2017 St. Elizabeth Healthcare/ KHSAA Girls' Sweet 16® State Basketball Tournament Participating Team Instructions

Kentucky High School Athletic Association | 2280 Executive Drive | Lexington, KY 40505 | 859-299-5472 | www.khsaa.org

IMPORTANT INFORMATION CONCERNING THE
2017 ST. ELIZABETH HEALTHCARE/KHSAA SWEET SIXTEEN 16® STATE BASKETBALL TOURNAMENT

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INTRODUCTION AND CONTACT INFORMATION

- Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on winning your regional tournament
- It is hoped that these instructions answer most questions about participation in the 2017 St. Elizabeth Healthcare / KHSAA Girls' State Basketball Tournament

KHSAA STAFF CONTACTS

- Administrators and Coaches should contact Julian Tackett (jtackett@khsaa.org), Associate Commissioner Butch Cope (bcope@khsaa.org) or Mr. Tackett's Administrative Assistant Marilyn Mitchell (mmitchell@khsaa.org) at the KHSAA offices should you have any questions
- Media and Statistics Inquiries should be directed to Communications Director Joe Angolia at the KHSAA offices (jangolia@khsaa.org)
- Inquiries may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party

PRE-EVENT DETAILS AND LOGISTICS

MANDATORY PRE-TOURNAMENT CONFERENCE CALL

- A conference call will be held among all participating teams on Monday, March 7
- Schools will be sent via email, additional instructions regarding the call following the regional championship games
- Participating schools will be required to participate at 9:00 a.m. ET (8:00 CT)
- Participants can call from any location to join in the conference

ADDITIONAL MATERIAL CONTAINED IN PRE-TOURNAMENT PACKAGE

- Included in the pre-tournament package is:
  - First Round Tickets to your games
  - Ticket Settlement Forms
  - 6 Parking Passes
  - The school's allotment of Commemorative Participant passes (not valid for admission)
- The official non-team member passes (to be worn by coaches, etc.) will be distributed upon first arrival at the arena

TRAVELING PARTY RECOGNITION GIFT AND INFORMATION

- Each participating team will be issued fifty (50) commemorative bag tags to be given to each person (including coaches and support staff) on the online roster, which was closed following the completion of the first day of district play
- The bag tags are NOT valid for admission

FORMS AND INFORMATION TO BE SUBMITTED AND IMPORTANT LINKS

- The forms and information below are to be submitted by Monday, March 6th at 9:00 p.m.
  - Any missing game statistics must be entered at the link at the end of these instructions
  - GE63 – School Participant Team Information Form
  - SI103 – School Media Request Form (for one school media pass as detailed)
  - SI113 – Designated Radio Station for the one station which may originate a broadcast
- The forms below are due to be submitted by Tuesday, March 7th at 9:00 p.m. if the school desires to have students considered:
  - BK118 – JB Mansfield Award

- BK119 – Academic Scholarship Application
- The forms below are due to be submitted by Tuesday, March 7th at 9:00 p.m. if the school desires to have the travel allowance reimbursed following the tournament
  - GE74 – Expense Reimbursement Request
- The forms below are due at specific times during the tournament
  - BK120 – Ticket reconciliation (bring to arena when settling first round sales)

DIRECTIONS, TRAVEL, PARKING AND ENTRY INTO ARENA

- Our hosts at the BB&T Arena have gone to great lengths to alleviate any traffic flow and parking problems
- A parking map is located on the KHSAA website at http://khsaa.org/girls-state-tournament-information-and-forms/
- The GPS address for locating the arena is 500 Louie B. Nunn Drive, Highland Heights, Kentucky 41099
- Directions traveling from Downtown Cincinnati, Ohio
  - From US 50, take I-471 South into Kentucky
  - Follow I-471 to US 27 towards Alexandria (do not take the Ft. Thomas/US 27 exit)
  - I-471 ends at US 27 - continue straight on US 27 South
  - Continue straight through the first light and turn right at the next traffic light onto Nunn Drive
- Directions traveling East on I-275 from Greater Cincinnati / Northern Kentucky Airport
  - Take Exit 76 (Three Mile Road/Northern Kentucky University)
  - Turn right off of the exit on University Drive
  - Continue Straight through the first light and bear right at the round-a-bout onto Nunn Drive
- Directions traveling West on I-275
  - Take Exit 74A (US Highway 27 - Alexandria)
  - Continue straight on US 27 South
  - Continue straight through the first light and turn right at the next traffic light onto Nunn Drive
- Directions traveling from Louisville, Kentucky
  - Take I-71 North
  - Merge I-71/75 North
  - Exit onto I-275 East
  - Take Exit 76 (Three Mile Road/Northern Kentucky University)
  - Turn right off of the exit on University Drive
  - Continue Straight through the first light and bear right at the round-a-bout onto Nunn Drive
- Directions traveling from Lexington, Kentucky
  - Take I-75 North
  - Continue on I-71/75 North
  - Exit onto I-275 East
  - Take Exit 76 (Three Mile Road/Northern Kentucky University)
  - Turn right off of the exit on University Drive
  - Continue Straight through the first light and bear right at the round-a-bout onto Nunn Drive

PARKING INCLUDING PARKING PASSES

- A map of available parking is on the KHSAA website at http://khsaa.org/girls-state-tournament-information-and-forms/
- Each team is issued six (6) parking passes (to include the team busses), which are valid for admission at the marked parking entrances at the arena
- The passes are in the package with the team tickets
- This is the total allotted to the KHSAA for use by the team party, cheerleaders, band and administration
- Vehicles will be directed to the closest available parking location

- These passes have no special location, but do offer free parking for the members of the team party displaying them to the surface level parking
- The team buses will need one of the six (6) provided parking passes
- Any non-team bus or vehicle not bearing the parking pass will be charged the parking fee which is not maintained or controlled by the KHSAA
- Controlled parking in the lots immediately surrounding BB&T will be $5 per vehicle, cash only
- General Parking is available at BB&T Arena's surface lot and at two parking garages, one of which connects directly to the Arena
- Parking will be conducted on a first come, first serve basis

LODGING/HOUSING

- A complete list of the tournament lodging assignments is on the KHSAA website at http://khsaa.org/girls-state-tournament-information-and-forms/
- Each property is holding a block of twelve (12) rooms for your traveling party until noon on Monday, March 6
- Teams should contact the motel before 12:00 p.m. (noon) on that date to confirm or cancel your reservations
- Any team failing to stay in the assigned property will forfeit lodging reimbursement

COMPETITION SCHEDULE AND DATES

TOURNAMENT DATES AND SCHEDULE OF GAMES

- The tournament will be played March 8-12, 2017 at BB&T Arena, Northern Kentucky University, 500 Louie B. Nunn Drive, Highland Heights, Kentucky 41099
- Listed on the KHSAA website is a schedule of games and a bracket that will trace the tournament pairings from the first round through the championship game, including the ticket section and locker room assignments
- There is a link to the complete bracket at the end of these instructions
- The first round games are NOT in bracket order, and there is a link to the complete schedule of the first round games at the end of the instructions which will not be in bracket order, but in first round game order

KHSAA TOURNAMENT HEADQUARTERS

- The KHSAA will have staff available prior to the tournament through a headquarters on the lobby level of the Holiday Inn Cincinnati Airport on the afternoon of Tuesday, March 7 from 2:00 p.m. to 6:00 p.m.
- Prior to that time, the staff will be available by contacting the KHSAA offices in Lexington at (859)299-5472
- The Northern Kentucky Host Committee has assigned team hosts to assist each team and coach with any questions about the community and area and generally provide a welcome and hospitality to the event
- The list of the team hosts will be on the KHSAA website on the form containing the hotel assignments
- Teams may also work with the hosts to sign-up for available practice times at nearby gyms
- The KHSAA will have representatives to meet the schools when they arrive at the gym for competition

ADMISSION INTO VENUE

LOADING/UNLOADING OF TEAM MEMBERS

- Teams participating in the current session should proceed directly to the rear parking lot per the directions and parking map on the KHSAA
- After unloading, non-participating team buses will be directed to separate parking area for buses
- A courtesy shuttle service is provided for all bus drivers
- The bus will then be expected to return following the session to the area where the drop off occurred in order to load and should plan to do so not later than the end of the 3rd quarter of the second game of the session
- The location of the bus driver must be given to the Tournament Staff at the driver entry gate (rear loading dock pass entrance) in case the bus needs to be moved

LOADING/UNLOADING OF PEP/BAND BUSES

- All unloading and loading of pep and fan buses will be on main arena entrances
- The fans can then proceed to the entrances where they can go to the ticket windows or to the gate (if they have tickets) for admission
- The bus will then be directed to the parking area
- The bus will then be expected to return following the session to the area where the drop off occurred in order to load and should plan to do so not later than the end of the 3rd quarter of the second game of the session
- Bus drivers will be admitted without charge at the pass gate off of the loading dock entrance by identifying themselves to the KHSAA staff

SECURITY PROCEDURES ENTERING STATE CHAMPIONSHIP EVENTS

- Be aware that when you enter an event, bags, purses and packages are subject to be searched
- In the event that an item is found to be contrary to the security practices implemented by local and Federal law enforcement authorities, you may be forced to return items to your car and/or hotel prior to entering the arena
- Those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated
- Travel plans should be made accordingly and arrive in time to allow the venue to properly execute its security plan

TICKETING AND ADMISSION - GENERAL

- All persons desiring admission to the arena must hold a game ticket or pass issued by the KHSAA
- All individuals two years of age or older, must have a ticket for admission
- If they require a seat, they require a ticket
- A block of tickets is enclosed for your first round game to be sold to your fans
- The sections and number of tickets are listed below
- An Arena seating diagram is on the KHSAA website

TICKETING - BAND SEATING

- Members of the band must have a ticket, which must be purchased either by the school or band member
- The band must sit in the first rows of the designated band section if they are going to play during the games or bring instruments into the arena
- These tickets are packaged separately in your supply box
- The band sections are 105, 108, 114 and 117, depending upon your assigned team location
- If you do not need all rows for your band, they must sit in the forward most seats in the section, and the balance of the tickets behind them can then be sold to your fans

TICKETING - ADVANCE FIRST ROUND TICKET SALES RECONCILIATION

- The initial allotment of cheering section tickets for the first round are priced at $11(to include the required $1 facility fee per ticket) if purchased through the school
- Each school has been assigned lower arena cheering sections for each game
- A complete diagram of seat locations to be assigned throughout the event is located on the KHSAA website at the link listed at the end of these instructions
- Each school shall determine how to handle the $11 price (necessitated by the facility fee first implemented with the girls' basketball event)
    - Schools may opt to sell the tickets for $10 to fans, and have the $1 per ticket for the first round deducted from the team expense payment
    - Schools may charge the full $11 to those purchasing at the school, being mindful of change fund needs, credit card likely needs, etc.
    - Schools may opt to charge $10 and remit $11 per seat to the KHSAA upon settlement
- Tickets will be priced at $11 if purchased at the pep sales booths after each game for future rounds
- All other tickets sold at the door will be priced at $14 for these sections on game night

- Single session tickets ranging from $14 to $19 will be available at the door
- The money for the tickets sold and any unsold tickets must be turned in to the KHSAA representatives at the main Arena ticket office by 10 a.m. if you are playing in session 1 or 3, and prior to 4:30 p.m. if you play in session 2 or 4
- School checks for the settlement of the original allotment of first round ticket sales must be made payable to the KHSAA
- No checks from other individuals will be accepted
- Tickets are available only at the Arena box office, Ticketmaster outlets, www.ticketmaster.com and at each of the participating schools
- Links to all available tickets will be on the KHSAA and BB&T Arena websites which will redirect to Ticketmaster for sales
- Please tell your fans if they desire to purchase seats in advance (credit card order, etc.), and not purchase through the school, they can order via Ticketmaster® at the link on the KHSAA website
- For first round sales, the KHSAA will rebate each school fifty cents (.50) per ticket sold in advance to help defray the time and expense of advance sales and this amount will be sent following the tournament through the expense reimbursement

TICKETING - ADDITIONAL FIRST ROUND TICKETS (IF NEEDED)

- If you should sell your original allotment and need additional tickets you must purchase them from the arena
  - Additional tickets may not be purchased unless the entire original allotment is sold prior to the issuance of additional seats
  - This includes the purchase of the higher priced seats adjacent to your block of seats initially issued
  - No additional tickets will be mailed or shipped and no tickets will be released on consignment
  - The arena will hold a block of tickets for the school for a short time until you can send someone with a school check to complete the purchase
- The school may purchase an additional block of advance tickets by calling Box Office Manager Mike Jackson at the BB&T Box Office (859) 442-2651
- Any school checks for these additional tickets shall be made payable to the BB&T Arena
- Non-cheering section tickets ranging from $14 to $19 will be available online and at the door

TICKETING - TICKETS FOR SUBSEQUENT ROUNDS

- For the second, third and fourth rounds, ticket booths will be set up at the arena for advance sales to your next game
- Tickets are priced at $11 if purchased through the temporary pep sales booths after each game
- After that time, all other tickets will be priced at the regular price levels
- Please advise your fans that by staying after the game and purchasing the subsequent round tickets, they will be saving per ticket
- It is recommended that you allow the entire block of tickets for your team's games in subsequent rounds to be sold on site, from these booths
- For each game you win, you have the option of purchasing two additional blocks of seats to take back to the school
  - First, you may purchase the band block as a group (but limited to the number of instruments in the gym for round 1 plus the director(s)), and those will be located in the same lower rows as in your initial round
  - You may also purchase ONLY a maximum of 140 additional tickets for use in distribution to the parents, faculty and administration
  - Due to security concerns and past occurrences, no waiver to this 140 ticket limit will be granted
  - The Arena staff must sell the balance of the designated cheering section
  - If you choose to take either of these ticket blocks, no refunds will be issued and they must be pre-paid
  - Make sure your official school representatives are prepared to make payment

- Any school checks for tickets to any second, third or fourth round shall be made payable to BB&T Arena or you may also pay for any school tickets with a credit card

- A representative of the school should notify the KHSAA ticket representative at the arena ticket office as to the school's desires regarding second, third and fourth round tickets by completing this form
- You will also be asked when you settle your first round tickets, to limit the number of tickets individual purchasers may buy for subsequent rounds, and if you do not prescribe a limit, the limit shall be four (4) which helps prevent unauthorized ticket brokers from monopolizing the purchase of seats and forcing your fans into less desirable seating

WHEELCHAIR/A.D.A. ACCOMMODATIONS

- The KHSAA will exercise normal care and control to provide students and fans with accessible seating
- Accommodations have been made for persons in wheelchairs and those otherwise unable to utilize the traditional arena seating
- BB&T Arena does not provide wheelchairs for public use during events
- Tickets for those individuals who need accessible seating, and applicable companion seating may be purchased at the main ticket office
- Due to insurance and other concerns, wheel chairs are not normally permitted in the team bench areas, and are to be seated in the designated areas
- Necessary floor level accommodations are available should the need arise by contacting Julian Tackett at the KHSAA

COMPLIMENTARY TICKETS/TEAM MEMBERS / COACHES / CHEERLEADERS / OTHERS (PARTICIPANTS)

- The members of the team (players) and others with the official team traveling party for the current session will enter as a group for any session via the pass gate adjacent to the loading dock in the rear of the arena with the entry restrictions listed below
- The players on the current roster will be admitted without credential provided ALL enter as a group and enter with adult coaching staff member(s) in possession of one of the NONPLAYER TEAM PARTY passes
- The members of the team (players) and others with the official team traveling party for a session in which they are not competing may enter for any session via the pass gate adjacent to the loading dock in the rear of the arena and must adhere to all of the entry restrictions listed below
- When your team is not playing, and unless they possess other tickets, your team should be seated in the general admission area, which is in Sections 206 and 207

NONPLAYER PASSES (APPLIES TO ANYONE NOT IN GAME UNIFORM)

- Each team will be provided 18 entry passes (labeled NONPLAYER TEAM PARTY) for any nonplayer (including coaches, administrators and other team party members)
  - All nonplayers (coaches, administrators, managers, trainers, and all others) must be issued one of the 18 team party passes in order to be able to sit at floor level or go to the locker rooms
  - This limitation includes coaches, managers, trainers, statisticians, and any other students or adults designated by the school as a member of the traveling party
  - These passes also include any cheer coach you want to be on the floor with the cheerleaders (not required if the coach(es) remain in the cheering section seating area with a ticket)
  - These passes will be given to you upon your first arrival at the arena
  - The NONPLAYER TEAM PARTY is NOT valid for re-entry during the same session
  - Please inform the holders of the passes about all conditions
- No additional passes will be issued
- The KHSAA will vigorously pursue any person having transferred a pass to another individual
- Persons found to be transferring passes to a non-traveling party member will have the pass confiscated and will not have that pass replaced

SCHOOL ADMINISTRATOR PASSES

- Each school will also be issued four additional NON PLAYER TEAM PARTY passes should you desire someone to be at floor level to assist with marshalling your student body in the stands
- This pass will be separate from your 18 additional passes and are valid for admission with same seating restrictions as the other passes during sessions when the team is not playing
- This pass is to allow individuals to be at floor level to assist with student cheering section issues as they might develop
- Keep in mind that all floor level individuals must exhibit the proper decorum and sportsmanship at all times and the KHSAA reserves the right to move that person to the stands with the fans if this obligation is somehow forgotten
- The KHSAA will vigorously pursue any person having transferred a pass to another individual
- Persons found to be transferring passes to a non-traveling party member will have the pass confiscated and will not have that pass replaced

CHEERLEADER ADMISSION (INCLUDING MASCOT), REGULATIONS AND LIMITATIONS

- Cheerleaders of competing schools (limited to twenty (20) per team plus one (1) mascot) must enter through the pass gate as a group in uniform to be entitled to free admission
- All cheer team members participating in the tournament shall enter the pass gate adjacent to the loading dock in the rear of the arena, which is the only pass gate
- Non-uniformed cheerleaders and other adults traveling with the cheer team will not be entitled to complimentary admission and will be directed to a ticket window if they do not hold a PARTICIPANT pass
- The cheer coach must be issued one of the NONPLAYER TEAM PARTY PASSES if the coach is to be on the floor with the cheerleaders (not required if the coach(es) remain in the cheering section seating area with a ticket

BAND ADMISSION AND REGULATIONS

- Band members of competing schools, including the sponsor must hold a ticket for admission and must be seated in the assigned sections for the bands
- Pep bands will be admitted to any session in which their team is a participant by presenting a ticket
- Current session bands should enter through the pass gate adjacent to the loading dock in the rear of the arena (see Parking locator map), ground level of the arena
- The band must then proceed to its designated seating area on the arena floor level
- The band must sit in the lowest rows of the designated cheering section if they are going to play during the games or bring instruments into the arena
- If additional seating is needed, they are to be located on the immediately adjacent rows behind the band seats

BUS DRIVER ADMISSION

- Bus drivers (for all team, official party and pep buses) can gain entry to the arena by coming through the pass gate adjacent to the loading dock in the rear of the arena
- Bus drivers will be admitted without charge at the pass gate off of the loading dock entrance by identifying themselves to the KHSAA staff
- The only available seating for the bus drivers will be in Section 206 and 207

VENUE AND LOGISTICS

PRACTICE PRIOR TO THE GAME, WARM-UP TIME

- Teams are not allowed to use the arena floor for practice other than for pre-game warm-ups
- Local schools and/or host ambassadors may be willing and able to assist you in locating practice facilities prior to the game

BASKETBALL TEAM SQUAD LIMITATIONS

- No more than fifteen (15) players may be in uniform for a state tournament game

- Each school will be provided a line-up card for use in designating the fifteen players and the starting line-up
- You may enter any fifteen players from your online roster (all levels) for each game, and it is not necessary that the same fifteen be in uniform
- Due to records keeping constraints, it is required however that each individual wear a unique number during the week (i.e. two different people do not need to wear number 25 in two different games)

TEAM BENCHES, WARM-UP AND HOME/VISITING TEAM

- NO dunking will be allowed during pre-game warm-ups, irrespective of the presence of game officials
- and none may be added
- The top team in the bracket will be the home team and will occupy the bench on the RIGHT side of the scorer's table as you face the scorer's table from the court
- There may be no more than twenty-five (25) persons in the bench area, inclusive of the five that are on the floor at any time
- No more than twenty (20) individuals may occupy the twenty (20) chairs that will be provided on each bench
- All bench personnel must be on the bench, and will not be allowed to be seated on equipment cases, etc.
- All team warm-ups in the pre-game will be done at the basket opposite the team bench
- No continual standing will be allowed by bench personnel during the game other than the head coach in compliance with NFHS playing rules

GAME/PRACTICE BALLS

- Game balls, Spalding Model TF1000 Classic (74-7849), will be provided by the Association
- The KHSAA will provide nine (9) balls for each team to use in the pre-game warm-up period
- No other balls may be used

UNIFORMS

- The team designated as the home team shall wear WHITE uniforms, the visitors shall wear DARK uniforms that clearly contrast to white

LOCKER ROOM ASSIGNMENTS

- The KHSAA utilizes assistants at the tournament to assist teams when they arrive at the tournament site
- These representatives will direct you to the proper dressing facility
- These representatives are excellent contacts to help with any unforeseen needs during the tournament
- A complete bracket of locker room assignments is listed on the KHSAA website as is a map of the arena rooms to help you navigate the facility

WARM-UP TIME

- No team will enter the playing floor area prior to the clock starting for a twenty-five minute warm-up period
- Locker room assistants or KHSAA personnel will inform you as to the proper time for entry to the court
- Teams playing in the second game of the doubleheader will be afforded a full twenty-five minute warm-up period AFTER the floor is clear from the first game

HALFTIME AND PERIOD BETWEEN GAMES

- Halftime intermission will be fifteen (15) minutes for all games
- There will be twenty-five (25) minutes between games during a session
- A tentative timetable for the complete first round of games is listed on the KHSAA website

LOCATION OF SCHOOL ADMINISTRATOR AND DESIGNATION OF SCHOOL PERSONNEL

- Each school shall submit KHSAA Form GE63 online by the timeline detailed in the conference call
- Failure to submit this form may result in a denial of admission for the traveling party
- The link to this form is at the end of these instructions
- This form stipulates in-game contact for any potential issues with the team, cheering section, or cheer team
- Do not list the coach as the primary contact as this person should be available to come to the arena floor, security check point, or other meeting space in the event of an issue

TOWELS

- The Association does not provide towels for the teams participating in the tournament
- Your school will need to inform the participants who plan on showering after the games to bring a towel for that purpose

WATER

- The Association through its sports medicine and arena partners will provide, through the arena, water on the team benches for the teams participating in the tournament
- Your school will need to inform the participants of this availability and provide attendants from your non-uniform personnel

OFFICIAL TEAM SCOREBOOK, STATISTICS AND COMPUTER STATS SYSTEMS

- The KHSAA provides official statistics for the games
- There is no space provided for team statisticians on press row or at the scorer's table
- All official stats will be available live on the KHSAA website and a final box score will be posted following each game
- The KHSAA provides two official scorers for the tournament
- The last seat on the end of the scorer's table nearest your bench may be used for your scorebook
- If individuals in these seats as scorer's are not performing this tasks, they will be reseated either on the team bench (with proper credential and if space allows), or in the stands
- Please remind this person that they are NOT to cheer for either team or show any unsportsmanlike conduct toward officials, players or others as the press table and scorer's table are a working areas
- Violations will result in immediate removal

VALUABLES AND LOCKER ROOM KEYS

- The KHSAA employs a great deal of security for the tournament as well as the employment of assistants to help with the locker rooms
- However, it is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security
- Each team will be issued a key to the dressing room that must be returned to the locker room managers following the game
- The KHSAA is not responsible for this key if lost and the school will be charged for any necessary charges should the key be lost

TEAM VIDEO

- Schools will be restricted to the use of a single space in a designated area at the top of the lower arena to tape that school's contest, and only that school's contest
- Two passes designated for your school videographer will be provided for coaching video
- These passes will be given to you upon your first arrival at the arena
- These credentials may not be issued to outside videographers and the video may only be shared within the team for game preparation

GENERAL CHEERLEADING INFORMATION AND LIMITATIONS

- BB&T Arena and the KHSAA provides a cheerleader hospitality room for participating cheer teams during respective games which will be staffed in Meeting Room B on the ground floor
- There is a maximum of twenty (20) cheerleaders who may be in uniform and participating on the floor during any tournament game, not including an individual serving as the mascot
- This limit is observed whether or not the cheer team is competing in the KHSAA in-game tournament cheerleading competition
- Schools with larger cheer teams are required to rotate cheerleaders during other games of the tournament (much as the basketball coaches are having to make these same decisions) throughout the week if necessary
- Cheerleaders are allowed to cheer on the playing floor during player introductions (in support of the players, not a choreographed performance)

- Cheerleaders will not be allowed on the playing floor after the introductions during the games except for halftime of each game on Wednesday and Thursday as part of the in-game competition
- Floor type cheers may be done in your end zone (when the ball is not live)
- All location restrictions including between free throw lane lines shall be enforced during the tournament
- No mounts, stunts or tumbling of any type is permitted during these floor type cheers
- Schools will be penalized in accordance with Bylaw 27
- All NFHS rules and restrictions shall be followed during all games of the tournament
- For competition participating squads, a maximum of twenty (20) cheerleaders may be in uniform during halftime, not including an individual serving as the mascot
- No signs of any kind may be affixed to the permanent arena surfaces or obstruct the view of fans during play
- Cheerleaders may use hand-held signs for cheers when the ball is not live
- Props such as flags, etc. that may potentially obstruct crowd view may not be used during the game, and must be kept out of the arena floor area while the game is in progress
- For any official photograph following the semifinals or finals, a limit of twenty (20) cheerleaders and one mascot may be in the team pictures that are taken by the Association
- Time permitting following the finals, schools may take additional photographs if additional cheerleaders or team members desire to appear
- Schools violating these limitations, including limits on number of individuals, mounts, stunts or tumbling will be fined and otherwise penalized in accordance with KHSAA Bylaw 27

BAND INFORMATION AND RESTRICTIONS

- The band must sit in the designated band section if they are going to play during the games or bring instruments into the arena
- The bands are to be located in front of the lower arena student cheering section in the assigned seating
- The Association reserves the right to request that the band not perform during certain times in order to allow for the completion of various ceremonies
- Bands are to perform only at the game in which the school is playing, beginning no sooner than 30 minutes before game time and only when there is timeout on the floor, between periods and at the end of the game
- The director shall prohibit the band or any component thereof (including drums) from playing or standing while the game is in progress
- Bands shall make every effort to play in alternating timeouts during the game
- Electronic musical instruments or amplifiers MAY NOT be used at any time
- Band members should wear identifiable clothing to assist the ushers in maintaining the security of this area for the band
- If a band does not comply with any of these tournament policies, the Principal of the involved institution will be asked to rectify the situation, and if unable to do so, the band shall lose the privilege of playing during the tournament
- The KHSAA is responsible for the National Anthem for each session
- The band is to stop playing when both teams leave the floor prior to the start of the game to allow for the timely playing / singing of the anthem
- This will occur during each game in accordance with the enclosed timetable
- The band is not to play between the time 20:00 minutes showing on the countdown clock until 15:00 minute showing on the countdown clock to allow for the appropriate recognitions via the video display panels
- Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering including clappers, whistles, and other devices while the ball is alive by rule including during play and free throws
- The KHSAA reserves the right to play recorded music during charged timeouts and between quarters, halves and games

CONDUCT OF EVENT – IN GAME NOTES

TIMEOUTS

- Each team will be allowed to call a maximum of three full-length timeouts
- Each full-length timeout (full) will be 1:30 in duration, with a warning horn sounding with 15 seconds remaining
- Each team will be allowed to call a maximum of two thirty-second timeouts
- Each thirty-second timeout (thirty) will be :30 in duration, with a warning horn sounding with 10 seconds remaining
- There will be one media timeout each quarter
- These media timeouts shall occur at the first dead ball after the three minute mark
- When a shooting foul is committed that causes the ball to become dead at the specified time mark on the game clock for a media timeout, the media timeout shall be taken and then the free throw(s) shall be administered after the timeout
- Media timeouts will be taken each quarter regardless of how many timeouts have been called by the teams before or after the three minute mark on the clock
- Any unused full-length media timeouts from a quarter will be carried to the first dead ball of the following quarter
- All full-length timeouts (media or team) will be 1:30, regardless of the teams' readiness to play
- Teams get whatever timeouts they call (full or 30 sec), or have left, regardless of the time on the clock
- There will not be a media timeout called in overtime(s)
- During all timeouts, the alternate official will rise from his/her seat at the scorer's table and will not be seated until the second horn has sounded indicating the resumption of play
- This official will indicate with the extended index finger when the first horn has sounded, and shall continue this signal until the sounding of the second horn

TIMEOUT PLAY SITUATIONS

- 1st quarter, Team A calls a full-length timeout at 4:40
  - There will be a media timeout called during the first dead ball under the 3 minute mark in the 1st quarter, and in the 2nd quarter, Team B calls a full-length timeout at 2:30
  - There will be a media timeout called on the next dead ball in the 2nd quarter
- 1st quarter, Team B calls a 30 second timeout at 5:15
  - There will be a media timeout called on the first dead ball under the 3 minute mark in the 1st quarter
- 2nd quarter, Team A calls a full-length timeout at 2:30
  - There will be a media timeout called on the next dead in the 2nd quarter
  - If no dead ball situation occurs where a media timeout can be called, the media timeout will be called on the first dead ball in the 3rd quarter
- 4th quarter, Team A calls a full-length timeout at 2:50 and Team B calls a 30 second timeout at 2:05, and the first dead ball situation in the 4th quarter under 3 minutes where a media timeout could be called occurs at 1:55
  - A media timeout will be called at 1:55 in the 4th quarter
- 2nd quarter, 2:45 on the clock, B1 is dribbling the ball near mid-court and is fouled by A1 and this is Team A's seventh (7) team foul of the half
  - As soon as official reports foul to scorer's table a media timeout is taken
  - During timeout officials' should signal or tell scorers who is the free throw shooter
  - When play resumes B1 will be shooting the bonus
- 3rd quarter, 2:30 on the clock, subs A3 and B4 are at the scorer's table waiting to enter the game when B2 fouls A5 in the act of shooting
  - As soon as official reports foul to scorer's table, a media timeout is taken
  - During timeout officials' should signal or tell scorers who is the free throw shooter

    - When play resumes both subs (A3 and B4) are in the game and A5 will be shooting free throws (2 or 3)
- 4th quarter, 2:59 on the clock, A4 fouls B2 and this is Team A's tenth (10) team foul of the half and is A4's fifth (5) personal foul
    - As soon as official reports foul to scorer's table, the scorers notify the official that A4 has five fouls
    - Team A has 30 seconds to replace A4 and then a media timeout is taken
    - During timeout officials' should signal or tell scorers who is the free throw shooter
    - When play resumes B2 will be shooting free throws (2 or 3)
    - In this situation no timeout will be taken until fouled out player is replaced and a media timeout will then be taken
- Either team may call a timeout after the media timeout is over

DURING GAME CHEER REGULATIONS INCLUDING IN-GAME COMPETITION

- Recognition of cheerleaders during the state tournament has done much to improve the quality of cheerleading and sportsmanship throughout our state
- The KHSAA will sponsor an in-game cheer competition for the participating teams during the St. Elizabeth Healthcare/KHSAA Girls' Sweet Sixteen® and the Whitaker Bank/KHSAA Boys' Sweet Sixteen®
- Cheer regulations in this manual, including all limitations are in place regardless of a school's desire to participate in the in-game competition
- All NFHS rules and restrictions shall be followed during the state tournament
- The KHSAA will utilize the KAPOS In-Game cheer competition judging sheet for 2017, a copy of which is available on the website, http://www.kapos.org/
- This in-game cheer competition includes all cheer teams competing in the tournament
- KHSAA licensed cheer judges will judge the squads throughout the team's first round game, including pre-game, halftime and following the game
- Judging sheets may be picked up after the awards presentation on Friday evening in the Hospitality Room
- A reminder that signs that obstruct the line of site of any patron are prohibited
- Cheerleaders may use hand-held signs both in their cheer and on sidelines when the ball is NOT in play, including timeouts and quarter breaks
- Cheerleaders may not use signs while the ball is in play, which includes during free throws
- Cheerleading hosts will always be available in the cheer hospitality room to answer any questions you may have
- All cheer teams must follow the National Federation Spirit Rules as explained in the NFHS Spirit Rules Handbook
- If there are questions about any of those rules, please contact Butch Cope (bcope@khsaa.org) at the KHSAA office
- FLOOR CHEERING AND CHEERS IN FRONT OF THE CHEERING SECTIONS
    - There can be a maximum of twenty (20) cheerleaders plus one mascot per game on the floor whether you are participating in the in-game competition or not
    - There is no rotation of other cheerleaders as only twenty (20) may be in uniform for that game
    - If a school has more than the number of cheerleaders listed, each school must decide who will dress and represent your school during each of the rounds of the tournament in the same manner as coaches must designate only fifteen (15) players to be in uniform
    - These limitations apply to all rounds of the tournament
    - Floor type cheers may be done in your end zone (when the ball is not live) and will be judged in the "Floor Cheer" category
    - No mounts, stunts or tumbling of any type is permitted during these floor type cheers
    - Judges will be instructed to deduct points in the safety category should mounts, stunts or tumbling be observed
- FIRST ROUND HALFTIME FLOOR CHEERS

- During halftime of each first round game, cheer teams may perform two floor cheers of their choosing, which may or may not include gymnastics
- Both cheers may utilize a maximum of twenty (20) cheerleaders and must utilize the same twenty (20) cheerleaders in each
- Visitor cheer teams will be judged first
- Two cheers will be performed back to back
- Both cheers may include stunting, gymnastics, etc. but should be appropriate for game situations
- Coaches should review the General Risk Management provisions in the NFHS Spirit Rules prior to the competition
- Cheer teams will face the official scorer's table when performing

- AWARDS FOR COMPETITION
  - The top four (4) teams and the Pep winner will be recognized on Friday evening of each tournament with presentation of awards taking place at halftime of the first game
  - On Friday evening, cheerleaders of teams that are being recognized should come in uniform; however, if cheerleaders cannot be present on Friday night, please appoint someone to represent them
  - If you will be receiving an award on Friday evening, your coach will be contacted prior to Friday evening based on the information supplied to the KHSAA on form GE63

MEDIA INTERVIEWS - KHSAA RADIO NETWORK

- During the pre-game, a representative of the KHSAA radio network will visit with each coach as a means of introduction and identification
- This will facilitate the pre-game, halftime and postgame interviews
- This interview will be done in the access hallway in the dressing room corridor

MEDIA INTERVIEWS - HALFTIME

- The KHSAA radio network representatives will be interviewing the coach who is leading on the scoreboard as that coach leaves the floor at halftime
- If the score is tied, the person being interviewed will be randomly selected
- This walk-off interview should last only a few seconds
- Your cooperation is expected and appreciated
- School officials and members of the athletics and coaching staffs may not make exceptions to this policy

MEDIA INTERVIEWS - POSTGAME (EXCEPT FINALS)

- The KHSAA radio network representatives will be interviewing the player selected as player of the game as that player leaves the floor following the game
- This walk-off interview should last only a few seconds and your cooperation is expected and appreciated
- No other interviews are to be conducted on the court or with courtside media following any game
- School officials and members of the athletics and coaching staffs may not make exceptions to this policy
- Immediately following the games, KHSAA Communications Director, or other Association appointed representatives will come to your dressing room to take the Head Coach and players selected by the coach to the media interview room
- Approximately five (5) minutes after the conclusion of the game, the winning head coach AND at least two players (selected by the coach or requested by media representatives) will be escorted from the locker room to the media interview area by a KHSAA representative
- Approximately five (5) minutes later, the losing head coach AND at least two players (selected by the coach or requested by media representatives) will be escorted from the locker room to the media interview area by a KHSAA representative
- WIN OR LOSE, you are expected to comply with this equal access policy
- Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27
- No locker room interviews will be permitted under any circumstances

QUARTERFINAL GAME AWARDS

- An All-Tournament team award will be presented to one player from the team failing to advance to semifinals at the discretion of the coach
- Following the presentation, a group picture will be taken and the teams then dismissed

SEMIFINAL ROUND LOSING TEAMS AWARDS

- Teams advancing to the semifinal rounds will be expected to participate in the awards ceremonies on Saturday with the entire team and participants
- Following each semifinal game, a semifinalist team trophy will be presented to the team that does not advance to the championship game
- A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the pleasure of the school
- Additional medals may be ordered by contacting the KHSAA following the tournament
- The team and other representatives are to be present for the ceremony
- Following the presentation, a group picture will be taken and the teams then dismissed

MEDIA INTERVIEWS - POSTGAME (FINALS)

- The KHSAA radio network representatives will be interviewing the player selected as player of the game as that player leaves the floor following the game
- The coaches will be introduced during warmups to KHSAA representatives who will come and find the coach after the game and direct you back to the sideline area after a few minutes for the natural postgame celebrations, etc.
- BOTH teams are expected to return to the bench area after a short celebration period
- All postgame interviews after the finals will be conducted on the court after the trophy presentation
- Media interviews will be conducted near the bench area during the trophy presentation
- WIN OR LOSE, you are expected to comply with this equal access policy
- Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27
- Due to equal access provisions and the age of our competitors, no locker room interviews will be permitted and no school or school representative may alter this policy
- Please inform your local media of the need to adhere to this restriction

CHAMPION AND RUNNERS-UP AWARDS

- The runner-up and championship awards will be presented following the championship game
- KHSAA personnel will direct you as to the procedure for the awards presentations
- While a reasonable amount of time will be allowed for the initial celebration for the winning team so that stages may be set and awards presentations prepares, we would ask your cooperation in helping to clear the floor of all team and media representatives
- Postgame interviews will be conducted only in the vicinity of your bench
- Each of the championship game participating teams will be presented a team trophy and there will be an opportunity for a photo
- A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the pleasure of the school
- Additional medals may be ordered by contacting the KHSAA following the tournament
- The team and other representatives are to be present for the ceremony
- Following the presentation, a group picture will be taken and the teams then dismissed
- The victorious team in the championship game will be allowed to cut down the arena nets, but not until AFTER the awards ceremony is completed, and all team photographs have been taken

CHAMPIONSHIP TEAM T-SHIRTS

- The KHSAA will produce through its exclusive novelty agent, an official championship shirt that will be shown during the awards ceremony and presentation

- These shirts will be available for order following the game, and will be available at the championship celebration location should the school have such a celebration
- Due to trademark and licensing restrictions, no other shirts will be allowed in the arena or on the property of BB&T Arena for this purpose, and violations of this provision will result in the items being confiscated
- Please inform any of your local merchants of this restriction

ALL-TOURNAMENT TEAM AWARDS

- There will be a fourteen person All-Tournament team selected by the Participating Coaches
- Each team losing in the quarterfinal round (Friday) will select an individual to be named to the All-Tournament team
- Each team losing in the semifinal round will select two individuals to be named to the All-Tournament team
- Each team in the finals will select three individuals to be named to the All-Tournament team
- Representatives of the media will select the Tournament Most Valuable Player from the winning team's All-Tournament selections
- The selection of each should be based on play during the tournament, not historical play
- KHSAA staff will consult with the team coaches to identify all All-Tournament recipients

SWEET SIXTEEN® ACADEMIC SCHOLARSHIPS

- The Academic Scholarship Award was instituted in 1985 to honor a senior participant in the tournament who holds a high grade point average (based upon a 4.0 scale)
- Please submit the online nomination form (BK119) if you wish to nominate a member of your basketball team
- Nominations must be submitted at the link listed in these instructions and prior to the published deadline
- Late nominations will not be accepted

J.B. MANSFIELD AWARD

- This award honors a senior tournament participant who excels in four areas: academic achievement, basketball ability, citizenship and sportsmanship
- Please submit the online nomination form (BK118) if you wish to nominate a member of your basketball team
- Nominations must be submitted at the link listed in these instructions and prior to the published deadline
- Late nominations will not be accepted

RULES/POINTS OF EMPHASIS/CLARIFICATIONS

BENCH DECORUM

- The KHSAA will instruct the game officials to enforce the rules of the game regarding bench conduct and the coaching box
- A liberal coaching box will be placed on the floor for the tournament games
- The NFHS playing rules prohibit the box from extending more than fourteen (14) feet from the 28-foot mark on the court
- With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel on the bench, including actions, gestures and language
- In light of recent Board of Control emphasis on conduct, the game officials have been instructed to ensure that all rules are enforced within the NFHS Rules and other books

FAN BEHAVIOR/ACCESS AND BEHAVIOR OF CHEERING SECTION

- While the Association encourages spirited competition and fan participation, it is important to set out boundaries for the fan groups, and absolutely essential to have the cooperation of member school personnel
- Access to competition areas shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals at all times
- It is the responsibility of each member school to implement procedures within the cheering sections to ensure compliance with this policy

- Please notify your non competing students that they are not to come on the playing area prior to, during, or following the game
- If this occurs, penalties will be imposed upon the member school per bylaw 27
- Any team whose student/cheering section throws any object or material on the floor that results in a delay of game will be assessed a team technical foul under NFHS Rule 10-1-5b without warning
- This prohibition includes paper, powder and any other foreign substance and school representatives should remind your student body repeatedly of this prohibition
- Schools will be responsible for any damage to the playing facility by your cheering section
- The amount for repair will be deducted from team expenses and if it exceeds team expenses, billed to your school for immediate payment
- Confetti, balloons, signs, placards, flags and banners that cannot be held by one person within the confines of his/her seat shall not be brought into the arena and signage may not obstruct the view of patrons during play
- No posters or signs of any kind will be permitted to be adhered to any surface of the arena
- Please make certain all pep, spirit and support organizations are aware of this rule
- Body painting must be done prior to arrival at the arena
- Schools will be penalized for the actions of their students and fans in defacing the restrooms, etc. by applying the paint on arena property
- No electronic amplification equipment will be allowed in the arena, or any other electronic, mechanical or semi-mechanical noisemaker
- This includes stereos, speakers, cannons, electronic horns, air horns, etc.
- In addition, no recorded music or other type of reproduction subject to copyright restrictions will be permitted with the exception of that provided by the KHSAA
- No one is to come on the arena floor without a PARTICIPANT pass
- Fans are to stay in the stands before, during and after the game
- Administrators are asked to make several announcements to this effect to the student body during the time before the game

FANS, PARENTS AND PLAYERS AFTER THE GAME

- Please inform your parents and family members as to your post game procedure for leaving the arena
- It causes security problems when fans loiter near the end of the arena waiting for team members and you have already exited via the back entrance
- Your cooperation is appreciated
- The school representatives designated on Form GE63 will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved
- While it is our hope that this does not occur, it is something we must be prepared to address

HEALTH INFORMATION/HEALTH CARE/VENUE SAFETY

TRAINING STAFF / MEDICAL COVERAGE

- Through St. Elizabeth Healthcare, trainer and medical coverage will be available for ALL teams in the tournament
- Please make any special needs known to the trainers as early as possible so that all athletes have the opportunity for treatment
- Our Sports Medicine partners have been asked to be at the arena ninety (90) minutes before each session begins
- Each team is also entitled to have its own team doctor available for consultation
- Please feel free to utilize these important services, which are fully described in an additional letter
- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop an Emergency Action Plan for this event

- This plan will be available upon arrival on site from the Athletic Training Staff or the Association staff
- A trainer will be provided at all games and stationed outside the end zone during games

EMERGENCY TREATMENT

- Ambulance services will be on call/on site for this event
- Should emergency medical treatment be necessary, unless another location is specified, the injured person(s) will be transported to UK Good Samaritan Hospital, 310 S Limestone, Lexington, KY 40508, 859-226-7000
- The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant
- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose, as this form contains appropriate language and should bring that form for each athlete to the tournament

VENUE SAFETY/EMERGENCIES

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged
- Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved

STATE TOURNAMENT OFFICIALS

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all officials
- The officials will be appointed and announced by the Kentucky High School Athletic Association
- A crew of three (3) officials will be used for each game along with an alternate stand-by official
- The Precision Timing System will be used for stopping the clock
- A clock operator will handle all clock stoppages
- No official will be assigned a contest that involves a team from the region in which they reside or normally officiate

SPORTSMANSHIP

GENERAL SPORTSMANSHIP

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High School Athletics emphasize positive values
- All parties have worked hard to create a sense of teamwork, respect, responsibility, and perspective
- We remind you that officials expect good behavior and will quickly penalize misconduct
- We encourage and appreciate your help
- Let this competition reflect mutual respect among all participants and officials
- Participating teams shall notify your noncompeting students and fans that they are not to come on the playing surface prior to, during, or following the game
- Any member school who has students relocate to a specific section of the arena to rendezvous with team members; has team members enter the stands following the game, or has members of its cheering section enter the court en masse following the game will be penalized as a violation of KHSAA Bylaw 16 (practice of sportsmanship)
- Teams cannot leave the field to go into the stands and meet parents

MEDIA/CORPORATE/TV/RADIO/WEBSTREAMING/INTELLECTUAL PROPERTY RIGHTS

SPECIAL INFORMATION REGARDING SWEET SIXTEEN® AND SWEET 16® TRADEMARK AND TITLE REFERENCE TO TOURNAMENT

- As preparations are made for the 2017 State High School Basketball Tournaments, it is important that you know the legal obligations regarding the use of the term Sweet 16®
- This term may not be used without permission
- Sweet Sixteen® and Sweet 16® are registered trademarks of the Kentucky High School Athletic Association with shared use by the NCAA for collegiate basketball only due to a licensing agreement wherein the NCAA has been granted permission by the KHSAA
- Any use of these terms dealing with sports, recreation, games and athletics must be approved by the Kentucky High School Athletic Association prior to such usage
- The member schools of the Kentucky High School Athletic Association have given the KHSAA written authorization as the sole source permitted to use the names, mascots or images of the individual teams in the tournament on any type of souvenir merchandise
- The KHSAA and the NCAA will aggressively and actively pursue violators of these trademarks

SPECIAL INFORMATION REGARDING TITLE REFERENCES TO TOURNAMENT

- Sponsorship of KHSAA State championship events is vital to the livelihood of the Association
- Please help us thank our corporate sponsors by recognizing their commitment to the KHSAA with proper identification of our events in printed materials, broadcasts, etc.
- For 2016 and 2017, the KHSAA is under a titling agreement with St. Elizabeth Healthcare to serve as the Title Sponsor of the Girls' State Basketball Tournament
    - All references to the event shall state the "St. Elizabeth Healthcare/KHSAA Girls' Sweet 16® State High School Basketball Tournament"
    - When referring to the girls' basketball state championship, the tournament's full name, the St. Elizabeth Healthcare/KHSAA Girls' Basketball Sweet Sixteen® should be used in all first references, without exception
    - In subsequent references, it is acceptable to refer to the tournament as the Girls' Sweet 16®
    - KHSAA should not be used when referencing the Girls' Sweet 16® unless it is accompanied by St. Elizabeth Healthcare
    - The St. Elizabeth Healthcare/KHSAA Girls' Basketball Sweet Sixteen® has an event-specific tournament logo which should be used with any accompanying articles, graphics, newscasts, etc.
    - The KHSAA will provide a logo for authorized uses on request
    - If you desire to use the official tournament logo for the event or the proper title in the promotion of the 2017 St. Elizabeth Healthcare/KHSAA Girls' Sweet Sixteen® State High School Basketball Tournament or if you are approached by other events or organizations attempting to use it, you should contact Chad Collins or Butch Cope at the KHSAA for the rules and regulations regarding such usage
    - All references which include the title partner, should also include the KHSAA, and all references to the tournament should include both the partner and the KHSAA
- For 2017, 2018 and 2019, the KHSAA is under a titling agreement with Whitaker Bank Corporation to serve as the Title Sponsor of the Boys' State Basketball Tournament
    - All references to the boys' event shall state the "Whitaker Bank/KHSAA Boys' Sweet 16® State High School Basketball Tournament"
    - When referring to the boys' basketball state championship, the tournament's full name, the Whitaker Bank/KHSAA Boys' Basketball Sweet Sixteen® should be used in all first references, without exception
    - In subsequent references, it is acceptable to refer to the tournament as the Boys' Sweet 16®
    - KHSAA should not be used when referencing the Boys' Sweet 16® unless it is accompanied by Whitaker Bank
    - The Whitaker Bank/KHSAA Boys' Basketball Sweet Sixteen® has an event-specific tournament logo which should be used with any accompanying articles, graphics, newscasts, etc.

- The KHSAA will provide a logo for authorized uses on request
- If you desire to use the official tournament logo for the event or the proper title in the promotion of the 2017 Whitaker Bank/KHSAA Boys' Sweet Sixteen® State High School Basketball Tournament or if you are approached by other events or organizations attempting to use it, you should contact Chad Collins or Butch Cope at the KHSAA for the rules and regulations regarding such usage
- All references which include the title partner, should also include the KHSAA, and all references to the tournament should include both the partner and the KHSAA

CORPORATE PRESENCE AND LOGOS

- The KHSAA is under exclusive rights with several major companies regarding promotional material and equipment
- As such, we are legally compelled to enforce the restrictions of those contracts and will take whatever action necessary including confiscation of items for the duration of the tournament in order to protect those agreements
- Sponsorship of KHSAA State championship events is vital to the livelihood of the Association
- Please help us thank our corporate sponsors by recognizing their commitment to the KHSAA with proper identification of our events in printed materials, broadcasts, etc.
- Only Spalding basketballs, provided by the KHSAA will be able to be used for warm-ups and competition
- The KHSAA is under no agreement with any official sports drink

KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE REGULATIONS

- The intellectual property, corporate, broadcasting and media rights to all State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school may approve or sign an agreement that includes rights to state contests (delayed or live)
- The Commissioner is the manager of all State Championship play
- 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, semi-state, state) without agreement between the schools and approval of the KHSAA Office
- 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
- The rights to regular season competition involving schools of the KHSAA belong to the KHSAA
- Such rights shall, in the normal course of business, be assigned to the Principal of the member school for management
- No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so
- 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, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, 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 receive the permission of the event manager, and the manager has the right to set and collect any fee which may be deemed appropriate as an offset to any perceived lost ticket revenue

- At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director and Assistant Commissioner, and shall be approved by the Commissioner of the KHSAA

GENERAL MEDIA REQUIREMENTS AND PROVISIONS

- All rights to the KHSAA Sweet 16® belong to the KHSAA
- As such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced

PRE TOURNAMENT MEDIA INFORMATION FROM TEAMS

- You may be contacted during the time before the tournament by the KHSAA Communications Director or his designee
- At this time, statistical information will be requested as well as other time sensitive requests for information
- Please comply in a timely manner

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

PHOTOGRAPHY INCLUDING COMMERCIAL PHOTOGRAPHY

- The KHSAA employees, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pre and postgame events, and action shots during the game
- These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions
- All other photographers should be directed to the KHSAA for credentialing, and not through any school media pass
- All photographers who will resell work regardless of contract holder must come through the credentialing system and will pay a rights fee
- Media parking is solely managed through BB&T Arena

SCHOOL PRESS/PHOTO REPRESENTATIVES

- Each school that is represented by a team or individual at a state championship event is permitted one (1) School Media Pass
- The use of the School Media Pass is restricted to students or full-time staff members at the participating school
- The School Media Pass can be used for non-commercial photography, student journalism and/or video production
- Professional photographers or parents of participants are not permitted to gain access to a state championship event by using a school student press pass
- The School Media Pass must be requested in advance of the start of the tournament
- A school press pass will not be issued to any individual who is selling the product being produced (photo, video, webcast)
    - This restriction includes any photographer retained by the school or school system (including booster organizations) who subsequently sells any of the end product (i.e. photo collages for parents, individual picture or video sales, etc.)
- Any commercial enterprise seeking media credentials should be directed to apply using the link at the end of these instructions
- Each principal is responsible for submitting the appropriate online form through the KHSAA website if school media access is desired using the link at the end of these instructions

- No school media representatives will be admitted at the gate the day of the game without advance application
- No school media personnel will be admitted to press row or floor photography area
- There is to be no cheering or team support from approved media representatives
- See the section on Commercial photography for details on those individuals
- This individual shall be admitted via press credential and shall pick that credential up at the rear arena pass gate

DESIGNATION OF COMMERCIAL TEAM RADIO STATION

- Each team advancing to a state championship event can be represented by one (1) radio broadcast team
- This determination is made by the local school, and only one station per school will be permitted to originate a broadcast
- The online form SI113 can be utilized for this designation and the link is at the end of these instructions
- The station originating the broadcast will be subject to a Radio Rights Fee, which is paid online as part of the online credentialing system and must be paid prior to the event
- Radio stations not permitted to originate a broadcast at the football, basketball or baseball championships can make arrangements with the Association to carry the KHSAA Network feed by contacting Dick Farmer, the KHSAA Radio Network producer at richardfarmer4@gmail.com
- A radio station not chosen to broadcast by the participating school may apply for an auxiliary credential
- Additional area radio stations desiring to air the games of the tournament can contact Dick Farmer (email listed above) for information about embedding the KHSAA's mixlr channel broadcast into that station's website

WEBCAST/INTERNET BROADCAST OF GAMES (VIDEO AND AUDIO)

- The KHSAA will exclusively produce all games of the 2017 Boys' and Girls' Basketball tournaments live via webcast (video)
- The audio from the KU / KHSAA Radio Network will be streamed live for all games of the 2017 Boys' and Girls' Basketball tournaments on the KHSAA web radio channel using the link at the end of these instructions
- Links to the broadcasts/telecasts will be provided on the KHSAA website
- No other entity will be permitted to produce video from the 2017 Boys' and Girls' Basketball tournaments with the exception of approved media outlets solely recording highlights for news use
- Any internal school entity desiring to produce an audio-only internet broadcast (no over the air transmission and no video) of the games at the tournament must apply through the KHSAA credentialing system through the link at the end of these instructions
- No entity including the media may continuously stream content from the championship games including the use of social media products such as Facebook® Live and Periscope (via Twitter®)
- Internal school groups (student not commercial) desiring to produce a webcast (audio only, not over the air and no video) will have a fee charged of $300 for the tournament, which includes access to data or phone lines
- Any non-school entity desiring to produce an audio-only internet broadcast (including over the air transmission) of the games at the tournament must apply through the credentialing system at the link at the end of these instructions and will be subject to the one per school radio station limitation, designated by the school
- Questions about any of these procedures should be directed to Communications Director Joe Angolia at the KHSAA, jangolia@khsaa.org

MEDIA/OTHER VIDEOTAPING/FILM

- Professional and commercial press, radio and TV representative's passes will be made available upon request by having the outlets contact the KHSAA in advance
- If you have media covering your team, they should request credentials directly through the KHSAA media credentials request system not later than Monday of the championship week

- The credential request system is exclusively online and KHSAA staff can facilitate any issues
- There shall be no other videotaping (or other digital recording) of any Sweet 16® contest, other than by KHSAA designees (including the approved coaching tape) and outlets or by persons whose entire recording unit can be contained within their seat and present no obstruction to other spectators
- (No tripod, external power sources, or use of the external power sources)
- No application will be approved for webcasting or streaming of the video of any Sweet 16® contest
- The KHSAA will stream all fifteen games and is the exclusive home for such telecasts, which will also be a part of the NFHS Network
- Games are available on a one-month pass ($9.95 auto renewal), playoff pass ($24.95 for 60 days) or annual pass ($50 for 365 days) through NFHS Network and the subscription applies to all content from all 40 plus contributing states

MEDIA NOTES - DURING GAME AND SPECIAL PROGRAMMING

- Any media member desiring special accommodations, including the "wiring" of a coach, etc. must seek permission through the KHSAA as this is precluded by rules
- Please direct any inquiries for interviews / accommodations of this type to the Communications Director at the KHSAA offices
- School officials and members of the athletics and coaching staffs may not make exceptions to this policy

MEDIA RESTRICTIONS PRE-GAME AND LOCKER ROOM

- The KHSAA does not allow media representatives in the participating locker rooms for any reason
- Pre-game interviews should be done in the hallway outside of the locker rooms or in the media room
- This ensures equal access for all reporters, irrespective of sex or media type
- School officials and members of the athletics and coaching staffs may not make exceptions to this policy

EVENT MERCHANDISE

- The KHSAA has an exclusive, no-compete contract for the production and sale of all tournament merchandise with TeamIP which includes but is not limited to t-shirts, sweatshirts, other logo bearing apparel, glasses, mugs, pennants and all other tournament identified items, including shirts and other items with generic tournament representations that include the names of the participating schools

ON-SITE SALES OF MERCHANDISE

- KHSAA State Championship apparel will be available for sale at the event and online post-event
- TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia

OUTSIDE MERCHANDISE FOR TEAMS INCLUDING CHAMPIONSHIP TEAMS

- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility
- Pre-printed or otherwise produced shirts or novelty items commemorating the championship victory or participation are not permitted in the venue
- Persons attempting to bring such items into the venue will have those items confiscated by event personnel
- Due to trademark and licensing restrictions, no other shirts will be allowed in the arena or on the property of BB&T Arena for this purpose, and violations of this provision will result in the items being confiscated
- If other vendors, either with or without the consent of the member school, and whether or not the items are delivered by outside entities or school representatives, attempt to bring violating items into the arena, they will be stopped at the gate and the items will be delivered to the KHSAA for disposition

POST-TOURNAMENT INFORMATION

TEAM EXPENSE REIMBURSEMENT

- An expense allowance will be paid for lodging and meals through lunch the day following elimination for all teams participating in the tournament who remain in the host city, with the exception of the four teams qualifying for semifinal play
- Those four semifinalists shall receive an allowance through lunch on Sunday
- An allowance for lodging, meals and mileage costs shall be paid for a traveling party of 33 persons, to include players, cheerleaders, coaching and support staff, and administration
- The total expense allowance will be paid net of any fines due by the school for violations of KHSAA rules

LODGING

- A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association
- The lodging allowance shall be as published in the tournament instructions, for a maximum of the number specific in the tournament instructions and will only be paid provided the lodging is utilized
- Schools inside a forty mile one-way radius from the event site will not receive a lodging allowance
- Schools are responsible for all bills for lodging, and will be reimbursed the lodging allowance
- Please have your school or Board of Education's Sales Tax Exempt number with you at check-in to allow the hotel to deduct the sales tax from the room bill
- For 2016-17, the rate of allowance is $13 per permitted night per individual

MEALS

- A meal allowance shall be paid for teams traveling to the Field Hockey, Soccer, Volleyball, Football, Basketball, Baseball and Softball tournaments, which shall be paid corresponding to the approved length of lodging stay (breakfast following elimination)
- For commuting teams (not using housing), two meals per day will be paid at the approved meal rate on each competition day
  - For teams approved to stay one night, three meals will be reimbursed
  - For teams approved to stay two nights, five meals will be reimbursed
  - For teams approved to stay three nights, eight meals will be reimbursed
  - For teams approved to stay four nights, 11 meals will be reimbursed
  - For teams approved to stay five nights, 14 meals will be reimbursed
  - For teams approved to stay six nights, 17 meals will be reimbursed
- Your school is responsible for all meal arrangements for your team
- For 2016-17, the rate of allowance is $5 per permitted meal per individual

MILEAGE

- Each school is reimbursed per mile as published in the tournament instructions, round trip from the school location to the host city, in accordance with mileage numbers provided by Google Maps using the link at the end of these instructions
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added
- For 2016-17, the rate of allowance is $2 per school for football, per mile, round trip and $1 per school for baseball, basketball, field hockey, soccer, softball and volleyball per mile, round trip

RECEIVING YOUR REIMBURSEMENT

- The expense check will be mailed from the KHSAA offices not later than 30 days following the finals
- Expense reimbursements will be made net of any damages done to the stadium/stands/court/arena or playing facility that can be directly attributed to the student body or representatives of the school and by requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans

- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying any stadium/arena property including fences, gates and barriers

IMPORTANT FORMS AND WEBSITE LINKS

- The forms and information below are to be submitted by Monday, March 6th at 9:00 p.m.
  - KHSAA school system (enter stats, etc.) – (http://schools.khsaa.org)
  - GE63 – School Participant Team Information Form – https://goo.gl/ueIOiH
  - SI103 – School Media Request Form - https://goo.gl/sd3dYQ
  - SI113 – Designated Radio Station - https://goo.gl/B43X9R
- The forms below are due to be submitted by Tuesday, March 7th at 9:00 p.m.
  - BK118 – JB Mansfield Award - https://goo.gl/9W8Lb2
  - BK119 – Academic Scholarship Application - https://goo.gl/ZbtzVJ
  - GE64 – Expense Reimbursement Request - https://goo.gl/Exeifb
- The forms below are due at specific times during the tournament
  - BK120 – Ticket reconciliation (bring to arena when settling first round sales)
- KHSAA Media Rights Fee Schedule – https://goo.gl/BMoxTM
- KHSAA Media Credentials System - http://credentials.khsaa.org
- 2017 Complete Tournament (instructions, housing, parking, etc.) - https://goo.gl/0JHEDt
- 2017 In-Event (webcast, radio, statistics, photos and souvenirs) - https://goo.gl/4DmzL1
- 2017 Complete Tournament Locker and Ticket Assignments - https://goo.gl/29jaq6
- 2017 Round One Locker and Seating Assignments- https://goo.gl/jxkQHk
- 2017 Tournament Bracket – https://goo.gl/4IRW1S
- 2017 Tournament Team Lodging Assignments – https://goo.gl/UTCzwk
- 2017 Parking Locator Map – at https://goo.gl/shsROg
- BB&T Arena Information – http://www.thebbtarena.com/
- Links to Radio Broadcasts – http://mixlr.com/khsaa/events/
- Links to List of Stations on Kentucky Utilities/KHSAA Radio Network – https://goo.gl/itxnVF
- Links to KHSAA Webcasts of games – http://khsaa.tv/