



# 2017 Cross Country State Meet Instructions



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**WELCOME**

- Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on advancing to the state meet
- It is hoped that these instructions answer most questions about participation in the 2017 State Cross Country Meet

*KHSAA STAFF CONTACTS*

- Administrators and Coaches should contact Sarah Bridenbaugh (sbridenbaugh@khsaa.org), Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) or Mrs. Bridenbaugh’s Administrative Assistant Jeanie Molloy (jmolloy@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](mailto: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

**QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP**

- The qualifying process has been adjusted for 2017, following approval by the Board of Control.
  - 1 full team with all entrants meeting the four meet minimum that enters the regional meet, 1 team advances;
  - 2 or 3 full teams with all entrants meeting the four meet minimum that enter the regional meet, 2 teams advance;
  - 4 to 5 full teams with all entrants meeting the four meet minimum that enter the regional meet, 3 teams advance;
  - 6 to 7 full teams with all entrants meeting the four meet minimum that enter the regional meet, 4 teams advance;
  - 8 to 10 full teams with all entrants meeting the four meet minimum that enter the regional meet, 5 teams advance;
  - 11 or more full teams with all entrants meeting the four meet minimum that enter the regional meet, 6 teams advance;
- After the qualifying teams are determined, the top five (5) individuals not on qualifying teams will advance to the State Meet as “Individual Qualifiers”
- Only those who have met the four meet minimum, and those that enter a valid team, will count towards the number of teams entered
- If your team or individual qualifies for the State Meet, there is no formal entry process
- The Regional results serve as State entries

**PRE-EVENT LOGISTICS**

*PRE-MEET CONFERENCE CALL*

- An optional conference call will be held among all participating teams on Wednesday, November 1, 2017

- Following the regional championship meets, schools will be sent additional instructions regarding the conference call via email
- Participating schools will call in at 11:00 a.m. ET (10:00 a.m. CT)
- Participants can call from any location to join in the conference

*PRE-EVENT MATERIALS*

- Each qualifying team or individual will receive a team packet
- Upon arrival, the head coach shall stop by the team check-in tent and pick up the packet
- Each packet will contain:
  - Competitor numbers
  - Course map
  - Schedule
  - Appeal form
  - Coaches passes
  - Commemorative bag tag
- Coaches with full teams will be asked to declare their seven (7) participants upon arrival

*AMENITIES*

- All participants will receive a commemorative bag tag for being a state qualifier
- All participants will also receive a bib number including their name and school

*GPS ADDRESS*

- 4089 Iron Works Pike, Lexington, KY 40511, Phone: (859-259-4273)

*DIRECTIONS*

- Please use "4089 Iron Works Pike" (not "Parkway") as the street address when utilizing GPS and mapping software
- The Kentucky Horse Park is located at 4089 Iron Works Parkway, Lexington, KY 40511, one-half mile east of I-75 off Iron Works Pike (1973) at Exit 120
- The Kentucky Horse Park Campground is .9 miles east of I-75 at exit 120

*PARKING*

- There is ample general parking on site
- Kentucky Horse Park will charge a \$5 parking fee
- Teams arriving in a school bus or marked vehicle will be admitted at no charge to park
- Signage and personnel will direct all cars to the proper parking areas
- There will be an unloading area for tents, etc.
- This will be controlled from the primary parking area and you must follow the directions of the traffic control personnel
- Reloading after the meet will require patience and adherence to the directions of identified personnel
- Bus drivers will be granted admission
- Yellow lines are tow away areas over which the Association has no control
- No parking will be allowed at the Secretariat Center or Riding for Hope

*LODGING INFORMATION*

- Each coach will arrange for lodging for his or her contestants
- The KHSAA headquarters will be at the Clarion Hotel Conference Center-North, 1950 Newtown Pike, Lexington, KY 40511
- For teams desiring to stay there, the room rate at the Clarion is \$89.00

*BYLAW 22 REMINDER*

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

## **COMPETITION DATE AND SCHEDULE**

### *DATES*

- The official KHSAA Boys' and Girls' Cross Country State Championship Meet for Class 1A, 2A, and 3A will be held at the Kentucky Horse Park, Lexington, Kentucky, on Saturday, November 4, 2017

### *TIMES*

- State meet contestants should report to the Kentucky Horse Park, at least one hour before their race's starting time
- A complete time schedule is located at the end of this document

### *PRACTICE RUN*

- Athletes qualifying for the 2017 KHSAA Cross Country State Meet will be allowed on the course on Friday November 3rd at the Kentucky Horse Park
- Participants may be on the course from 3:00 p.m. (Eastern) until dark
- Several areas of the facility are off limits
- This includes the right half of the street as you enter the event area
- We are required to keep this side of the road open and clear of pedestrians and cars for a Kentucky Riding for Hope event
- It also includes the area directly behind the Kentucky Riding for Hope Center

### *PRE-MEET ON-SITE MEETING*

- There will not be a coaches meeting prior to the state race, the conference call referenced earlier in this document will be the opportunity for coaches and/or Athletic Directors to get their questions answered

## **ADMISSION INTO VENUE**

### *TEAM ENTRY*

- Coaches may pick up information packets including competitor numbers at the main headquarters tent beginning ninety minutes before first call
- Coaches will designate the seven (7) runners from the eligible 10-member roster at the tent check-in
- There will NOT be a formal coaches and officials meeting on the day of the meet
- Selected meet officials will have a mandatory meeting with the Meet Director and Assistant Commissioner, and will be notified of the time and place
- There is a limit of two coaches per team on the course during the competition at the state meet and those coaches must wear their assigned armband for admittance to the course
- Access to the course is only for that team's particular race

### *TICKETS*

- The price of admission will be \$10.00 for all non-contestants over the age of 10
- Each contestant will be issued a competitor number assigned after qualification from the regional meet and is responsible for maintaining this number at all times
- Numbers shall be worn on the front of the competitor's jersey
- All competitor admissions are issued to the Head Coach on sign-in at the main sign-in tent
- State meet contestants should allow plenty of time to report to the Horse Park for their race
- No race start will be delayed to allow for the arrival of an athlete
- Each team (boys or girls) qualifying one to seven athletes will be afforded a coaching pass (one) and one additional pass for a team attendance/trainer/manager
- Please remind your fans: there will be NO PETS ALLOWED in this area for this event

### *COURSE PASSES*

- There is a limit of two coaches per team on the course during the competition at the state meet and those coaches must wear their assigned armband for admittance to the course
- The armband for coaches will only allow access to the course during the race for their particular class and gender, coaches will not be given access to the course during other races

## **VENUE LOGISTICS**

### *DRESSING FACILITIES*

- There will be no dressing facilities at the site
- ### *TEAM AREA - TENT CITY*
- Tent City is located in the first paddock area at the Kentucky Horse Park
  - Teams are permitted to bring a tent to set up in the grassy area ONLY
  - Grills and fire pits are not permitted in Tent City
  - If overflow leads to teams on the paved area, there will be absolutely NO staking of tents

## **CONDUCT OF EVENT**

### *QUALIFIERS*

- Qualifiers for the State meet will be released by the KHSAA as early as possible on Sunday, October 29

### *INCLEMENT WEATHER*

- Should evacuation become necessary, directions will be given by Horse Park Police and Lexington Fayette Urban County Police officers as well as meet officials
- In any and all circumstances, use prudent judgment in determining whether or not you should remain in the area
- Should the meet be suspended, the following procedure will be utilized for resuming the schedule:
  - When the decision is made to resume the meet, Lexington County Police Officers will patrol the parking lots announcing the time that the meet will be resumed
  - When resumed, there will be a fifteen-minute warm-up and waiting period prior to the first call for the first resumed race
  - Once the first race has begun, the meet will continue on the standard basic time schedule

## **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

### *ROSTER AND SUBSTITUTIONS*

- Member schools have until the first day of region play to amend their playing rosters
- Only those athletes appearing on the school postseason roster on the online system as of the Monday of the first postseason week are eligible to participate in the postseason
- There may be no additional athletes added to the team roster following the first day of the first week of the postseason, including for those teams that advance to the state meet

### *COURSE SPECIFICATIONS*

- National Federation Rules will be utilized without exception
- The course will be 5,000 meters for boys and girls

### *RULES CLARIFICATIONS*

- Please refer to the Competition Rules attached to this manual
- Appeals shall be submitted to the meet director, who will present the appeal to the appropriate referee
- The jury of appeals shall be the final authority
- Only those issues for which the NFHS rules specify are appealable

### *APPEAL PROCEDURE*

- If after the appeal has been made to the meet director the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, a written appeal shall be made to the jury
- Situations which are subject to appeal are from the NFHS rule book and include, but are not limited to:
  - Misapplication of the rules, which must be filed within 10 minutes after the announcement of race results
  - Correction of clerical or team scoring errors which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the games committee or meet director

- Correction of meet results involving an ineligible participant which may be made at any time when discovered
- Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the games committee or meet director
- This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.
- The following are non-appealable situations per NFHS rules:
  - Any judgment decisions pertaining to violations or alleged violations of the rules
  - A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition
  - Whether a start is fair and legal
- If a coach wishes to appeal a cross country situation, the appeal must be put in writing and submitted immediately (within 10 minutes) after the situation occurs
- The HEAD COACH ONLY shall submit the appeal to the Meet Headquarters Trailer where the Meet Director will process
- The jury of appeals shall be the final authority

*LOST/MISPLACED NUMBERS*

- In the case of a lost number:
  - Complete forms at the team check-in tent
  - Upon verification, meet staff will sign the form authorizing replacement
- All other lost number replacements will incur a \$10.00 charge per number

**HEALTH INFORMATION**

*ATHLETIC TRAINERS*

- The Association will use the services of the University of Kentucky Sports Medicine Department as well as SafetyTec to provide trainers for the State Cross Country Meet
- The tent is located near the main finish line trailer (past the finish chute)
- In addition, several volunteer medical professionals will also be on hand
- Trainers will be available for 45 minutes before each race for assistance as well as during and after each competition

*EMERGENCY ACTION PLAN*

- Any crowd control problems or acts of violence are to be directed to the event staff, which contacts Horse Park Police, or the On-Duty Officer
- Equipment available on field
  - First Aid Kit(s), cooler with ice and bags, crutches and splint bag, and additional athletic training equipment
- Contacting EMS
  - Please contact the nearest KHSAA staff member, KHSAA official, UK Sports Medicine ATC, or SafetyTec staff if an athlete or fan is in need of emergency medical attention

*KENTUCKY HORSE PARK SAFETY*

- Coaches and athletes should warm up in the event area only
- There should be no runners on the streets leading to or from the event area
- Areas around the Riding for Hope building are appropriate as long as the groups maintain a distance away from the buildings as to not disturb the programs in those areas
- Coaches are directly responsible for athletes' adherence to these areas
- Athletes and school representatives may not bring implements from other sports (Frisbees, footballs, nerf balls, baseballs, soccer balls, softballs, etc.) as space is limited by the amount of athletes present and safety is minimized if these activities occur

- Schools will be fined or otherwise penalized for failing to properly supervise the athletes if such implements are brought on site
- Coaches and athletes should drink plenty of water throughout the day, particularly if it is a warm day
- The training staff will have plenty of water available
- Food vendors will be located in the Tent City area
- These stands will have an ample supply of items, over which the Association does not control price
- The Association's official novelty vendor, TeamIp, will be set up in Tent City and will have a wide array of souvenir merchandise

#### *INHALER*

- National Federation rules allow for the use of an inhaler in the area of a Cross Country meet, but only with the written permission of a physician
- If an athlete is to be involved in a Cross Country competition and must use an inhaler or have one available, Form XC120 must be completed and presented to the Referee during the pre-race meeting
- This form should be duplicated as the officials have been instructed to keep this form on file in case of the need to produce the documentation at the end of the event

#### **STATE EVENT OFFICIALS**

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all referees
- Officials presiding over the event are licensed and assigned by the Kentucky High School Athletic Association

#### **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, Response, 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

#### **MEDIA, CORPORATE, TV, RADIO**

##### *SCHOOL MEDIA*

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass
- This pass must be requested in advance of the start of the event through the online system

##### *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

##### *MEDIA RIGHTS FEE*

- Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event, are subject to a media rights fee
- Information regarding the media rights fee for each event is available through the online credentialing system



#### *TEAM BROADCASTS*

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in
- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system
- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events

#### *INTELLECTUAL PROPERTY RIGHTS*

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

#### *BROADCAST/TELECAST/WEBCAST RIGHTS*

- 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
- 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 meets 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

#### *CHAMPIONSHIP PHOTOS*

- Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event
- The KHSAA employs, 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 meet
- 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

#### *VIDEOTAPING*

- External power sources may not be used by patrons
- Patrons may videotape any portion of this competition from the confines of their defined spectator area but may not in any manner transmit video live through any resource, including personal social media accounts
- Violators are subject to removal

#### **EVENT MERCHANDISE**

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

- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility

### **POST EVENT**

#### *RESULTS*

- Results will be finalized and official at the conclusion of the race
- Meet officials will validate results and results will be sent to the media tent for publication
- After final results have been posted online, paper copies will be posted to a results board located near the awards trailer

#### *TROPHIES AND AWARDS*

- After completion of each race there will be an awards presentation in paddock 1
- All teams will remain for these presentations, regardless of outcome, to respectfully acknowledge the recipients of these awards
- Trophies will be awarded to the first four (4) finishing teams at the state meet, as well as individual medallions to ten (10) roster members of each place at the state meet
- The first fifteen (15) individuals to finish will receive awards at the state meet

#### *MIDWAY AWARD*

- Coaches have previously nominated candidates for the Midway University/KHSAA Female Student-Athlete of the Year award
- KHSAA staff will make every effort to contact the coach and/or parents of the winner to have them present for this award

#### *NFHS COACH OF THE YEAR*

- The National Federation of High Schools' Coaches Association recognizes the Coach of the Year Award in each of the sports sanctioned by the KHSAA
- The KHSAA staff will make every effort to contact the coach to have them present for this award

#### *FINANCES AND FINANCIAL REIMBURSEMENT*

- There is no school reimbursement for this event
- Member schools are responsible for all expenses incurred for participation in this event

#### *ANNIVERSARY TEAM RECOGNITION*

- Silver and golden anniversary teams (25<sup>th</sup> and 50<sup>th</sup>) will be recognized at each state championship if the school wishes to participate
- Please stay for the awards ceremony if you wish to witness recognition of these historical teams

### **IMPORTANT WEB LINKS**

- State Course Layout: [http://khsaa.org/cross\\_country/horseparkdiagram.pdf](http://khsaa.org/cross_country/horseparkdiagram.pdf)
- Parking for State Meet: [http://khsaa.org/cross\\_country/parkareamapforparking.pdf](http://khsaa.org/cross_country/parkareamapforparking.pdf)
- Competition Date & Schedule: [http://khsaa.org/cross\\_country/2017/statemeettimetable.pdf](http://khsaa.org/cross_country/2017/statemeettimetable.pdf)
- School Media Request Form: <http://khsaa.org/school-media-request-form/>
- Traditional Media Request Form: <http://khsaa.org/news-stats-pubs/media-resources/media-credentials/>
- School Audio Broadcast Designation Form: <http://khsaa.org/si113-school-broadcast-designated-radio-form/>
- Championship Photos - KHSAA photos: <http://khsaa.zenfolio.com/>
- Directions to Horse Park: <https://goo.gl/FHLFcq>
- Appeal Form XC 110: <http://khsaa.org/forms/xcc110.pdf>
- Cross Country Competition Rules: <http://khsaa.org/handbook/competitionrules/xccompetitionrules.pdf>