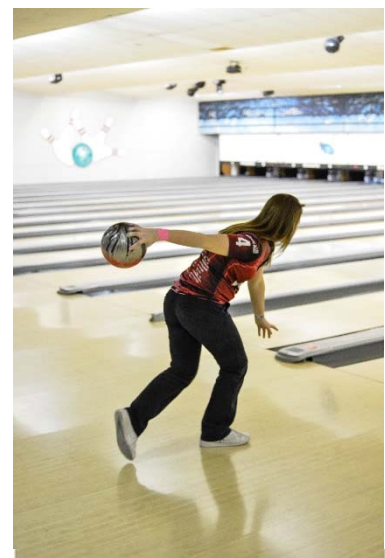




# 2016 Bowling Region Tournament Instructions



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### **DUTIES FOR REGIONAL TOURNAMENT MANAGERS**

- In an effort to assist you in your role as Regional Bowling Manager, the following list your responsibilities as manager.

### **COMPETITION DATES**

- The Regional Bowling tournament dates are Monday, January 25 through Saturday, February 6.
- If you have not already been contacted by the regional host school, please see the list of regional managers located on the website. The dates, times, and locations for your regional tournament site can be found on the KHSAA website at <http://khsaa.org/bowling/2016/bowlingregionalmanagers.pdf>

### **REGIONAL TOURNAMENT FUTURE SITES**

- The regional manager should review the site selection schedule with all schools in the region. A copy of all current listings are on the KHSAA website.
- If changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form GE58, which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.

- All sites shall comply with NFHS rules and requirements and any field standards and specifications are to be approved by the Board of Control.

### **REGIONAL PRE-TOURNAMENT GUIDELINES**

- Lane assignments will be drawn ahead of time and sent electronically to the coaches before arriving at the regional tournament.
- Arrival and warm up times will be designated by the regional manager.

### **TOURNAMENT ENTRY BY TEAMS/INDIVIDUALS**

- The twelve (12) person roster should be turned in to the regional manager four (4) days before the tournament date for both the team and the singles tournaments.
- The first eight competitors shall be designated in order and on each lane. This will allow the center to be ready for competition.
- All teams who have declared a team to the KHSAA by the deadline are eligible to participate in the regional tournament.
- For singles, a coach shall designate up to four (4) girls and up to four (4) boys to participate in the regional singles competition.
- No more than twelve (12) players may be in uniform for any one tournament game. Additional squad members shall not be allowed to participate in warm-up exercises or be in the pit at any time during the tournament.

### **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, 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 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.

### **REGIONAL TROPHIES**

- Regional Trophies are shipped directly to the host school from Riherds.com of Smiths Grove, KY.
- Open trophy boxes immediately and inspect them, and report any breakage or missing items directly to the company (Riherds Medal and Trophy Company at 1-800-274-4373 or at [khsaa@riherds.com](mailto:khsaa@riherds.com)).
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament.
- The total cost for these items is \$139.58 per region/per gender and your package should consist of the following:
  - Region Champion Team Trophy
  - Region Runner-up Team Trophy
  - Individual Champion Medal
  - Individual 2nd – 4th Place Medals

### **SECURITY**

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- The KHSAA requires a game administrator, other than the coach, at the game site. Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

### **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 the document at <http://khsaa.org/handbook/20152016/policies.pdf>
- Any fees associated with medical coverage are to be taken from gate receipts.

### **REGIONAL TOURNAMENT OFFICIALS**

- The tournament official shall be introduced at the coaches meeting and shall settle any disputes about bowling rules and scoring procedures. This person will likely be the bowling center liaison whom will assist the host school manager with the bowling aspects of the tournament.

### **POINTS OF EMPHASIS**

- The formats for the team and singles competition are listed in the KHSAA Handbook under Competition rules for Bowling. You will find these rules KHSAA website <http://khsaa.org/handbook/competitionrules/bwcompetitionrules.pdf>

### **ADMINISTRATOR RESPONSIBILITIES**

- Please refer to the Kentucky High School Athletic Association Handbook that gives rules and regulations governing bowling tournaments. You should familiarize yourself with these rules, found in the KHSAA Competition Rules found in this document.
- Rosters are locked the first day of the region tournament. No changes can be made after that.
- Complete Financial Report (GE53) for Region (send to KHSAA by February 15).

### **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 suggest an admission of no less than \$5 general admission. Admission at the state tournament will be \$10 per day.

### **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 GE53, tournament financial report, following the tournament and return it to the KHSAA by the published deadline. They may be emailed to Sarah Bridenbaugh via sbridenbaugh@khsaa.org or may be faxed to 859-293-5999.

### **REPORTING SCORES**

- It is the tournament manager’s responsibility to post the standings and results throughout the tournament.
- The manager shall also report the results immediately upon conclusion of the event using the prescribed forms.
- Please refer to the electronic procedures for managers for results instructions.

### **TOURNAMENT RULES AND GUIDELINES FOR REGION AND STATE COMPETITION**

#### *LANE COURTESY*

- There shall be only a one (1) lane courtesy during the competition regardless of what rules you have used at other matches or tournaments.
- Teams found in violation will be given a warning on first complaint and will be made to take double gutter for an entire frame (individual games or baker) on a second offense.

#### *NOISE*

- While it is acceptable to cheer, all players, coaches and fans are to uphold good sportsmanship in regards to the other teams.
- No noise making devices will be allowed in the center and will be taken away if found.
- Negative cheers made towards the opposition are not allowed and teams doing so face disqualification. Please warn fans that they may not make negative chants or cheers geared towards the opponent or your team may face penalty.
- Cheers/chants should be quick so as to not delay the match and once the other team has stepped up on the approach, all should withdraw from starting any new chants/cheer.
- When the other team is cheering/chanting, bowlers should be reminded to take their time and not jump up on the approach.

#### *BOWLING BALLS*

- Bowlers are welcome to bring as many balls as they wish however be mindful that bags and balls can cause fire code issues.
- All balls should be kept out of walk ways and under the seats in the bowler’s area or under the bleachers as to allow for people to move throughout the center safely. There must be sufficient room for all participants’ bowling balls on the return.
- Any balls with inappropriate words, logos, or pictures are not allowed to be used in warm-up or in competition.

#### *FOUL LIGHT ISSUE*

- Foul lights will be checked before the start of competition, however if there is disagreement, the tournament official will make the final ruling. The foul lights will again be checked and if they are found to be in working condition the score will count.

#### *PIN FALL ISSUES*

- In the case of a controversy on pin fall, please find a tournament official.
- Once the machine picks up pins, the count is official.
- If a standing pin is knocked over, that pin must be corrected before the bowler continues.
- If a bowler shoots a spare and a deadwood (pin in the gutter) is on the lane, that shot by rule is a foul and the bowler receives a 0.
- Please call for a center employee or tournament official to clear all deadwoods.
- Do not go down the lanes to clear any deadwood or retrieve any bowling equipment.

#### *TIE BREAKING PROCEDURE*

- These are outlined in the competition rules which are attached or can be found under VI – C <http://khsaa.org/handbook/competitionrules/bwcompetitionrules.pdf>

#### *PRACTICE PAIR*

- If available, your region may have an extra lane for practice.
- This allows for your bowlers not in the lineup to stay warm.
- Teams may only have 12 bowlers on the roster so only 4 bowlers from each team may bowl on the practice pair. If a bowler is substituted in a game, the bowler taken out may bowl on the practice lanes.

#### **ADVANCEMENT TO NEXT ROUND**

- The top two teams from each region will qualify for the state tournament.
- The four boys' singles and the top four girls' singles will qualify for the state tournament.

#### **IMPORTANT WEBSITE LINKS**

- Regional Tournament Managers – <http://khsaa.org/bowling/bowlingteaminstructionforpostseason.pdf>
- Regional Current Alignment of Teams – <http://khsaa.org/current-bowling-alignment/>
- GE58 (Region Site Selection Plan) – <http://khsaa.org/forms/ge58.pdf>
- GE72 (Application for Hosting Sanctioned Tournament) – <http://khsaa.org/forms/ge72.pdf>
- GE 53 (Regional Financial Report) – <http://khsaa.org/forms/ge53.pdf>

#### **ELECTRONIC PROCEDURES FOR MANAGERS**

- Each manager will find the link to the event file for results at: <http://khsaa.org/bowling/region/regionaltournamentworkbook.xls>
- The usage of this spreadsheet is imperative for the KHSAA Office to be able to prepare for the state tournament. This workbook should be completed during or following the conclusion of the regional tournament and submitted to the KHSAA office.
- Note: Singles and Team Lane Assignment Numbers in the Excel Results Workbook are examples only – You should change the lane numbers to accommodate your tournament.

#### *Excel Sheet Instructions for KHSAA Regional Tournament - Singles*

- First, adjust the title to match the regional number of your tournament. Check the dates and location as well as the lane assignments.
- Input the names of the singles bowlers into the sheets titled, "Boy Sing" and "Girl Sing"
  - Names should be entered with last name first followed by the first name.
  - We suggest that you type the names into the lane assignment sheets first. Then you can copy and paste the names into the standings sheets.

- The excel sheet has the formulas in the game columns and they are locked. Simply input the bowlers' scores in for each game bowled next to their names. If there is a mistake or you delete or type over a formula there is a cheat sheet at the bottom of this document.
  - Administration of Singles Tournament
    - Before hand print off the score sheets and make copies.
    - Print a copy of the boys and girls standings sheet. This will act as a score sheet to record the scores.
    - As games are completed have runners (or you) gather the scores by walking through the center and gathering the sheets from the players. Type the scores into the spread sheets named "Boy Sing" or "Girl Sing".
    - Copy this page for both Boys and Girls into the "Sort Pg" sheets that are adjacent to the "Boy Sing" and "Girl Sing" sheets. You can do this by:
      - Click on the darker gray square to the left of Column A and above Row one.
      - Then right click the mouse, select "copy".
      - Then go to the "Sort Pg" click on the same button in the left hand corner.
      - Then right click "paste".
    - Tip: By using two separate pages, you can expedite your results as you enter the scores into the "Boy or Girl Sing" page which have the competitor's names in alphabetical order.
    - Once the competitors and scores have been transferred into the "sort" page you need to sort the bowlers by their total scores after the third game. To do this, you need to:
      - Highlight the Cells B4 to G4 all of the way down to your last bowler.
      - Right click the mouse.
      - Select "Sort", then "custom sort."
      - When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST. Then click OK.
      - Once you put in the 3rd game, sort and double check for any ties for 8th, do this as well after the 5th game for the top 4.
      - This will create your standings. You can then print this form and use to post/announce the cuts and standings.
    - Once you get to the Semi Finals you only want to sort the top 8 bowlers in a similar method except that you highlight B4 to J4 and down to row 12 (you do not select the entire list of bowlers). Once this sort is complete, you will have your top 4 to insert into the 'Sing Step' worksheet tab.
    - When you type the Bowlers into the shaded cells on the "Sing Step" sheet, be certain to enter them in the following format: #4. John Doe – 214. We have the # of the advancer already preloaded into the "Sing Step" brackets.
    - Continue filling in the advancers as the step ladder continues.
- Excel Sheet Instructions for KHSAA Regional Tournament - Team*
- Type in the names of the schools in the "Schools" column. Note: You must use the exact Team Names as provided online by the KHSAA (<http://www.khsaa.org/bowling/bowling-school-names.pdf>).
  - After the qualifying game have one person double check the coaches math, then have another type the scores into the excel sheet.
  - Type in each team's left and right lane scores into the Left and right lane columns. The spreadsheet has formulas that will total the scores for you.
  - Once all the teams are entered, sort the score section of the sheet.
    - Highlight the Cells B4 to E4 all of the way down to your last team listed.
    - Right click the mouse.
    - Select "Sort", then "Custom Sort".
    - When the Sort box appears, make certain that the "My Data Has headers" check box is checked, and then sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST. Then click OK
  - After the teams are in order check for any ties.

- If there is a tie, get the sheets out and add the dropped scores back in.
  - Add one pin to the total of whoever wins the tie breaker to break the tie and sort again.
- Once sorting is complete the formulas within the spreadsheet will have feed the bracket to the right and have the first round matchups completed for you. Use the word "bye" for any blank team spots to help fill in your bracket.
- After each round you must manually type the winner into the next round (gray shaded cells on the bracket).
- Once a team champion and Runner up are announced please fill out the tab for team winners rosters "rosters". We will need the complete 12 person roster for both the regional champion and the regional runner up.
- After the tournaments are completed, you are to save the completed worksheet and email the results of your tournaments to KHSAA at the following address ([bwresults@khsaa.org](mailto:bwresults@khsaa.org)). Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations. Support numbers are listed below.
  - Name, KHSAA Office, Cell Phone, E-Mail Address
  - Rob Catron, 859-299-5472, 502-545-1707, [rcatron@khsaa.org](mailto:rcatron@khsaa.org)
  - Sarah Bridenbaugh, 859-299-5472, 740-607-7217, [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)
  - John McCarthy, , 502-558-2241, [jjm3609@aol.com](mailto:jjm3609@aol.com)

#### **SCORE REPORTS**

- You will receive confirmation of receipt of this file.
- Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist).
- If you have trouble sending electronically or want to confirm receipt, contact Rob Catron immediately (502-545-1707) or Sarah Bridenbaugh (740-607-7217).

#### **CLARIFICATION ON SUBSTITUTIONS DURING BAKER GAMES**

- Substitutions during baker games are allowed. A substitution can occur between or during frames.
- Once a player has been substituted for they may not re-enter during that baker game.

#### **STATE MEET LANE ASSIGNMENTS**

- The entries and lane assignments will be posted by 12:00 p.m. (Eastern) on the Monday before the KHSAA State Championship. Thank you in advance for your assistance.