



# ***ARCHERY***

## **2020 REGIONAL TOURNAMENT INSTRUCTIONS**

**FOR MANAGERS AND PARTICIPATING TEAMS**



## 2020 Archery Regional Tournament Instructions

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### KHSAA Staff

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Assistant Commissioner.....	Darren Bilberry
Assistant Commissioner.....	Sarah Bridenbaugh
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Administrative Support Specialist .....	Ginger Gilbert
Physical Plant Director .....	Roy Tatum



[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



### DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing archery tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

### KHSAA CONTACT LIST

The primary contact for archery is General Counsel Chad Collins ([ccollins@khsaa.org](mailto:ccollins@khsaa.org)).

If Mr. Collins is for some reason not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto: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, selecting Archery and then 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 14 through Saturday, April 11.

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 MANAGER'S RESPONSIBILITIES

#### CONTACT PARTICIPATING SCHOOLS

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

#### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Regional Tournament Manager's Form (GE56) to provide general information about your event.

The manager should keep KHSAA staff informed of any changes to the form after it has been submitted.

A link to the form is included at the end of these instructions.

#### ADMISSION OF FANS/PARTICIPANTS/TEAM PARTY

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

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

#### FUTURE REGIONAL 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 included as a link at the end of these instructions, 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.

### HOST SITE ADMINISTRATOR

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.

### PRE-TOURNAMENT MEETING AND 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.

Below is the model agenda:

- Designate someone to record minutes
- Call to order
- Rules discussion with officials
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA announcer, tournament administrator (official scorer)
- Auxiliary Workers: ticketing, concessions, parking
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans
- 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

### ENTRY, ROSTERS, RANGE ASSIGNMENTS

#### TOURNAMENT ENTRY

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

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

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Only archers appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

No additional archers may be added to the roster following that deadline, including those teams that advance to the state championship.

This roster information is also used for advance preparations in case of a team or individual qualifying for the state tournament.

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



### SUBSTITUTIONS

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 archer 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.

### FLIGHT AND RANGE ASSIGNMENTS

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

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.

### 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. Any female who participates on a boys' team at a regional tournament shall compete in the boys' event for the remainder of the postseason.

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.

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 counting the number of 10's, 9's, 8's, etc.

The archer who has more 10's will be the winner. If a tie persists, compare the number of 9's, and so on, through the 1's.

If a tie still persists, it shall remain and all tied archers for an advancing position shall advance to the state competition.

### TEAM COMPETITION TIEBREAKER

Tiebreaking shall begin by counting the number of 10's, 9's, 8's, etc., for the top seven (7) archers of each tied team.

The team that has more 10's will be the winner. If a tie persists, compare the number of 9's, and so on, through the 1's.

If a tie still persists, it shall remain and all tied teams for an advancing position shall advance to the state competition.

### POINTS OF EMPHASIS

#### WARM-UP TIME

Arrival and warm-up times will be designated by the Region Manager.



### PROCEDURE FOR GETTING OFFICIALS

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 TEAM MEMBERS

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 and 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."

### SECURITY

It is the responsibility of the Region 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 remind 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.

The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

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.

### MEDICAL PROVISIONS

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 you provide a health care professional on site during the tournament to help with first response situations.

This information should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts.

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 10 of the document.

### EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

Before the start of the tournament, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.



### INCLEMENT WEATHER PROCEDURES

#### STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

Control of media access and location at all levels of postseason play is with the KHSAA.

In general, management of the execution of those assignments is assigned to the host KHSAA school's tournament manager.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

#### RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

#### TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only





those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### 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 ordering event merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## POST EVENT

### REPORTING RESULTS

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

Please refer to the Electronic Procedures for Managers section of these instructions for details on reporting results.

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

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 tournaments.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherds at 1-800-274-4373 or email at [khsaa@riherds.com](mailto:khsaa@riherds.com).

It is a local region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

Your region package, shipped directly to your school from Riherds.com, should consist of 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)





The cost of the trophies is to be paid for by the Region Manager on behalf of the tournament. An invoice will be included with the trophies.

The estimated region cost is \$310.80, not including shipping.

### 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.

## FINANCES

### TOURNAMENT FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of their respective tournaments by filling out GE51 (Regional Tournament Financial Report) and submitting it to Mr. Collins ([ccollins@khsaa.org](mailto:ccollins@khsaa.org)).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament.

### TOURNAMENT COSTS

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participating schools.

If there is dispute, contact the Commissioner's office.

## 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's Form](#)
- [GE59 - Application for Hosting](#)
- [Regional Tournament Hosting Criteria](#)

## ELECTRONIC DATA INSTRUCTIONS FOR COACHES

### REGISTERING FOR THE REGIONAL AND STATE TOURNAMENTS

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.

Any female who participates on a boys' team at a regional tournament shall compete in the boys' event for the remainder of the postseason.

### 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](http://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

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

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**

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.