



# **2017 ARCHERY CHAMPIONSHIPS REGION INSTRUCTIONS AND PROCEDURES FOR TEAMS AND MANAGERS**



## REGIONAL TOURNAMENT INFORMATION FOR TEAMS AND MANAGERS

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### **DUTIES SUMMARY STATEMENT**

- Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing archery tournaments and
- Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth meet
- The forms for your various reports should be self-explanatory
- Your compliance with these reports on a timely basis is essential for a smooth state tournament

### **COMPETITION DATES**

- Regional meets will be hosted by managers in each of the 11 regions
- A complete list of tournament sites and managers is available on the KHSAA website
- The date of the 2017 KHSAA State Archery Tournament is April 20th at the Kentucky Basketball Academy in Lexington, KY (273 Ruccio Way, Lexington, KY 40503)

### **PRE-TOURNAMENT RESPONSIBILITIES**

- Complete the Regional Tournament Managers Form (GE56) to provide regional information
- Please keep association staff informed of any changes after you have submitted GE56
- Print and review the Regional Tournament hosting criteria
- Open and inspect trophies and medals
- Contact Riherd's Trophy if damaged (1-800-274-4373)
- Do not disregard any billing information that may be enclosed
- The cost of trophies and awards are the responsibility of the regional tournament
- Read detailed instructions for trophies and awards being provided or if additional are required

### **INSTRUCTIONS FOR TOURNAMENT ENTRY**

- Registration for the tournaments takes place online at the link listed at the end of these instructions

- A tutorial on the entry process is available through the link listed at the end of these instructions
- PARTICIPANTS COMPETE*
- The 24 person roster should be turned in to the regional host before the tournament date for the team
  - There is no minimum number of contests needed to be eligible to compete in the region or state competition

### **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

- The Team roster should be finalized as the Postseason roster on the KHSAA school subdomain two weeks prior to the regional tournament
- The team entry should be turned in to the regional manager a minimum of four (4) days before the tournament date for clerical purposes such as the printing of score cards
- After the flight assignment is final, the region tournament manager may allow substitution if the original entry is prevented from participating due to circumstances such as to injury/illness
- Any player whose name is on the official online roster for the school may be substituted on a team prior to the time of the first flight for the region tournament

### **PRE-TOURNAMENT MEETING AND MODEL AGENDA**

- Discuss a site selection plan for future tournaments at a meeting of coaches and submit form GE58 with this information
- Please confirm regional sites for a minimum of three years at this meeting
- A link to the form is at the end of these instructions
- Please complete online form GE58, site selection plan

#### *REGIONAL PRE-TOURNAMENT GUIDELINES*

- Range assignments will be made ahead of time and given out to the coaches before arriving at the regional tournament
- This shall be sent to all schools before the date of the competition and will help teams and fans know where to go when they arrive at the site
- Arrival and warm-up times will be designated by the regional manager and adhered to by the participating schools
- A coaches meeting should take place before the event begins
- The officials will be introduced and conduct the rules portion of the meeting
- Please ask any questions you might have during this period

#### *REGION FORMAT, RULES AND QUALIFYING FOR STATE*

- Each Team with a minimum 12 shooters (24 maximum) will shoot one flight (Three 10-Meter Scoring Ends and Three 15-Meter Scoring Ends)
- The top twelve (12) scores will be combined to determine the team score
- The winning and runner-up team at each regional competition shall advance to the state competition
- In addition, the top three (3) Boys and Girls that are not advancing with a team, shall advance to the state competition as individuals

#### *ADMISSION*

- All teams should be reminded that this is not a "home" match for anyone, and that the ticketing policies and allocations must be the same for all competing teams
- The KHSAA suggests an admission of no less than \$5 for general admission
- Admission at the state tournament will be \$10

### **REGIONAL TOURNAMENT OFFICIAL**

- It is the discretion of the regional manager in consultation with the participating schools as to the use of an official for the regional tournament

- This person could likely be a NASP liaison who will assist the host school manager with the Archery aspects of the tournament
- If you would like assistance in acquiring an Official, please contact Patrick O'Connell who serves as the Head Official for the State Championship

### **TROPHIES**

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2016-2017 tournaments
- The awards will be shipped via FedEx
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues
- If you have any issues, please call Terrena in Customer Service at Rihards (800-274-4373 or 270-563-5133) between the hours of 9:30 a.m. and 4:30 p.m. (CT)
- You may also email Rihards at [khsaa@riherds.com](mailto:khsaa@riherds.com)
- In the email with the tracking number, you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition
- Trophies are to be paid for by the tournament manager on behalf of the tournament
- The total cost for regional items is \$151.44 and your package should consist of the following:
  - One region champion trophy
  - One region runner-up trophy
  - Two Champion Medals, one per gender
  - Two Runner-up Medals, one per gender
  - Two 3rd and 4th place Medals, one per gender

### **SECURITY**

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision
- The National Federation has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security
- Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests
- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process
- Adequate security is a requirement at postseason contests

### **MEDICAL COVERAGE**

- The host school is responsible for securing medical coverage for the event including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of that document
- Any fees associated with medical coverage are to be taken from gate receipts

### **MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS**

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships

- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district and regional competition
- At all levels of competition, including district, regional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

#### **NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS**

- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office and is available by contacting the Communications Director

#### **INCLEMENT WEATHER**

- While it would be ideal if all parties could agree on any re-scheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical
- It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified
- In accordance with the playing rules, after the contest has begun, such determination shall be made by the referee

### **FINANCES AND FINANCIAL REPORT**

- The participating schools shall adopt a plan for distribution of proceeds
- If there is dispute, contact the Commissioner's office
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants
- The manager shall complete KHSAA Form GE51, tournament financial report, following the tournament and return it to the KHSAA

### **BYLAW 22 REMINDER**

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- Please refer to the KHSAA Handbook if you have any questions

### **POINT OF EMPHASIS**

- The National Archery in the Schools Program (NASP) has changed its scoring protocol for the upcoming season
- To accommodate our schools who compete in both NASP and KHSAA competitions, we are amending our scoring protocol to match this new standard
- It is important to teach and practice this process with your archers so they can complete it quickly and accurately, and to make sure that scoring is consistent for all competitions
- A link to the complete scoring protocol is provide at the end of these instructions

### **POST REGIONAL RESULTS AND REPORTS**

#### *RESULTS*

- It is the tournament manager's responsibility to post the standings and results throughout the tournament
- After the Regional Tournament is completed, download and fill out Regional Results Form AR101
- There is a link to this form at the end of these instructions
- The form should be filled out electronically and returned via email, so that we may easily post the results to the KHSAA website
- Forms filled out by hand will not be accepted
- The completed form should be sent to the KHSAA immediately following the event's conclusion
- Send to the email address [arresults@khsaa.org](mailto:arresults@khsaa.org).

### **WEBSITE LINKS AND FORMS**

- Competition Rules for Archery - <https://khsaa.org/handbook/competitionrules/arcompetitionrules.pdf>
- Online Tournament Registration - <http://nasptournaments.org/>
- Tournament Entry Tutorial - <http://nasptournaments.org/tutorials.aspx>
- Online Guide - <http://nasptournaments.org/ClientSoftware/downloads/NASPPROTournamentInstructions.pdf>
- Current Year Alignment - <http://khsaa.org/current-archery-alignment/>
- Current Year Regional Managers - <http://khsaa.org/archery/2017/archeryregionalmanagers.pdf>
- Financial Report (GE51) for Region - <http://khsaa.org/forms/ge51.pdf>
- Regional Site Selection Form (GE 58) - <http://khsaa.org/ge58-region-tournament-site-selection-plan>
- NASP Scoring Protocol - <https://khsaa.org/122116-updated-archery-scoring-protocol-for-2016-2017>