10 Meet Dir. .. Todd Garner Phone.....240-406-1300 Fax .....301-840-4679	Entry Deadline .....Feb. 10 Meet Dir. .. Todd Garner Phone.....240-406-1300 Fax .....301-840-4679	Entry Deadline .....Feb. 10 Meet Dir. .. Todd Garner Phone.....240-406-1300 Fax .....301-840-4679

## TENTATIVE REGION MEET SCHEDULE

<b>4A-3A West</b> Martin Luther King Swim Center February 15 (8:00 a.m.)	<b>4A-3A North</b> P.G. Sports Complex February 15 (9:00 a.m.)	<b>4A-3A South</b> Fairland Aquatic Center February 15 (9:00 a.m.)	<b>4A-3A East</b> Arundel Swim Center February 15 (9:00 a.m.)
Entry Deadline .....Feb. 10 Meet Dir. ....Todd Garner Phone .....240-406-1300 Fax .....301-840-4679	Entry Deadline ..February 10 Meet Dir. ....Don Layton Phone.....301-751-9114 Fax .....301-743-9076	Entry Deadline.....Feb. 10 Meet Dir. ....John Venit Phone.....301-725-7711 Fax .....301-725-7711	Entry Deadline.....Feb. 10 Meet Dir. ....Kenny Miller Phone.....410-437-6400 Fax .....410-437-7012

<b>3A-2A-1A West</b> Fairland Aquatic Center February 15 (3:00 p.m.)	<b>3A-2A-1A North</b> Magnolia Middle School February 15 (10:00 a.m.)	<b>3A-2A-1A South</b> P.G. Sports Complex February 15 (3:00 p.m.)	<b>3A-2A-1A East</b> Arundel Swim Center February 15 (3:00 p.m.)
Entry Deadline.....Feb. 10 Meet Dir. ....John Venit Phone.....301-725-7711 Fax .....301-725-7711	Entry Deadline.....Feb. 10 Meet Dir. ....Cathy Bendis Phone .....410-638-4092 Fax .....410-638-4321	Entry Deadline.....Feb. 10 Meet Dir. ....Don Layton Phone.....301-751-9114 Fax .....301-743-9076	Entry Deadline.....Feb. 10 Meet Dir. ....Kenny Miller Phone.....410-437-6400 Fax .....410-437-7012

## TENTATIVE STATE MEET SCHEDULE

<b>Diving Championships</b> University of Maryland Eppley Recreation Center February 21 (5:00 p.m.)	<b>4A-3A</b> University of Maryland Eppley Recreation Center February 22 (10:00 a.m.)	<b>3A-2A-1A</b> University of Maryland Eppley Recreation Center February 22 (4:00 p.m.)
Meet Director .....Todd Garner Phone .....240-406-1300 Fax .....301-840-4679	Meet Director .....Chris Bley Phone .....410-612-1525 x382 Fax .....410-612-1598	Meet Director .....Stacy MacMillan Phone .....301-524-7282 Fax .....240-236-7434

Email addresses for all site directors can be found on the swimming page of [mpssaa.org](http://mpssaa.org).

# 2013-14 ALIGNMENT FOR SWIMMING

CLASS 4A-3A-WEST		CLASS 4A-3A-NORTH		CLASS 4A-3A-SOUTH		CLASS 4A-3A-EAST	
1. Bethesda-CC	Mtg	1. Huntingtown	Cal	1. Bladensburg	PG	1. Annapolis	AA
2. Churchill	Mtg	2. North Point	Cha	2. Bowie	PG	2. Arundel	AA
3. Clarksburg	Mtg	3. Westlake	Cha	3. C H Flowers	PG	3. Broadneck	AA
4. Einstein	Mtg	4. Linganore	Fre	4. Dr. Henry A Wise Jr	PG	4. Chesapeake	AA
5. Gaithersburg	Mtg	5. Thomas Johnson	Fre	5. Duval	PG	5. Glen Burnie	AA
6. Kennedy	Mtg	6. Tuscarora	Fre	6. Eleanor Roosevelt	PG	6. Meade	AA
7. Northwest	Mtg	7. Blake	Mtg	7. High Point	PG	7. North County	AA
8. Northwood	Mtg	8. Paint Branch	Mtg	8. Laurel	PG	8. Old Mill	AA
9. Quince Orchard	Mtg	9. Sherwood	Mtg	9. Northwestern (PG)	PG	9. Severna Park	AA
10. Richard Montgomery	Mtg	10. Springbrook	Mtg	10. Oxon Hill	PG	10. South River	AA
11. Walt Whitman	Mtg	11. Magruder	Mtg	11. Parkdale	PG	11. Mergenthaler	Balt
12. Walter Johnson	Mtg	12. Montgomery Blair	Mtg	12. Suitland	PG	12. Poly	Balt
13. Watkins Mill	Mtg			13. Chopticon	StM	13. Western	Balt
14. Wootton	Mtg			14. Great Mills	StM	14. Bel Air	Hfd
				15. Leonardtown	StM		

  

CLASS 3A-2A-1A-WEST		CLASS 3A-2A-1A-NORTH		CLASS 3A-2A-1A-SOUTH		CLASS 3A-2A-1A-EAST	
1. Brunswick	Fre	1. Carver Vo-Tech	Balt	1. Calvert	Cal	1. Northeast (AA)	AA
2. Catoclin	Fre	2. City	Balt	2. Northern (Cal.)	Cal	2. Southern (AA)	AA
3. Frederick	Fre	3. Douglass	Balt	3. Patuxent	Cal	3. Cambridge-SD	Dor
4. Middletown	Fre	4. Northwestern	Balt	4. Lackey	Cha	4. Kent County	K
5. Oakdale	Fre	5. Aberdeen	Hfd	5. La Plata	Cha	5. Kent Island	Qa
6. Urbana	Fre	6. C. Milton Wright	Hfd	6. McDonough	Cha	6. Queen Anne's	Qa
7. Walkersville	Fre	7. Edgewood	Hfd	7. Thomas Stone	Cha	7. Easton	Tal
8. Damascus	Mtg	8. Fallston	Hfd	8. Central	PG	8. Stephen Decatur	Wor
9. Poolesville	Mtg	9. Harford Tech	Hfd	9. Crossland	PG	9. Digital Harbor	Balt
10. Rockville	Mtg	10. Havre de Grace	Hfd	10. Fairmont Heights	PG	10. Dunbar	Balt
11. Seneca Valley	Mtg	11. Joppatowne	Hfd	11. Forestville	PG	11. Patterson	Balt
12. Wheaton	Mtg	12. North Harford	Hfd	12. Frederick Douglass	PG	12. Forest Park	Balt
		13. Patterson Mill	Hfd	13. Friendly	PG		
				14. Gwynn Park	PG		
				15. Largo	PG		
				16. Surrattsville	PG		

2013-2014 STATE SWIMMING & DIVING TOURNAMENT COMMITTEE			
		Office	Other
<b>DIRECTOR</b>	Earl Hawkins .....	Prince George's County .....	301-669-6000 ..... 301-952-1849
<b>District 1</b>	Stacy MacMillan .....	Middletown .....	240-236-7541 ..... 301-524-7282
<b>District 2</b>	Todd Garner .....	Ridgeview Middle (Quince Orchard) ..	240-406-1300 ..... 301-928-6963
<b>District 3</b>	John Venit .....	Prince George's County .....	301-725-7711 ..... 301-725-7711
<b>District 4</b>	Don Layton.....	Lackey .....	301-753-1753x153702 ..301-751-9114
	Melody Stahl .....	McDonough .....	301-753-1755x155131 ..301-848-8065
<b>District 5</b>	Mike McTammany .....	Severna Park .....	410-647-7900 ..... 410-360-2812
<b>District 7</b>	Chris Bley.....	Magnolia Middle (Joppatowne) .....	410-612-1525 ..... 301-752-1538
<b>District 8</b>	Andy Burke.....	Easton .....	410-822-4180 ..... 410-310-1425
<b>District 9</b>	Marlon Turner .....	Frederick Douglass .....	410-396-7822 ..... 517-881-4382
<b>RULES INTERPRETER</b>			
	David Stark.....	.....	410-836-5064 ..... 443-752-4194
Email addresses for committee members can be found on the swimming page of mpssaa.org.			

SWIMMING