

ARCHERY

**2021 QUAD-SITE
STATE CHAMPIONSHIPS INSTRUCTIONS
FOR PARTICIPATING TEAMS AND FANS**

DRAFT

**THE INFORMATION INCLUDED WITHIN
THESE INSTRUCTIONS IS TENTATIVE AND
SUBJECT TO CHANGE**



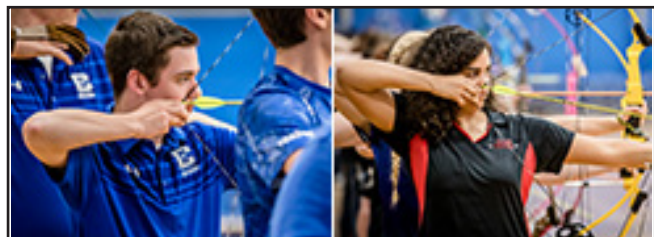
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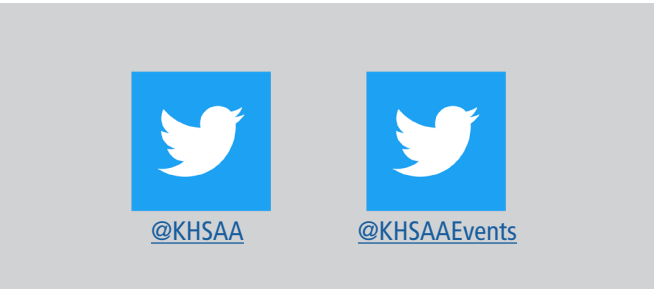
Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.



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KHSAA Staff

- Commissioner Julian Tackett
- Associate Commissioner Butch Cope
- Assistant Commissioner Michael Barren
- Assistant Commissioner Darren Bilberry
- Assistant Commissioner Sarah Bridenbaugh
- General Counsel..... Chad Collins
- Communications Director..... Joe Angolia
- Information Technology Director Rob Catron
- Event Management Specialist..... Dan White
- Administrative Assistant/Office Manager..... Kara Howard
- Administrative Support Specialist Jeremy Ison
- Administrative Support Specialist Jeanie Molloy
- Physical Plant Director Roy Tatum





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BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the **2021 Quad-Site Archery State Championships**.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

The primary contact for archery is Communications Director Joe Angolia (jangolia@khsaa.org).

If Mr. Angolia is for some reason not available, General Counsel Chad Collins (ccollins@khsaa.org) is the backup contact.

Media, broadcast/webcast and statistics related questions should be directed to Mr. Angolia as well.

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport-Activities" document for archery can be found at the following link: <https://bit.ly/3b4S78b>

In addition to archery specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a state tournament site.

REMINDER - Any individual with symptoms of COVID-19 shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED**- These standards are required at all sanctioned contests.
- **RECOMMENDED**- These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER**- While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

Differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

MASKS, FACE COVERINGS AND SOCIAL DISTANCE

Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved

BASIC MASK/FACE COVERING INFORMATION

All individuals entering a venue before, during, and after a contest shall wear a mask/face covering. (REQUIRED)

All administrators, spectators, workers, coaches, competitors and non-competitors, including substitutes and sideline cheerleaders (when not involved in permitted legal stunting) shall wear a mask/face covering at all times. (REQUIRED)

A "gaiter" with multiple layers of cloth complies with this requirement provided it is properly worn covering the nose and mouth when the player is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

All spectators and non-competitors in the contest must wear masks unless they are eating or drinking at the moment. (REQUIRED)

- At indoor events, masking is required all the time unless eating or drinking at that moment. (REQUIRED)
- If individuals move or are moving to another venue location, they are to wear masks when moving. (REQUIRED)

At all practices and contests, it is expected that these standards for universal masking be applied at all facilities and that patrons should be escorted out of the event if they refuse to comply. (RECOMMENDED)

Being more than six-feet away from other individuals does NOT waive the requirement to wear a mask.

MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES

A mask/face covering is required for all participants at any time.



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If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned ideally in a washer with hot water and soap and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)

Social distancing of at least six (6) feet shall be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times.

No hugging, high fives, shaking hands, or fist bumps for support/encouragement.

Behavior shall be modeled by adults, who must insist on compliance by students.

Social distancing shall be maintained during the National Anthem and on sidelines.

Indoor sports may need to use lower-level bleachers or multiple levels of seating to ensure social distancing among team members before addressing attendees.

Be mindful as we teach the students, it won't be like this forever!

CROSS-REFERENCE TO OTHER GUIDANCE

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

Portions of the archery specific section of the document are included below.

SEASON LIMITATION AND CONTEST ADJUSTMENTS

The last official regular season contest can be held on the day prior to the final regional tournament.

Postseason play, at this time, is scheduled to begin with the regions required to be completed one (1) week prior to the state championship competition, which will be held April 22-24 at four sites.

ARCHERY COMPETITION SETUP (RECOMMENDED UNLESS OTHERWISE INDICATED)

SOCIAL DISTANCING AND KHSAA/NASP®

The following information is provided only as recommendations if social distancing and disinfecting practices are required by appropriate government or health authorities to protect the health of participants.

The KHSAA and NASP® have and will continue to follow the advice of state and federal health officials regarding any activities.

As has been the case for our nearly two (2) decades of partnership with NASP, safety is our first priority.

RANGE LANE SPACING - AVOIDING SHARED BREATH AND TOUCHING

Whatever safe spacing distance is required, that would also be the minimum width of lanes on the range.

If six (6) feet continues to be the recommended safe distancing, lanes should be six (6) feet wide with a single archer/lane standing in the middle of the lane and a single quiver in the center of each lane.

Only one (1) archer at a time should go to the target line to score and retrieve arrows.

The waiting line should also be marked and managed to maintain safe distancing.

EQUIPMENT MANAGEMENT - AVOIDING CROSS-CONTAMINATION

Students should each have their own, without sharing, personal Stringbow, when learning and practicing the NASP Eleven Steps to Archery Success.

The same would hold true if the archers are using armguards, gloves, or finger tabs.

Because the archer is to wear a face mask while shooting, care should be taken that all parts of the mask are such that they won't be snagged by the string when released.



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It is noted that Bowhunters routinely shoot while wearing face masks.

When retrieving or returning bows to the bow rack, only one archer should be at the bow rack at a time.

If the range has multiple bow racks, they should be spaced according to social distancing requirements to allow multiple archers to pick up and return bows.

Each archer's bow should be on its own hook with no sharing of bow or hook unless disinfected between archers.

Shared bows and arrows should be regularly disinfected.

To disinfect, the CDC indicates, "Most common EPA-registered household disinfectants will work". Except caustic agents such as bleach should be kept off the bowstring.

- Soap and water
- 60% or greater alcohol wipes
- Bleach should be avoided on bowstrings.
- Special care should be taken to maintain safe distancing when setting up or taking down the range if students help.

SCORED SHOOTING - AVOIDING CROSS-CONTAMINATION

Each archer should have a scorecard and pencil on their own scoreboard.

KHSAA event participants are expected to fully comply with adopted and approved NASP guidance for 2020-2021 events.

ADMINISTRATIVE AND VENUE SETUP (ALL REQUIRED UNLESS OTHERWISE INDICATED)

PRE-COMPETITION INFORMATION AND VENUE SETUP (ALL REQUIRED)

Suspend pre-event protocol of shaking hands during introductions or pre-match activity.

Suspend post-event protocol of shaking hands.

Before, during, and after the event, players, coaches, game officials, team personnel, and game administration officials should wash and sanitize their hands as often as possible.

Everyone should have their drink container that is not shared.

Cloth face coverings are permissible for all coaches and team staff and all game administration officials.

Athletes are permitted to wear gloves and/or masks/face coverings during competition with no restriction on color or type.

Gloves are permissible for all coaches and team staff and all game administration officials.

Try and limit the number of non-essential personnel who are in the competition area throughout the contest.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating and able to socially distance from other groups.

Team Packets: Tournament Managers are encouraged to transmit as much information as possible electronically before the event.

For any information that cannot be submitted electronically, organize a method for the packet pick up that keeps coaches socially distanced (i.e. time slots for small numbers of coaches to pick up packets, marks on the floor that are 6 feet apart for coaches' lines formed at packet pick-up, etc.).

CONDUCTING THE EVENT

Have a standard NASP® range setup (including using official 80cm FITA paper target faces). (REQUIRED)

Lanes must be six (6) feet wide with centers clearly marked on the 10 meter and 15 meter shooting lines. (REQUIRED)

One (1) quiver placed per target in the center of the lane. (REQUIRED)

Target line, shooting lines and waiting lines must be present and properly spaced (a waiting area must be present in front of audience seating). (REQUIRED)

Archers will have a mark behind the waiting line to stand on.

Mark will be six (6) feet from audience seating. (REQUIRED)

Targets – numbered and set at recommended distance of 6 ft. center to center. (REQUIRED)

Scoreboards – placed on target line in front of targets (flat with rubber bands). (REQUIRED)

Bow racks – double hooks numbered with a corresponding target number (Each bow rack usually has room to hang 12 bows or six (6) double hooks). (REQUIRED)



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Place target numbers, one (1) per double hook. So, one (1) rack would be #'s 1 to 6, the second rack, #7 to 12, etc. (REQUIRED)

Paper faces must be replaced after each flight (like regionals/state/nationals). Scoreboards are flat boards without clips. (REQUIRED)

Establish socially distanced seating for spectators. (REQUIRED)

Archers, coaches, participants and attendees will properly wear a mask at all times, fully covering the nose, mouth and chin. (REQUIRED)

All equipment should be sanitized. (RECOMMENDED)

Students should each have their own, without sharing, personal Stringbow, when learning and practicing the Eleven Steps to Archery Success and the same would hold true if the archers are using armguards, gloves, or finger tabs. (RECOMMENDED)

Archers bring in their own equipment – bow placed on a bowrack noting the number– scorecard goes to scoreboard at corresponding target. (REQUIRED)

Archers will hang their bow on the number associated with their target number. (RECOMMENDED)

Archers will stand in their waiting spot (socially distanced) designated by a mark behind the waiting line in their shooting lane. (RECOMMENDED)

Archers will shoot in the center of the lane and be conscious of remaining apart from one another while moving on the range. (REQUIRED)

Archers will shoot a scoring end – an adult will pick up the scoreboard, call out the arrows, bubble while calling arrows a second time, ask archer if they agree, adult will check the box stating out loud that they are checking the box because the archer agrees. (RECOMMENDED)

After shooting, adult will ask archer to retrieve arrows, set scoreboard down and go to next archer to score. (RECOMMENDED)

Adult scorer will collect all cards as archers exit the facility. (RECOMMENDED)

Adult scorer will sanitize all scoreboards, targets, quivers, and bowracks prior to the next group of archers entering. (RECOMMENDED)

After the last arrows are called and verified, scoreboard will be placed on the target line. (RECOMMENDED)

Archer will use his/her own pencil/pen to mark their initials on the bottom of the card as a signature (this will be done by bending over and writing their initials without touching/picking up the scoreboard). (REQUIRED)

Spectators will be made aware to leave the venue during the last scoring end. Archers will exit and meet them outside the entrance/exit or at their vehicles. (RECOMMENDED)

A coach will be outside to meet archers not being collected by a parent. (RECOMMENDED)

OFFICIATING (RULES) (ADOPTED FOR 2020-21)

Have a minimum of one range official per five (5) targets – range officials will score up to five (5) targets. (REQUIRED)

COMPETITION DATES, SCHEDULE AND LOCATION

DATES

The planned dates for the quad-site state archery championships are April 22-24 at four (4) host sites, with differing schedules due to facility determinations.

HOST SITES

The four (4) archery sites and their corresponding competition dates are listed below:

- Regions 1-2 - Ephram White Gym, Warren East (April 22)
- Regions 3, 5 & 9 - Anderson County High School (April 23)
- Regions 4, 6 & 7 - Ryle High School (April 23-24)
- Regions 8, 10 & 11 - Lexington Christian Academy (April 23-24)



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TICKET AVAILABILITY AND POLICIES

TICKETS

Due to current restrictions on attendance during the pandemic, only a limited number of tickets will be available as all capacities must include venue staff, event management personnel, as well as all participants and coaches.

An initial number of tickets allotted to each archer will be announced once capacity numbers are determined for each host site.

All quad-site archery state championship ticket prices are \$10 each, plus electronic transaction fees that are not received by the KHSAA.

Qualifier ticket allocation information will be sent via email, including a private link to the designated representative (Athletic Director) of each qualifying school.

After a special pre-sale period, any remaining tickets will be available via khsaatickets.org.

All quad-site archery state championship tickets will be sold online via GoFan, the KHSAA's official digital ticket vendor.

Fans are required to purchase their tickets before they arrive to facilitate entry and minimize congregation of those waiting.

There will be no paper tickets sold at the walk-up gate or cash sales.

Once entering the gate, there will be no readmittance without the purchase of a new ticket.

No screenshots shall be honored at any time.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a web conference for participating coaches and athletic directors prior to the event.

Information regarding the call will be emailed once finalized.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

CONTACTING HOST

Schools advancing to one of the state sites will need to contact the Tournament Manager of their respective site for venue specific information. A listing of those Tournament Managers is included below.

ARCHERY TOURNAMENT MANAGERS

Warren East - Charles Combs (charles.combs@warren.kyschools.us)

Anderson County - Jesse Currens (jesse.currens@anderson.kyschools.us)

Ryle - Matt Shafer (matt.shafer@boone.kyschools.us)

Lexington Christian - Terry Johnson (tjohnson@lexingtonchristian.org)

PRE-TOURNAMENT, ON-SITE MEETING

There will not be a pre-tournament, on-site meeting at the four state locations.

Participating teams should use the conference call to ask any questions.

PRACTICE

There are no practice times available at the venues prior to the date of competition.

LODGING

Coaches will arrange lodging for their contestants if needed.

Schools are responsible for all travel expenses, including lodging, for participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.



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TOURNAMENT MANAGER DUTIES

PRE-EVENT

Refer to the KHSAA Handbook to review the rules and regulations governing archery tournaments and also familiarize yourself with the KHSAA Competition Rules.

Discuss any COVID-19 requirements or adjustments made for the meet with the participating schools.

TOURNAMENT ENTRY AND REGISTRATION

Registration for the quad-site archery state tournaments takes place online at the link listed at the end of these instructions.

Each Tournament Manager will create the event at nasptournaments.org and open it up for pre-registration.

There will be a nominal registration fee similar to most traditional Archery events, with the sole purpose of taking care of the costs of the scoring software, target faces, officials, awards and event workers.

Coaches must access the created event and register ALL of the archers they want to be eligible to participate.

The team size for each boys' and girls' team competition will be seven (7) to 12 archers.

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

- If you do not have enough female archers for a girls' team, you can add them to your boys' team.

The boys' team tournament may include female archers if there are not enough males to fill a team. However, any female who participated on a boys' team at a regional tournament shall only compete in the boys' state event.

- The team must include at least one (1) male archer.

Team entries shall be turned in to the Tournament Manager a minimum of four (4) days before the event.

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

Host sites must ensure that individuals associated with their school do not score their own competitors.

FINANCIAL REPORTING

Instructions for the completion of the required GE88 Financial Report Form are near the end of these instructions.

Approved expenses are limited to those items listed below and advance approval from the KHSAA is required before other expenses will be considered.

The Tournament Manager is permitted to purchase approved items and hire certain specific positions, with specific maximum allowable rates of pay, to staff each state site, including:

- Tournament Manager (maximum \$150);
- Public Address Announcer – (maximum \$100);
- Scoring Room - (maximum \$150);
- Officials - (maximum \$100 each)
- Target faces - (\$1 per archer);
- NASP Scoring - (\$1 per archer);
- Scorecards and Floor Tape - (\$50);
- Custodial service - (maximum \$400);
- Uniform Security at rate agreed by KHSAA prior to contest(s); and
- Medical/Training Services at rate agreed by KHSAA prior to contest(s)

Costs for these items and specific permitted workers shall be paid by the KHSAA upon receipt of the completed GE88 form and the \$10 entry fee payable to the KHSAA.

No other payment for workers or other costs can be made without prior authorization from Communications Director Joe Angolia.

HOST SITE ADMINISTRATOR

The KHSAA requires tournament administrators, other than the coaches, at the host sites.

Since the coach need to devote their full attention to the teams, someone other than a coach must deal with any outside



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difficulties.

DURING THE TOURNAMENT

Prior to the start of the tournament, home event management shall identify themselves to the participating teams' coaches and the officials and establish a designated area where they can be reached in the event of an emergency.

During your sportsmanship announcements, remind participants that foul language and harassment of officials will not be tolerated and could result in being removed from the site.

Have the officials escorted to the parking lot after the meet.

VENUE LOGISTICS

COVID-19 GUIDELINES

The host of each site is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

TEAM SEATING

When not competing, participants should remain in their designated seating areas as assigned by the tournament manager.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3b4S78b>) for multiple references to water, hydration and food guidelines.

COOLERS

Athletes will be admitted with their gym bags, and unless identified as a security concern, bags will not be subject to search.

Team coolers, within local facility guidelines, can be kept in the participant deck area, but NOT in the stands.

Please keep in mind that this is a KHSAA ruling and is necessary for insurance and liability reasons.

DRESSING/LOCKER ROOMS

There will not be a designated room for teams to store equipment.

There is no changing area, but there are restrooms located inside the facilities.

SIGNAGE, BALLOONS AND NOISEMAKERS

Signs/banners are permitted at the facilities, but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banners shall not cover any corporate signage.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules.

Balloons are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-competition, natural and planned breaks.

ROSTERS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final.

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



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The online, postseason roster may be printed from the KHSAA website as the valid listing of available athletes. This roster information is also used for advance preparations for state qualifying teams and individuals.

SUBSTITUTIONS

Any substitutions to your previously entered list of shooters online must be reported to Joe Angolia or Patrick O'Connell prior to arrival at the venue.

All substitutions must comply with the competition rules, which are included as a link at the end of these instructions.

Following regionals, substitutes for the members of a qualifying team must come from athletes listed on the postseason roster.

There are no substitutes for individual qualifiers.

ADMISSION INTO VENUE

TEAM ENTRY

Teams should contact their respective site host for details on when they can enter the facility.

PARTICIPANT ENTRY

The Designated Representative from each school will be emailed admission information for the qualifying archers.

Upon arrival at the venue, a representative of the host site will assist the head coach in validating their participants.

Team members outside of the participating archers must purchase a ticket online for entry.

TEAM PARTY ENTRY

Due to limitations on attendance, the team party for the quad-sites will be limited to two (2) coaches.

Administrators, managers, statisticians, etc., will be required to purchase a ticket online through GoFan to attend.

The Designated Representative from each school will be emailed admission information for the up to two (2) approved coaches.

Once on site, the tickets will be redeemed on the individual's phone at either the main ticket gate or pass gate.

Please do not redeem the tickets prior to arriving at the gate.

Screenshots will not be honored.

Coaches must be listed on the KHSAA school page and have completed all of the Bylaw 25 coaching requirements.

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.

CONDUCTING THE EVENT

STATE COMPETITION OFFICIALS

The Head Official at each site shall settle any disputes about rules and scoring procedures at the championships.

Patrick O'Connell and his staff of officials will assist the KHSAA with the Archery aspects of the tournaments.

FLIGHT AND RANGE ASSIGNMENTS

Site hosts will place, in cooperation with the NASP Scoring Official, teams into flights at each site.

Individual qualifiers will be assigned to a flight as close as possible to teams from their region.

Schools closest to the host school will receive the earliest flight times to allow the teams furthest from the site more travel time.

Range assignments will be set ahead of time as well and sent to all schools before the date of the competition.



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Arrival times will be designated by the site managers and must be adhered to by all participating schools.

SCORERS

Host sites must ensure that individuals associated with their school do not score their own competitors.

QUALIFYING FOR STATE SITES

The winning and runner-up teams at each regional competition shall advance to their corresponding state competition site.

Additionally, the top three (3) scorers in both the boys' and girls' divisions that are not advancing with a team shall advance as individuals in their respective divisions at each site.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

RULES CLARIFICATIONS

Refer to the Competition Rules, which are included as a link at the end of these instructions.

Each team (consisting of a minimum seven (7) shooters) will shoot one (1) flight (three (3) 10-meter scoring ends and three (3) 15-meter scoring ends.

A school's individual scores will be combined to determine its team score.

To accommodate schools that compete in both NASP and KHSAA competitions, the NASP scoring protocol will be used.

INDIVIDUAL COMPETITION TIEBREAKER

If there is a tie for any place other than the winner, those ties shall be final.

If there is a tie for the winner, the following procedures shall be used to determine the state champion:

- Tiebreaking shall begin by counting the number of 10's, 9's, 8's, etc.
- The archer who has more 10's shall 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 co-champions shall be declared and additional awards shall be ordered.

TEAM COMPETITION TIEBREAKER

If there is a tie for any place other than the winner, those ties shall be final.

If there is a tie for the winner, the following procedures shall be used to determine the state champion:

- Tiebreaking shall begin by counting the number of 10's, 9's, 8's, etc., for the top seven (7) archers of each team tied.
- The team who has more 10's shall 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 co-champions shall be declared and additional awards shall be ordered.

MEDICAL PROVISIONS

The host-site Tournament Managers are responsible for securing medical coverage for the events, 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 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.



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While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

EMERGENCY ACTION PLAN

All state site hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each host is expected to have and maintain an emergency action plan that should be distributed to all teams and incorporated into the public address announcer's script.

Emergency action plans shall be practiced and referred to prior to competition.

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

INCLEMENT WEATHER

It is the duty of the Tournament Manager, in consultation with the KHSAA and officials, to make decisions in regard to restarting or rescheduling in the event of stoppage or postponement, including ensuring all teams, media outlets and schools are properly notified.

It is imperative that Tournament Managers adhere to the scheduled postseason dates, but inclement weather procedures must be followed. If the severe weather is of great length or intensity, the Tournament Manager, in consultation with the KHSAA, has the responsibility and authority to postpone or cancel the competition.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective. We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

We remind you that officials expect good behavior and will quickly penalize misconduct.

VENUE SPECIFIC INFORMATION

COVID-19 GUIDELINES

The host at each site is responsible for adherence to COVID-19 guidelines in accordance with normal home event procedures.

SECURITY

It is the responsibility of the Tournament Manager and host site to secure adequate police protection and any other security precautions as necessary inside and outside the venue, in accordance with the security practices policy in the KHSAA handbook.

The KHSAA requires a tournament administrator, other than the coach, at the site as the coach needs to devote full attention to the team.

VENUE SAFETY

The Tournament Manager, along with the host site, shall make every effort to ensure that the facility is safe for participants, officials and others who may attend the championships.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Due to restrictions on attendance based on current COVID-19 capacity limits, school media credentials have been eliminated for this event.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.



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The deadline to apply is Wednesday, April 21 at 8 p.m.

Applications should be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Due to COVID-19 attendance restrictions, media outlets will be limited to two (2) credentials.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

Media members will follow all local/state/federal requirements when it comes to PPE, health screening, physical distancing, capacity, etc.

Media members will wear a mask at all times, including broadcasters.

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

GENERAL MEDIA RIGHTS

For 2021, television media and other media outlets are subject to denial for entry primarily due to COVID-19 attendance restrictions.

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.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made 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, allowances shall be made 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 KHSAA 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 KHSAA 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 KHSAA and shall be equitable for all teams.

TELECAST/WBCAST 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.

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 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



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referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

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

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

EVENT MERCHANDISE

Championship apparel will be available online at khsaa.teamip.com. Participating schools will be emailed a link when items are available.

TeamIP is the exclusive vendor of championship apparel. No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

POST EVENT

RESULTS

Results will be aggregated from the four (4) sites and posted on the KHSAA website.

TROPHIES AND AWARDS

Trophies and awards will be shipped to the appropriate schools as there shall be no post-event mass gatherings to present them.

The KHSAA will ship awards for the following:

- Team championship trophies
- Team runner-up trophies
- Team third place trophies
- Team fourth place trophies

Individual medals will be given to the top five (5) boys' and top five (5) girls' finishers.

FINANCIAL REPORT FORM (GE88)

Each Meet Manager is to complete and submit Form GE88 (Semi-State/State Round Financial Report) to the KHSAA, including itemized expenses, within one (1) week of the tournament.

No expense item may be submitted without prior approval from the KHSAA and Meet Managers are reminded not to pay any visiting team or individual's expenses or officials.

Officials shall be paid by the KHSAA.

Upon receipt of Form GE88, the KHSAA will send checks to the permitted meet staff, whose names, email addresses and current mailing addresses must be included for each worker.

EXPENSE REIMBURSEMENT

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers.

IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports and Sport-Activities - Archery](#)



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- [COVID-19 Media Guidance](#)
- [Media Credential Application](#)
- [Online Tournament Registration](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)
- [GE88 - Semi-State/State Round Financial Report](#)
- [GE04 \(Physical Exam Form\) - \(Spanish Version\)](#)