



# **2018 ARCHERY CHAMPIONSHIPS REGION INSTRUCTIONS AND PROCEDURES FOR TEAMS AND MANAGERS**



## REGIONAL TOURNAMENT INFORMATION FOR TEAMS AND MANAGERS

DUTIES SUMMARY STATEMENT.....	1
PRE-TOURNAMENT ORGANIZATION AND PLANNING .....	1
REFERENCE TO TEAM ALIGNMENT .....	1
ALLOWABLE COMPETITION DATES .....	2
INSTRUCTIONS FOR TOURNAMENT ENTRY.....	2
ROSTER REQUIREMENTS AND SUBSTITUTIONS .....	2
PRE-TOURNAMENT MEETING AND MODEL AGENDA .....	2
REGIONAL PRE-TOURNAMENT GUIDLEINES .....	2
ADMISSION .....	2
NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS .....	2
EVENT MERCHANDISE.....	3
REGION FORMAT, RULES AND QUALIFYING FOR STATE.....	3
SCORING PROTOCOL.....	3
INDIVIDUAL COMPETION TIEBREAKER .....	3
TEAM COMPETION TIEBREAKER .....	3
BYLAW 22 REMINDER .....	3
INCLEMENT WEATHER .....	4
EVENT EXECUTION .....	4
REGIONAL TOURNAMENT OFFICIAL .....	4
TROPHIES .....	4
SECURITY .....	4
MEDICAL COVERAGE .....	5
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS.....	5
POST EVENT .....	5
RESULTS .....	5
FINANCES AND FINANCIAL REPORT .....	5
WEBSITE LINKS AND FORMS.....	5
ELECTRONIC PROCEDURES FOR COACHES .....	6
REGISTERING FOR THE POSTSEASON (REGIONAL AND STATE) TOURNAMENT.....	6
ELECTRONIC PROCEDURES FOR MANAGERS.....	6
SETTING UP THE ONLINE LISTING .....	6
SETTING UP THE NASP PRO PARAMETERS. (FOR TOURNAMENT ADMINISTRATORS).....	6
MANAGING REGISTRATION. (FOR TOURNAMENT ADMINISTRATORS) .....	7
TOURNAMENT DAY MANAGEMENT. (FOR TOURNAMENT ADMINISTRATORS) .....	7

### **DUTIES SUMMARY STATEMENT**

- Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing archery tournaments
- Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth meet
- The forms for your various reports should be self-explanatory
- Your compliance with these reports on a timely basis is essential for a smooth state tournament

### **PRE-TOURNAMENT ORGANIZATION AND PLANNING**

#### *REFERENCE TO TEAM ALIGNMENT*

- If any team desires to enter competitors and that school is not listed on the current Archery alignment list of teams, contact the Association office prior to accepting the entry

- Only those schools on that list are eligible to enter unless approved by the KHSAA office

*ALLOWABLE COMPETITION DATES*

- The Regional Archery tournament dates are Saturday March 3rd, 2018 through Saturday, April 14, 2018
- If you have not already been contacted by the regional host school, please see the list of regional managers located on the website
- The dates, times and locations for your regional tournament site can be found on the KHSAA website under Regional Managers Listing

*INSTRUCTIONS FOR TOURNAMENT ENTRY*

- The Postseason roster should be finalized on the KHSAA school subdomain two weeks prior to the regional tournament
- Registration for the tournaments takes place online at the link listed at the end of the instructions
- A maximum team size of twelve (12) persons must be entered for boys and/or girls' teams
- There is no minimum number of contests needed to be eligible to compete in the postseason

*ROSTER REQUIREMENTS AND SUBSTITUTIONS*

- The team entry shall be turned in to the regional manager a minimum of four (4) days before the tournament
- After the flight assignment is final, the region tournament manager may allow substitution if the original entry is prevented from participating due to circumstances such as to injury/illness
- Any player whose name is on the official postseason online roster for the school may be substituted on a team prior to the time of the first flight for the region tournament

**PRE-TOURNAMENT MEETING AND MODEL AGENDA**

- Complete the Regional Tournament Managers Form GE56 to provide regional information
- Please keep association staff informed of any changes after you have submitted Form GE56
- The cost of trophies and awards are the responsibility of the regional tournament manager
- The trophies/awards will be shipped via FedEx (billing information will be enclosed with shipment)
- Read detailed instructions for trophies and awards being provided or information on ordering additional trophies

*REGIONAL PRE-TOURNAMENT GUIDELINES*

- Range assignments will be made ahead of time and given out to the coaches before arriving at the regional tournament
- This shall be sent to all schools before the date of the competition and will help teams and fans know where to go when they arrive at the site
- Arrival and warm-up times will be designated by the regional manager and adhered to by the participating schools
- A coaches meeting should take place before the event begins
- The officials will be introduced and conduct the rules portion of the meeting
- Please ask any questions you might have during this period

*ADMISSION*

- All teams should be reminded that this is not a "home" match 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
- Admission at the state tournament will be \$10 with no opportunity for re-admission

*NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS*

- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office

### **EVENT MERCHANDISE**

- 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 inside the playing facility for the regional tournament

KHSAA Regional Championship apparel is available for each regional site if desired, and can be arranged by contacting TeamIP or Sarah Bridenbaugh (sbridenbaugh@khsaa.org) to sell regional championship apparel

### **REGION FORMAT, RULES AND QUALIFYING FOR STATE**

- KHSAA will sponsor both boys' and girls' competitions for both team and individuals.
- All entrants shall come from the KHSAA online postseason roster.
- The girls' tournament (both team and individuals) is limited to female archers only.
- The boys' team tournament may include male and female archers.
- The team size for each event will be 7 to 12 archers.
- A school may enter less than 7 and 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 region and state tournament shall be the best seven scores from those entered.
- Females from schools without enough for a girls' team may compete as individuals on the boys' team
- A female may be entered in the region either as an individual or on a team, but not both and that decision is binding for both region and state.
- Each Team with a minimum 7 shooters (12 maximum) will shoot one 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 division and Girls division that are not advancing with a team, shall advance to the state competition as individuals in that division

#### *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 provide at the end of these instructions

#### *INDIVIDUAL COMPETITION TIEBREAKER*

- Shall begin by comparing total score, then # of 10's, 9's, 8's, etc.
- If a tie persists, a shoot-off will take place prior to the awards ceremony
- Tied individuals will shoot a 5-arrow warm-up end at 15 meters
- Then a 5-arrow scoring end at 15 meters
- If still tied, a single arrow shot from 15 meters, closest to the middle of the target's center will break the tie

#### *TEAM COMPETITION TIEBREAKER*

- Shall begin by comparing total score, then # of 10's, 9's, 8's, etc.
- If a tie persists, begin by each team selecting five archers from their teams
- These five archers from each team will shoot a 5-arrow warm-up end at 15 meters and then a 5-arrow scoring end at 15 meters
- The combined scores of team members will be compared to break the tie
- If a tie persists both teams will choose one shooter who will shoot a single arrow shot from 15 meters, closest to the middle of the target's center will break the tie

#### *BYLAW 22 REMINDER*

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school

- Please refer to the KHSAA Handbook if you have any questions
- INCLEMENT WEATHER*
- While it would be ideal if all parties could agree on any re-scheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical
  - It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified
  - In accordance with the playing rules, after the contest has begun, such determination shall be made by the referee

### **EVENT EXECUTION**

#### *REGIONAL TOURNAMENT OFFICIAL*

- It is the discretion of the regional 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 Archery aspects of the tournament
- If you would like assistance in acquiring an Official, please contact Patrick O'Connell who serves as the Head Official for the State Championship

#### *TROPHIES*

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2017-2018 tournaments
- The awards will be shipped via FedEx
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues
- If you have any issues, please call Customer Service at Rihards (800-274-4373 or 270-563-5133) between the hours of 9:30 a.m. and 4:30 p.m.(CT)
- You may also email Rihards at [khsaa@riherds.com](mailto:khsaa@riherds.com)
- In the email with the tracking number, you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition
- Trophies are to be paid for by the tournament manager on behalf of the tournament
- The total cost for regional items is \$296.16 and your package should consist of the following:
  - Two region Team champion trophy/ one per gender
  - Two region Team runner-up trophy/ one per gender
  - Two Champion Medals, one per gender
  - Two Runner-up Medals, one per gender
  - Two 3rd and 4th place Medals, one per gender

#### *SECURITY*

- It is the responsibility of the tournament 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 has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security
- Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests
- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process
- Adequate security is a requirement at postseason contests

### *MEDICAL COVERAGE*

- The host school is responsible for securing medical coverage for the event including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of that document
- Any fees associated with medical coverage are to be taken from gate receipts

### *MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS*

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the meet manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

### **POST EVENT**

#### *RESULTS*

- It is the tournament manager's responsibility to post the standings and results throughout the tournament
- Results will be posted On the KHSAA Archery Page through a link to [nasptournaments.org](http://nasptournaments.org)

#### *FINANCES AND FINANCIAL REPORT*

- The participating schools shall adopt a plan for distribution of proceeds
- If there is dispute, contact the Commissioner's office
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants
- The manager shall complete KHSAA Form GE51, tournament financial report, following the tournament and return it to the KHSAA

### **WEBSITE LINKS AND FORMS**

- Online Tournament Registration - <http://nasptournaments.org/>
- Tournament Entry Tutorial - <http://nasptournaments.org/tutorials.aspx>
- Online Guide - <http://nasptournaments.org/ClientSoftware/downloads/NASPPROTournamentInstructions.pdf>

- Current Year Alignment - <http://khsaa.org/current-archery-alignment/>
- Current Year Regional Managers - <http://khsaa.org/archery/2018/archeryregionalmanagers.pdf>
- Financial Report (GE51) for Region - <http://khsaa.org/forms/ge51.pdf>
- NASP Scoring Protocol - <https://khsaa.org/122116-updated-archery-scoring-protocol-for-2016-2017>

### **ELECTRONIC PROCEDURES FOR COACHES**

#### *REGISTERING FOR THE POSTSEASON (REGIONAL AND STATE) TOURNAMENT*

- 1. 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 list here are eligible to participate in these events. This includes any substitutes that you may want to use
- 2. KHSAA will sponsor both boys' and girls' competitions for both team and individuals
- 3. All entrants shall come from the KHSAA online postseason roster
- 4. 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
- 5. The girls' tournament (both team and individuals) is limited to female archers only
  - a. You can register 7 to 12 female archers in the high school division group
  - b. 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
- 5. The boys' tournament may include male and female archers
  - a. You can register 7 to 12 male and female archers in the high school division group
  - b. The team must include at least one male archer
  - c. If your school has registered a girls' team, female archers may not be added to the boys' team
  - d. 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
- 7. A female may be entered in the region as either an individual or on a team, but not both, and that decision is binding for both region and state
- 8. If a Female is entered in the Male division, she will remain in that division for advancement or awards purposes

### **ELECTRONIC PROCEDURES FOR MANAGERS**

#### *SETTING UP THE ONLINE LISTING*

- You will need to set up 2 regional tournaments for your region on nasptournaments.org
  - 2018 KHSAA Region ## Boys Tournament
  - 2018 KHSAA Region ## Girls Tournament
- The events must be listed as Local events
- You must limit registration to one 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 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 gender than conduct all lights for the other

#### *SETTING UP THE NASP PRO PARAMETERS. (FOR TOURNAMENT ADMINISTRATORS)*

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

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

*MANAGING REGISTRATION. (FOR TOURNAMENT ADMINISTRATORS)*

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

*TOURNAMENT DAY MANAGEMENT. (FOR TOURNAMENT ADMINISTRATORS)*

- Be aware that you have 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
- The archer must be listed on the school's official roster on the KHSAA web site
- 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