

2019



**ARCHERY REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



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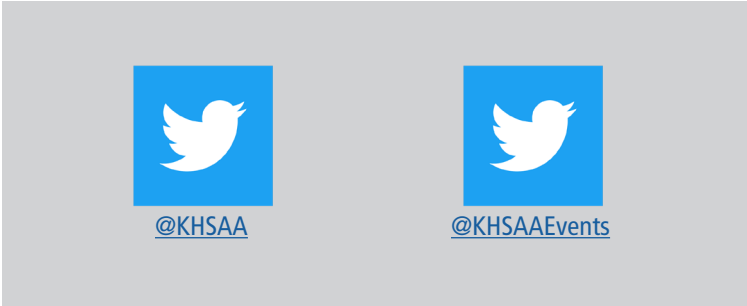
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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing archery tournaments. You should familiarize yourself with the items found in the KHSAA Competition Rules.

Review these provisions at your meetings to ensure consistent understanding among all parties and the management of a smooth tournament.

The forms for your various reports will be included as links at the end of these instructions and should be completed on a timely basis.

KHSAA CONTACT LIST

The primary contact for archery is Assistant Commissioner Mike Barren (mbarren@khsaa.org). If Mr. Barren is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

If a school not on the current list of aligned teams desires to enter competitors, contact the KHSAA prior to accepting the entry.

The current alignment is available on the KHSAA website by holding your cursor over Sports/Activities, then clicking Archery and selecting General Information.

Only schools on the list of aligned teams are eligible to enter unless approved by KHSAA officials.

ALLOWABLE COMPETITION DATES

The regional archery tournament dates are Saturday, March 9 through Saturday, April 13.

If you have not already been contacted by the regional host school, please see the list of Region Managers located on the website and included as a link at the end of these instructions.

The dates, times and locations for your regional tournament can be found on the archery section of the KHSAA website under Regional Managers Listing.

PRE-TOURNAMENT RESPONSIBILITIES

CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region about how to enter the tournament and inform them of your region's schedule.

RANGE ASSIGNMENTS

Range assignments will be made ahead of time and given out to the coaches before arriving at the regional tournament.

This shall be sent to all schools before the date of the competition and will help teams and fans know where to go when they arrive at the site.

WARM-UP

Arrival and warm-up times will be designated by the Region Managers and adhered to by the participating schools.

INSTRUCTIONS FOR TOURNAMENT ENTRY

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only student-athletes appearing on the postseason roster by the first date of the postseason are eligible to participate. This roster information is also used for advance preparations in case of a team or individual qualifying for the state tournament.

Registration for the tournament takes place online at the link listed at the end of these instructions.

There is no minimum number of contests needed to be eligible to compete in the postseason.



ROSTER REQUIREMENTS AND SUBSTITUTIONS

The team entry shall be turned in to the Region Manager a minimum of four (4) days before the tournament.

After the flight assignment is final, the Region Manager may allow substitution if the original entry is prevented from participating due to circumstances such as injury/illness.

Any player whose name is on the official postseason online roster for the school may be substituted on a team prior to the time of the first flight for the regional tournament.

PRE-TOURNAMENT MEETING MODEL AGENDA

A coaches meeting should take place before the event begins, including allowing time for officials to conduct the rules portion of the meeting.

Please ask any questions you might have during this period.

- Call to order
- Designate someone to take minutes
- Rules discussion with officials
- Discuss future sites and review regional tournament hosting criteria (link at end of instructions)
- Discuss any changes to Regional Tournament Managers Form (GE56) and keep KHSAA informed
- Discuss tournament expenses (majority approval required)
- PA announcer, tournament administrator (official scorer)
- Security (must have plan in place)
- Medical
- Other

PROCEDURES FOR FUTURE REGION SITES

The Region Manager should review the Regional Tournament Hosting Criteria with all schools in the region. A link to the criteria is included at the end of these instructions.

Schools wishing to be a future host must use KHSAA Form GE59, which is available on the website, and return it to the KHSAA.

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

FORMAT OF EVENT

The KHSAA will sponsor a boys' and girls' competition for both teams and individuals.

The girls' tournament (both team and individuals) is limited to female archers only.

The boys' team tournament may include female archers if there are not enough males to fill a team.

The team size for each event will be seven (7) to 12 archers.

A school may enter less than seven (7) participants to compete as individuals, however, a school entering a team may not enter additional competitors as individuals in the same tournament.

The team score for the regional tournament shall be the best seven (7) scores from those entered.

Females from schools without enough participants for a girls' team may compete as individuals on the boys' team.

A female may be entered in the regional tournament as either an individual or on a team, but not both, and that decision is



binding for regional and state competition.

Each team with a minimum seven (7) archers and maximum of 12 will shoot one (1) flight (three 10-meter scoring ends and three 15-meter scoring ends).

The top seven (7) scores will be combined to determine the team score.

The winning and runner-up team at each regional competition shall advance to the state competition.

In addition, the top three (3) scorers in both the boys' and girls' divisions that are not advancing with a team, shall advance to the state competition as individuals.

SCORING PROTOCOL

To accommodate our schools who compete in both NASP and KHSAA competitions, we are using the NASP scoring protocol.

It is important to teach and practice this process with your archers so they can complete it quickly and accurately, and to make sure that scoring is consistent for all competitions.

A link to the complete scoring protocol is provided at the end of these instructions.

INDIVIDUAL COMPETITION TIEBREAKER

Tiebreaking shall begin by comparing total score, then counting the number of 10's, 9's, 8's, etc.

If a tie persists, a shoot-off will take place prior to the awards ceremony.

Tied individuals will shoot a 5-arrow warm-up end at 15 meters, followed by a 5-arrow scoring end at 15 meters.

If still tied, a single arrow shot will be taken by each individual from 15 meters. The closest shot to the middle of the target's center will break the tie.

TEAM COMPETITION TIEBREAKER

Tiebreaking shall begin by comparing total score, then counting the number of 10's, 9's, 8's, etc.

If a tie persists, begin by each school selecting five (5) archers from their team.

These five (5) archers from each team will shoot a 5-arrow warm-up end at 15 meters, followed by a 5-arrow scoring end at 15 meters.

The combined scores of team members will be compared to break the tie.

If a tie persists, both teams will choose one (1) shooter who will shoot a single arrow shot from 15 meters. The shot closest to the middle of the target's center will break the tie.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

All teams should be reminded that this is not a "home" event for anyone, and that the ticketing policies and allocations must be the same for all competing teams.

The KHSAA suggests an admission of no less than \$5 for general admission.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Region Managers should develop an information document to send to participants including directions, site details, a schedule of events and any on-site meeting information.

REGIONAL TOURNAMENT OFFICIAL

It is the discretion of the Region Manager, in consultation with the participating schools, as to the use of an official for the regional tournament.

This person could likely be a NASP liaison who will assist the host school manager with the competition/scoring aspects of the



tournament.

If you would like assistance in acquiring an official, please contact Patrick O'Connell (920-523-6040) who serves as the head official for the state tournament.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

TRADEMARK, 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA 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. The fee schedule will be published annually by the Commissioner's office.

- The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.



MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the Region Championships.

Contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.

SECURITY

RESPONSIBILITY

It is the responsibility of the Regional Manager to secure adequate police protection and other security precautions as necessary.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

KHSAA REQUIREMENTS

The KHSAA requires a tournament administrator, other than the coach, at the host site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

MEDICAL PROVISIONS

ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event including athletic trainers and 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.
- Any fees associated are to be taken from gate receipts.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for the regional meet.

- Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

While it would be ideal if all parties could meet and agree on any rescheduling of meets necessitated by inclement weather or other natural events, this may not be practical.

It is the duty of the Region Manager, in consultation with the participating teams, to make decisions in regard to rescheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified.



In accordance with the Competition Rules, after the tournament has begun, such determination shall be made by the officials.

POST EVENT/REPORTING RESULTS

It is the tournament manager's responsibility to post the standings and results throughout the tournament.

Please refer to the electronic procedures for managers for results instructions.

Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations.

TROPHIES

Regional trophies are shipped directly to the host school from Rihers.com of Smiths Grove, Ky., the official supplier for KHSAA region and state trophies for the 2018-19 tournaments.

You will receive email notification on the shipping with a tracking number, please click the link within that email to confirm receipt of your awards.

Open trophy boxes immediately and inspect them.

Report any breakage or missing items directly to the company (Riherd's Medal and Trophy Company at 1-800-274-4373 or at khsaa@riherds.com).

Trophies are to be paid for by the Regional Manager on behalf of the tournament.

The total cost for regional items is \$306.16 and your package should contain the following:

- Two (2) region team champion trophies (one (1) per gender)
- Two (2) region team runner-up trophies (one (1) per gender)
- Two (2) champion medals (one (1) per gender)
- Two (2) runner-up medals (one (1) per gender)
- Two (2) each of third and fourth place medals (one (1) per gender for both)

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 participating schools.

The Region Manager shall complete KHSAA Form GE51, Tournament Financial Report, following the tournament and return it to Mr. Barren (mbarren@khsaa.org) at the KHSAA by the published deadline.

INSTRUCTIONS FOR TEAMS ADVANCING

The winning and runner-up teams at each regional competition advance to the state competition.

Additionally, the top three (3) scorers in both the boys' and girls' divisions not advancing with a team shall advance to the state competition as individuals in their respective divisions.

Region results and state qualifiers will be released as soon as all region results are verified through the KHSAA office.

Be on the lookout for the State Team Participant and Tournament Information release to ensure you know the rules and regulations of the state tournament prior to the event.



IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Competition Rules](#)
- [Online Tournament Registration](#)
- [Tournament Entry Tutorial](#)
- [Online Scoring Guide](#)
- [NASP Scoring Protocol](#)
- [Alignment](#)
- [Regional Managers Listing](#)
- [GE51 - Region Financial Report \(DOCX\) \(PDF\)](#)
- [GE56 - Regional Tournament Manager Form](#)
- [GE59 - Application for Hosting](#)
- [Regional Tournament Hosting Criteria](#)

ELECTRONIC DATA INSTRUCTIONS FOR COACHES

REGISTERING FOR THE POSTSEASON (REGIONAL AND STATE) TOURNAMENT

You must access the KHSAA website and register ALL of the archers that you want to be eligible to participate on your KHSAA Regional and/or State teams. Only archers listed on the postseason roster are eligible to participate in these events. This includes any substitutes that you may want to use.

The team size for each event will be 7 to 12 archers. A school is limited to no more than 12 archers in a tournament.

The girls' tournament (both team and individuals) is limited to female archers only.

- You can register 7 to 12 female archers in the high school division group.
- If you do not have enough female archers for a girls' team, you can register them as individuals (under the high school division group). Or add them to your boys' team.

The boys' tournament may include male and female archers.

- You can register 7 to 12 male and female archers in the high school division group.
- The team must include at least one male archer.
- If your school has registered a girls' team, female archers may not be added to the boys' team.
- If you do not have enough male archers for a boys' team, you can register them as individuals (under the high school division group). Or add female archers to your boys' team.

A female may be entered in the region as either an individual or on a team, but not both, and that decision is binding for both region and state.

If a female is entered in the male division, she will remain in that division for advancement or awards purposes.



ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

SETTING UP THE ONLINE LISTING

You will need to set up two (2) regional tournaments for your region on nasptournaments.org.

- 2019 KHSAA Region ## Boys Tournament
- 2019 KHSAA Region ## Girls Tournament

The events must be listed as local events.

You must limit registration to one (1) team per division.

Team size should be restricted to 7-12 archers.

You can only list a high school division (no elementary, middle or individual).

You will need to determine your flight schedule since you will be conducting two (2) events at the same time.

The recommendation would be to alternate flight times (girls flight then boys flight) or to conduct all flights for one (1) gender than conduct all flights for the other.

SETTING UP THE NASP PRO PARAMETERS (FOR TOURNAMENT ADMINISTRATORS)

After you import your participant file ([nasparchers.csv](#)) into the nasp pro software, go to Set Tournament Parameters and set the parameters as specified below (for both events), (you will have two (2) copies of the nasp pro program, one (1) for boys and one (1) for girls).

- Parameter_Name - Parameter_Value - Parameter_Description
- MaxTeamSize - 12 - Maximum number of shooters allowed on a team
- MinTeamSize - 1 - Minimum number of shooters allowed on a team
- MinSizeQualify - 7 - Minimum number of shooters needed to qualify as an official team
- MinMales - 0 - Minimum number of male shooters needed to qualify as an official team
- MinFemales - 0 - Minimum number of female shooters needed to qualify as an official team
- TotForScore - 7 - Total number of shooters used for the Team Score
- MinForScoreMale - 0 - Minimum number of male scores used for the Team Score
- MinForScoreFemale - 0 - Minimum number of female scores used for the Team Score
- MinGrade - 7 - Minimum School Grade allowed to Shoot - valid values are 1 through 12
- MaxGrade - 12 - Maximum School Grade allowed to Shoot - valid values are 1 through 12

MANAGING REGISTRATION (FOR TOURNAMENT ADMINISTRATORS)

You will need to monitor registration for each event.

- Registration for the girls' tournament is limited to female archers.
- Registration for the boys' tournament is limited to male archers.
- Female archers may be added to the boys' team if there are not enough female archers for the school to allow a girls' team to compete.
- If the school registers a girls' team for regionals, female archers may not be added to the boys' regional team.

TOURNAMENT DAY MANAGEMENT (FOR TOURNAMENT ADMINISTRATORS)

Be aware that you have two (2) events going at the same time.



If possible, run each tournament on a separate computer.

If that is not possible, make sure the events are separated in different folders.

Substitutions are allowed on site, but the archer must be listed on the school's official roster on the KHSAA website.

You can use the team standings by division to determine the winning teams for the events.

Since the girls can advance as individuals from the boys' tournament, you will use "Indiv Standings Overall – All Genders" to determine individual winners from the boys' event.

You can use the Individual Standings Overall from the girls' tournament to determine the girls' individual winners.