



# **ARCHERY**

## **2021-22 REGIONAL COMPETITION INSTRUCTIONS FOR MANAGERS AND PARTICIPATING TEAMS**





# 2022 Archery Regional Tournament Instructions

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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

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## 2022 Archery Regional Tournament Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" document can be found at the following link: <https://bit.ly/3sDMFRi>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Guidance is broken 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. In a few cases, these will be **STRONGLY RECOMMENDED**.
- **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.

All items in the document should be interpreted as "CONSIDER" for local consideration unless otherwise noted.

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

### MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific masking ordinance should also include a requirement for managers to post signage and make regular announcements.

#### COMPETITORS

- Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

#### NON-COMPETITORS

- Non-Competitors, in compliance with current KDPH and CDC guidelines are recommended to wear masks in all indoor settings unless otherwise exempted (e.g., cannot wear a mask due to disability), regardless of COVID-19 vaccination status.
- In compliance with [current KDPH K-12 education guidance](#), "In general, people do not need to wear masks when outdoors, though mask use may be considered in outdoor settings that involve sustained close contact with other people who are not fully vaccinated."

### PUBLIC HEALTH PROTOCOLS

- Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

### 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 Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

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



## 2022 Archery Regional Tournament Instructions

### REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 11 regions.

The current alignment is available on the archery page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

### ALLOWABLE COMPETITION DATES

The regional archery tournament dates are Monday, March 7 through Saturday, April 9.

If you have not already been contacted by the host school, please see the list of Region Managers on the KHSAA website.

The dates and location of your region tournament can be found on the site as well under Regional Managers Listing.

### PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

#### 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.

#### CONTACT PARTICIPATING SCHOOLS

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

#### 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.

This document shall include any COVID-19 requirements or adjustments made for the event.

#### 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 complete KHSAA Form GE59 (Application for Hosting), 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.

#### 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 a ticket price of no less than \$5 for general admission.

#### 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.

#### OUTSIDE PROVIDERS/VENDORS

Contact security and other outside providers/vendors and ensure that all other pre-tournament functions are complete.



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### 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
- Discuss team party and participant admission
- 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, official scorer/scoresheets
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules and other notes
- 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

### VENUE LOGISTICS

#### SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC

Signs/banners are permitted at the facility 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/banner shall not cover any corporate signage or obstruct the view of patrons.

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 (non-mechanical and non-powered) are not permitted at the venue and will be taken away if found.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts and when the archers are not competing.

### ENTRY, ROSTERS, LANE ASSIGNMENTS

#### TOURNAMENT ENTRY AND REGISTRATION

Registration for both the regional and - if advancing - state tournaments takes place online at the link listed at the end of these instructions.

Coaches must access the KHSAA website and register ALL of the archers they want to be eligible to participate on their KHSAA Regional and/or State teams.

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 register them as individuals (under the high school division group) or add them to your boys' team.



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The boys' team tournament may include female archers if there are not enough males to fill a team. However, 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 must include at least one male archer.
- 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 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 entry shall be turned in to the Region Manager a minimum of four (4) days before the tournament.

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

### 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.

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

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 tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available archers.

This roster information is also used for advance preparations for state qualifying teams and individuals.

### SUBSTITUTIONS/LIMITATIONS

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

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 boys' and girls' competition for both teams and individuals.

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 of 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, if such an event is able to be held.





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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, if such is able to be held.

### COVID ADJUSTMENTS

#### TO BE CONSIDERED BY EACH REGION MANAGER

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

Establish socially distanced seating for spectators.

All equipment should be sanitized.

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.

### SCORING PROTOCOL

#### TO BE CONSIDERED BY EACH REGION MANAGER

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

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

Spectators will be made aware to leave the venue during the last scoring end.

Archers should exit and meet them outside the entrance/exit or at their vehicles.

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.

### 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.

### 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.

### TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

### POINTS OF EMPHASIS

#### WARM-UP TIME

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



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### 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 Lisa Frye ([lisa.frye@ky.gov](mailto:lisa.frye@ky.gov)).

### 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.

### 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 also 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.

After the event, have the officials escorted to the locker room and/or parking lot.

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.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

This information should be communicated to all competing schools.

Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed. That form is included as a link at the end of these instructions.

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.

Any fees associated are to be taken from gate receipts.

It is also strongly recommended that a physician be in place during the weigh-ins to assist with determinations regarding skin conditions and fitness to wrestle in order to remove that duty from the meet officials.

It is strongly recommended that you provide a health care professional (on site) during the tournament to help with first response situations.

### EMERGENCY ACTION PLAN

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

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.





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Before starting matches, 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.

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

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

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.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event and re-sell them to anyone, including team members, the families or the general public.

#### COVID-19 MEDIA RESTRICTIONS AND CONSIDERATIONS

Media access may be limited, especially if there are capacity limits.

Establish a limit on the number of credentialed media members at each event (number of passes per outlet, priority to those who regularly cover, home/visitor split, etc.).

Encourage media members to RSVP in advance of the event so that you can allocate space accordingly and grant access to any media on a "waiting list."

No non-working individual may be in the working press area, including spouses, family members, and others.

Interview opportunities may be limited during the week.



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Disseminate as much information online as possible (limit handouts).

Incorporate easily identifiable credentials to ensure only authorized personnel are in restricted areas.

If radio space is limited to the home team, try to facilitate a shared feed of the home team's broadcast if possible.

Interviews should only be conducted if social distancing protocols can be followed.

Be mindful that no agreement can be made exclusive per adopted regulation, which precludes an audio broadcast by the visiting team.

### **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. The mandated, minimum fee will be published on the KHSAA website.

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 24 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®).

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.



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### 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.

#### COVID AWARDS PRESENTATION PROTOCOL

Any awards ceremonies should follow the guidance listed on Page 4 under "COVID Awards Presentation Recommended Protocol."

All awards presentations shall be setup to ensure that the individuals are separated by school and the awards are delivered to the school representatives by the presenter.

#### TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2021-22 tournaments.

Your region package, which was shipped directly to your school from Rihards.com, should've consisted 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 original cost of the trophies was paid by the Region Manager on behalf of the tournament. An invoice was included with the shipment.

- The estimated region cost from this past year was \$323.60, not including shipping.

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

#### INSTRUCTIONS FOR TEAMS ADVANCING TO STATE CHAMPIONSHIP

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 if such an event is able to be held.

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

The state championship is scheduled to for April 19 at Ephram White Gymnasium in Bowling Green.

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 shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to [jangolia@khsaa.org](mailto:jangolia@khsaa.org).

#### 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.

The participating schools shall adopt a plan for distribution of proceeds.

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



## 2022 Archery Regional Tournament Instructions

### IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Competition Rules](#)
- ["Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports"](#)
- [Current Alignment](#)
- [Online Tournament Registration](#)
- [Tournament Entry Tutorial](#)
- [Online Scoring Guide](#)
- [Regional Managers Listing](#)
- GE51 - Regional Tournament Financial Report ([DOCX](#)) ([PDF](#))
- [GE56 - Regional Tournament Manager Form](#)
- [GE59 - Application for Hosting](#)
- [Regional Tournament Hosting Criteria](#)

### 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).

- 2022 KHSAA Region ## Boys Tournament
- 2022 KHSAA Region ## Girls Tournament

Add Betty White (Tates Creek High School, Lexington, Ky.), [ArcherBetty@twc.com](mailto:ArcherBetty@twc.com), as an assistant tournament manager in your tournament listing on NASP. She will be assisting the KHSAA with data management in the postseason.

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



## 2022 Archery Regional Tournament Instructions

- 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, but will be scored in the boys' division for all individual awards and advancement.
- As a sanctioned KHSAA event, 7th and 8th graders are eligible to compete in the Regional Tournament.

### 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 KHSAA postseason roster detailed earlier in these instructions.

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.