

**2019**

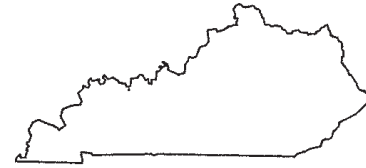


**BASKETBALL DISTRICT/REGION  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



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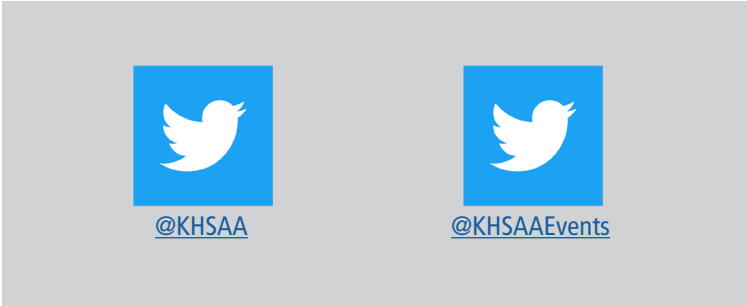
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## DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing basketball tournaments. You should familiarize yourself with these rules, found in the KHSAA Competition Rules with a link available at the end of this document.

Managers should make every effort to assure equal consideration for the boys' and girls' tournaments, and in particular, discussions related to the scheduling of regional tournament games.

Managers should note a special instruction in this manual as it relates to the role of the tournament manager in scheduling contests in case of inclement weather or other unforeseen problems.

## KHSAA CONTACT LIST

The primary contacts for basketball are Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)), his assistant Marilyn Mitchell ([mmitchell@khsaa.org](mailto:mmitchell@khsaa.org)) and Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)).

Media related questions should be directed to the Association's Communications Director, Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

## REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions as detailed in the KHSAA Competition Rules.

If a school is not on the current list of teams and desires to be entered, contact Commissioner Julian Tackett.

## ALLOWABLE COMPETITION DATES

- Feb. 13 - Final date to play a district seeded game
- Feb. 18-23 - District Tournaments
  - o By unanimous vote of the competing teams, district play may begin as early as Saturday, Feb., 16 due to facility or scheduling issues, provided all teams have completed regular-season play on or before Friday, Feb. 15
- Feb. 25-March 2 - Boys' Regional Tournaments
- Feb. 25-March 5 - Girls' Regional Tournaments

## INSTRUCTIONS FOR TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

Withdrawal from tournament play following the setting of the bracket for the district tournament shall result in a penalty per Bylaw 27.

For region, the winner and runner-up from each district tournament advance.

## ROSTER REQUIREMENTS AND SUBSTITUTIONS

### ROSTERS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season.

Roster entry is locked on the first date of the postseason.

This roster serves as the required eligibility listing for the team in any reference to an eligibility listing.

### POSTSEASON ROSTERS, SUBSTITUTIONS AND REVISIONS

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

Only players marked as a postseason participant in the online roster system as of the Monday of the first postseason week are



eligible to participate in the district, region or state tournaments.

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

There may be no additional players added to the team roster following the first day of the first week of the district tournament, including for those teams that advance to the state tournament.

### PLAYING REGULATIONS

Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest in violation of Kentucky Department of Education regulations regarding the six-hour school day.

### DISTRICT TOURNAMENT MEETING

#### REQUIRED DISTRICT TOURNAMENT MEETING

Download all appropriate forms and materials from the KHSAA website.

Invite each member school to your meeting, reminding them to have updated their online roster prior to the first date for district play and that the postseason roster online will be the sole source for verification.

The standard date for this meeting is Sunday, Feb. 10, the second Sunday prior to the start of tournament play.

Unless otherwise agreed upon by the participating teams, the meeting should begin at 2 p.m. local time.

See the Competition Rules on allowances for conducting the meeting on a different date and/or time.

#### MODEL AGENDA

- Call to order
- Designate someone to take and maintain the minutes for the district
  - This is critical in the event of a future seeding or site selection dispute and solves a lot of arguments that may occur later due to turnover
- Discuss seeding plan as currently listed on the KHSAA website
- Discuss any necessary modifications to seeding plan, being mindful that changes require a majority vote
- Teams in three (3) and four (4)-team districts shall discuss specific KHSAA Competition Rules for the rare case of a district withdrawing from postseason competition once schedules have been made for the following season
- Complete Form GE54 (District Tournament Seeding Plan) and submit to KHSAA using the link at the end of these instructions
- Discuss future sites and review site selection plan to ensure accuracy
  - Specifically ensure that the site of the 2018-19 tournament is clearly defined and recorded as the starting point
  - Double check compliance with KHSAA Competition Rules regarding site criteria
  - Complete Form GE57 (District Site Selection Plan) immediately and submit to KHSAA
- Discuss tournament expenses such as PA, Scorer/Timer, Statistics, Security, Medical and Other (majority vote required at district meeting for approval)
- Conduct Draw/Seed placement
- Complete KHSAA Bracket form for your district size and submit to KHSAA immediately at [brackets@khsaa.org](mailto:brackets@khsaa.org)
  - Provide a copy of the bracket for all teams

### FUTURE DISTRICT SITES DISCUSSION

Copies of the current site selection and seeding plans are listed on the KHSAA website to review.



The manager should review the site selection schedule and the seeding and tiebreaker plans (listed at the links at the end of these instructions) with all schools in the district at the meeting.

Changes to the district site selection plan require a majority vote of the participating schools.

The Competition Rules and Board of Control policy allows each member school a chance to host and receive the corresponding financial rewards.

The Competition Rules and Board of Control policy does not require play at a specific school site if it does not have the proper capacity or fails to meet any other standard.

Schools in the district shall decide the viability of sites desiring to hold district tournaments with disputes resolved by the Commissioner.

A site's viability to hold the tournament should be based on the following criteria:

- Satisfactory capacity within the facility to safely accommodate past (five years) and expected attendance
- Enough dressing rooms if doubleheaders are to be played
- An officials dressing room
- Adequate parking for projected attendance
- Meeting any published site selection criteria for basketball as posted on the KHSAA website

The schools in the district may adopt an equitable plan for non-hosting schools to be given additional shares or other financial compensation if that school does not desire to serve as the host at a qualifying site.

The site selection plan is to be considered from the list of possible sites, factoring in that all schools should be given a chance (if desired) to host, even if it isn't played at that school's home gym.

If changes or corrections are made to the district tournament site selection plan, complete KHSAA Form GE57 and submit it to the Association immediately following the meeting.

For regional tournaments that rotate site selection recommendations by district (i.e. Region 10, 11, 13 and 16), this district tournament meeting should be the opportunity to begin discussion about which sites meet the criteria to hold the region.

The district schools should plan long term recommendations within the district as to those region hosts, and report such decisions to the regional manager for reporting to the KHSAA following verification with the principals.

If there is a disagreement, the Commissioner's office shall serve as the final resolution and the KHSAA staff can assist in that determination.

The Commissioner's office may, if needed, adjust the site selection plan and eliminate sites that are deemed to be unable to host the tournament.

## PROCEDURES FOR DISTRICT SEEDING PLANS

Copies of the current district seeding plans documents on the KHSAA website for review.

At the district tournament meeting, a decision shall be made whether or not to change the previous seeding decisions for the district.

A majority vote is required and failure to reach it means the district will not change the previous seeding decision.

Any seeding decisions made at these meetings shall be in effect no earlier than the subsequent playing season.

Once it has been determined to seed a district with four or more teams, the method of seeding shall be decided such as:

- How many times are teams going to play each other, for example, if more than once, which one is the tiebreaker?
- What are other tiebreakers in the event more than two (2) teams are tied? This will become the official record for the future, so all possible tie-breakers should be discussed.
- What basic criteria shall be used for seeding.



For districts with three (3) teams, the teams shall decide if they will play once or twice for postseason seeding.

- The decision must be by majority vote, and updates shall be made using Form GE54.
- The tie-breakers for three-team districts (or four-team districts that end up with only three teams playing due to withdrawal) are set by the KHSAA Competition Rules.

For districts with four (4) teams, a decision shall be made as to the seeding pattern if one team were to withdraw prior to postseason play the following year.

Seeding methods shall be on file in writing with the KHSAA and all tiebreakers shall be included.

Examples of possible seeding criteria are listed in the Competition Rules.

Ties not addressed by the plan on file will be broken by the KHSAA by random draw/flip.

All decisions regarding seeding of a district tournament shall be made prior to the start of the regular season, including but not limited to, seeding method and criteria.

Seeding decisions and the method used shall remain in place until a majority vote of the participating schools in the district changes the decision for future play.

### **PROCEDURES FOR DISTRICT TOURNAMENT DRAW**

Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district. A link to all KHSAA brackets is available at the end of this manual.

The team in the upper half of the bracket in a non-seeded tournament will be the home team. If a tournament is seeded, the highest seed shall be the home team.

### **REPORTING BRACKETS**

The District Tournament Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

### **DISTRICT COMPETITION DATES AND SCHEDULING**

The final date to play a district seeded game is Wednesday, Feb. 13.

District Tournaments shall be held Feb. 18-23

- By unanimous vote of the competing teams, district play may begin as early as Saturday, Feb. 16 due to facility or scheduling issues, provided all teams have completed regular-season play on or before Friday, Feb. 15.

### **ROSTERS DURING DISTRICT TOURNAMENT**

No more than 15 players may be in game uniform for any tournament game, but are not required to be the same players for all games of a tournament.

The 15 players shall come from the online postseason roster.

No individual, other than the 15 players in uniform, shall be allowed to participate in warm-up exercises.

District Managers should print a new copy of each team's roster near the close of business on the first day of district play as a final list from which coaches can designate the 15 players to be used in each game.

No District Manager or group of tournament participants may set aside the roster limitations.

### **DISTRICT TOURNAMENT OFFICIALS**

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all officials.



After the Commission has made its selections, the District Manager will be notified concerning the district tournament assignments.

In most cases, a local assigning secretary will serve as the liaison with the KHSAA and will contact the District Manager regarding the official assignments.

When two (2) consecutive games are played per-session, six (6) officials will be assigned.

Each district tournament official shall receive a fee of \$85 per game for a three-person crew, which is a mandatory fee per the Board of Control and may not be altered.

There is no additional allowance for mileage paid to the officials.

Additional postseason allowances for lodging, etc., shall be at the discretion of the District Manager and must be approved in advance by the Commissioner.

The same fees apply to both boys' and girls' tournament officials.

Refer all conflicts in regard to mileage or other payments to officials to the KHSAA office.

Officials should be contacted upon receipt of assignments from the assigner.

**IT IS THE RESPONSIBILITY OF THE DISTRICT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!**

## **REGION TOURNAMENT MEETING**

### **REQUIRED REGION TOURNAMENT MEETING**

Download all appropriate forms and materials from the KHSAA website.

Notice of the regional meeting shall be sent to the Principal or Designated Representative of all schools in the region, even if not competing, if future site selection is to be considered and discussed.

The regional meetings are to be held on Sunday, Feb. 24 for the purpose of drawing for the tournament bracket.

A region meeting may be scheduled on an earlier date provided all district tournament games have been played and there is unanimous agreement to do so by the tournament participants.

Region schools may schedule an earlier meeting to discuss preliminary tournament logistics, but all decisions made at that meeting must be confirmed by the competing teams once all entrants are known.

Unless otherwise agreed upon by the participating teams, the meeting should begin at 2 p.m. local time.

It's not required that all meetings begin at the same time, but final logistical meetings to agree on financial decisions and tournament draws may not be held until all district games are completed.

### **MODEL AGENDA**

- Call to order
- Designate someone to take and maintain minutes for the region
  - o This is critical in the event of future site selection dispute and solves a lot of arguments that may occur later due to turnover
- Discuss future sites (this discussion must involve all teams in the region, not just tournament participants)
  - o The final decision over future sites rests with the Commissioner, based on input from the Principals or Designated Representatives of the member schools
- Review site selection and ensure accuracy
- Double check compliance with KHSAA Competition Rules regarding site criteria
- Complete Form GE58 (Region Site Selection Plan) immediately following meeting
- Discuss tournament expenses such as PA, Scorer/Timer, Statistics, Security, Medical and Other (majority vote required at region meeting for approval)





- Conduct draw
- Copy draw to all teams
- Complete KHSAA Bracket Form for tournament and submit to KHSAA immediately at [brackets@khsaa.org](mailto:brackets@khsaa.org)
  - o Provide a copy of the bracket for all teams

### FUTURE REGION SITES DISCUSSION

All schools should be reminded that the region sites are selected solely by the Commissioner, who is guided by, but not bound by, and adopted site selection plan.

Copies of the current site selection plan are listed on the KHSAA website for reference.

The region schools shall discuss a sites viability to hold the tournament, including neutral sites, based on the following criteria:

- Satisfactory capacity within the gym to safely accommodate past (five years) and expected attendance.
- A minimum of four (4) dressing rooms if doubleheaders are to be played.
- An officials dressing room.
- Adequate parking for projected attendance.
- Meeting any published site selection criteria for basketball as posted on the KHSAA website.

The Region Manager should review the site selection schedule with all schools at the meeting and ensure that consideration is given to schools that may not be competing in the regional that year.

Discuss site selection first, and then the non-competing teams may be dismissed so that the logistics of the current year's tournament can be discussed and decided upon by the participating teams.

Changes to the region site rotation recommendation require a 2/3 vote of the region schools, but constitute only a recommendation to the Commissioner.

The recommended site selection plan is to be submitted electronically using Form GE58 (Region Site Selection Plan) to the Commissioner's office to be used as input for future years.

### PROCEDURES FOR REGION TOURNAMENT DRAW

Review the tournament rules concerning a regional draw, which make it impossible for a winner and corresponding runner-up in a district to meet before the final regional game.

Each region shall draw teams into the standard regional bracket, which can be obtained via the KHSAA website.

- The draw should first place the four district winners in their respective bracket positions.
- The draw should then place the two district runners-up in the top bracket that are not in the two regions that drew into the top bracket.
- The placement concludes with the draw of the two remaining district runners-up in the bottom bracket that are not in the two districts that drew into the bottom bracket.

### REPORTING BRACKETS

The Region Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

### REGION COMPETITION DATES AND SCHEDULING

In regions played at neutral or municipal facilities, the facility may require specific play dates which would negate the schools' ability to change the game times at the region meeting.





The same limitations with game times may also be necessary when boys' and girls' regions are held at the same school site.

Boys' regional tournaments shall be completed no later than Saturday night prior to the Boys' State Tournament in years when the boys' state is played first, but may extend until Tuesday before the girls' state tournament if the boys' is played second.

- For 2019, the Boys' Region tournaments may begin on Monday, Feb. 25 and shall be completed no later than Saturday, March 2.
- With approval from the Commissioner and a unanimous vote of the participating teams, a region tournament (boys or girls) may begin on Saturday, Feb. 23, provided all district play has been completed by Thursday, Feb. 21 to allow for a meeting of the participating schools on Friday.
- With approval from the Commissioner and a unanimous vote of the participating teams, a region tournament (boys or girls) may begin on Sunday, February 24, provided all district play has been completed by Friday, Feb. 22 to allow for a meeting of the participating schools on Saturday.
- With approval from the Commissioner and a unanimous vote of the participating teams, or approval of the Commissioner due to extenuating facility scheduling circumstances, a boys' regional tournament may end on Sunday, March 3.

Girls' regional tournaments shall be completed no later than Saturday night prior to the Girls' State Tournament in years when the girls' state is played first, but may extend until Tuesday before the boys' state tournament if the girls' is played second.

- For 2019, the Girls' Region tournaments may begin on Monday, Feb. 25 and shall be completed not later than Tuesday, March 5.
- With approval from the Commissioner and a unanimous vote of the participating teams, a region tournament (boys or girls) may begin on Saturday, Feb. 23, provided all district play has been completed by Thursday, Feb. 21 to allow for a meeting of the participating schools on Friday.
- With approval from the Commissioner and a unanimous vote of the participating teams, a region tournament (boys or girls) may begin on Sunday, February 24, provided all district play has been completed by Friday, Feb. 22 to allow for a meeting of the participating schools on Saturday.

When a region's boys' and girls' tournaments are assigned to separate sites, the Region Managers shall schedule games so that girls' and boys' contests are not played on the same date.

When a region's boys' and girls' tournaments are assigned to the same site, the Region Manager shall be responsible for scheduling games in the best interest of all participating schools.

## **ROSTERS DURING REGION TOURNAMENT**

No more than 15 players may be in game uniform for any tournament game, but are not required to be the same players for all games of a tournament.

The 15 players shall come from the online postseason roster.

No individual, other than the 15 players in uniform, shall be allowed to participate in warm-up exercises.

The Region Manager should print out the final roster from the KHSAA website for each school in the tournament prior to the regional draw. From that list, coaches can designate the 15 players to be used in each game.

## **REGION TOURNAMENT OFFICIALS**

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all officials.

After the Commission has made its selections, the Region Manager will be notified concerning the regional tournament assignments.

In most cases, a local assigning secretary will serve as the liaison with the KHSAA and will contact the Region Manager regarding the official assignments.

When two (2) consecutive games are played per-session, six (6) officials will be assigned.



Each regional tournament official shall receive a fee of \$110 per game for a three-person crew, which is a mandatory fee per the Board of Control and may not be altered.

There is no additional allowance for mileage paid to the officials.

Additional postseason allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved in advance by the Commissioner.

The same fees apply to both boys' and girls' tournament officials.

Refer all conflicts in regard to mileage or other payments to officials to the KHSAA office.

Officials should be contacted upon receipt of assignments from the assigner.

**IT IS THE RESPONSIBILITY OF THE REGION MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!**

### HOME TEAM AND JERSEY COLORS

The team in the upper half of a non-seeded bracket will be the home team, and will wear white jerseys.

If a tournament is seeded, the highest seed (lowest mathematical number) shall be the home team, and will wear white jerseys.

### TICKETS

All teams should be reminded that this is not a "home" game for anyone and as such, the ticketing policies shall be the same for all competing teams.

If reserved seats are sold, they shall be made available to all teams.

Ticket allocations shall keep in mind the historic crowds of the teams and ensure wherever possible, that all fans are able to be admitted.

### GAME BASKETBALLS

The KHSAA has an exclusive agreement with Spalding as its official basketball.

Under no circumstances can a non-Spalding basketball be used in postseason play.

Balls are not provided for district tournaments, however, only Spalding brand basketballs may be used during the tournaments.

The NFHS logo is required on these balls, but not the KHSAA logo.

Through the KHSAA agreement with Spalding, two basketballs are provided for use in the regional tournaments and these are being shipped to the Region Manager for use and "break-in" prior to the event.

### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Tournament managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site specifics and direction information.

### INCLEMENT WEATHER PROCEDURES

In the event that changes are made to the schedule due to inclement weather, ensure that all teams, media outlets and schools are properly notified. The tournament manager shall also report the revisions to KHSAA Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) to ensure the [Rihards.com/KHSAA](http://Rihards.com/KHSAA) Scoreboard is updated.

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

It is the duty of the tournament manager to work with KHSAA staff in regard to rescheduling in the event of postponement.



During this time of year, the weather can always become an issue.

Keep the following points in mind when making rescheduling decisions:

- Regional tournament rescheduling decisions shall be made in consultation with the Commissioner.
- Games shall be scheduled to where the boys' and girls' teams from the same school are not forced to play on the same day unless approved by the Commissioner.
- If the tournament is down to two teams, then it may be in the best interest to move the finals to a gym in closer proximity to the two competing teams.
- While moving the tournament to a gym closer to the two competing teams is not an optimal choice, it is one that should be considered as it may lead to games being able to be completed.
- In rescheduling discussions, tournament managers shall determine if any of the remaining teams have WRITTEN policies against Sunday play, not a coaching desire or preference, but a written policy, including the host facility.
- Absent a written policy, managers shall consider the option of playing on Sunday if a day of play is lost.
- If Friday play is lost then there are a couple of obvious options, including playing both the semifinals and finals of the region on Saturday; playing the semifinals on Saturday and the finals on Sunday afternoon.
- Other alternative schedules should be considered if play can be conducted on Friday, but unable to play the final game on Saturday, including the finals being played on Sunday afternoon.
- If Sunday play is used, it is important that the manager try and schedule the game in the mid afternoon as this is less likely to impact other activities normally conducted on Sunday morning or Sunday night, and still give the people in most regions the opportunity to honor previous commitments, and still get to the game.
- Monday play in boys' regionals on March 4, 2019 is not permitted without expressed permission from the Commissioner as allowing such play will naturally put those students from those regions in a position to have negative issues at state play including the loss of preparation time, lack of recognition ability in such items as programs and novelty sales items, and the potential competitive imbalance created by a region finishing appreciably earlier than the opponent's region.
- Once schedule revisions are made, contact the Scoreboard voice mail number, 800-453-6882 with the revised dates to try and keep media and fan types from continually calling and inquiring, and allow our office to serve as a central release point.
- Make certain that the tournament manager has contacted the local assigning secretary responsible for sending officials to the region with any changes.

## CONTEST COMPLETION REMINDERS

Postseason tournaments are single elimination.

The district winners and runners-up advance to the regional tournaments.

The region winners advance to the KHSAA State Tournaments.

## BYLAW 22 REMINDER

### REQUIREMENT TO ACCOMPANY

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

### BYLAW 22, SECTION 8

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



### SECURITY

#### RESPONSIBILITY

It is the responsibility of the tournament manager to secure adequate police protection and other security precautions as necessary, based on the average attendance for the last five years.

The tournament 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 games, have the officials escorted to the locker room and/or parking lot.

#### KHSAA REQUIREMENTS

The KHSAA requires a game administrator, other than the coach, at the competition site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties. Unsporting conduct by spectators is a growing concern. The presence of a game administrator sends the message that such behavior will not be tolerated.

### MEDICAL PROVISIONS

#### ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.

Any fees associated 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.

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

Each tournament manager 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 to the start of a contest, the tournament manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### BAND PERFORMANCES

The admission of school pep bands is a local decision. Admitted bands are permitted to play during warm-ups, halftime and time outs, but not while the ball is in play.



## TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

### TRADEMARK AND USE OF MARKS

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

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

Sweet Sixteen® and Sweet 16® are registered trademarks of the KHSAA, sublicensed to the NCAA for one weekend per year.

Whitaker Bank/KHSAA Boys' Sweet 16® and Whitaker Bank/KHSAA Boys' Sweet Sixteen® are registered trademarks of the KHSAA.

KHSAA Girls' Sweet Sixteen® is a registered trademarks of the KHSAA.

All trademarks will be aggressively enforced.

For questions and concerns, contact General Counsel Chad Collins at the KHSAA.

### MEDIA RIGHTS

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

The Commissioner is the manager of all rounds of championship play, but in accordance with adopted Competition Rules, has designated the home game manager to assist at the local level for district, regional, sectional play.

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

All matters concerning radio and other broadcasts that are not addressed by regulations included in these instructions shall be by mutual agreement.

All matters concerning videotaping, press box access and communication equipment shall be by mutual agreement.

No entity, including the media, may continuously stream content, including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

### TEAM FILMING

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

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

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

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

### WEBCASTING AND TELECASTING, NFHS NETWORK INFORMATION

The KHSAA reserves the right to include any postseason game not already exempted from the contract into the available content for the NFHS Network, per the network agreement and Board of Control approval.

No web streaming may be approved for any outlet without the payment of the requisite rights fee as mandated by the KHSAA/ NFHS Network agreement and the Board of Control.

The following rights fees represent minimum amounts that must be charged for the right to produce district or region games via live television (over air or cable):



- At the district and region level, the minimum live over air/cable fee (with video) is \$200 per game, payable to the KHSAA.
- All rights fees will be allocated by the KHSAA, 40% to each member school, 20% to the KHSAA.
- By majority vote, the participating teams may require a higher fee than the minimum, but may not charge less than the minimum fee.

The following rights fees represent minimum fees that shall be charged for the rights to produce district or region games via delayed television (over air or cable):

- At the district level, the minimum fee for delayed television is \$100 per game/\$240 for the entire tournament, payable to the KHSAA.
- At the region level, the minimum fee for delayed television is \$160 per game/\$400 for the entire tournament, payable to the KHSAA.
- All rights fees will be allocated by the KHSAA, 40% to each member school, 20% to the KHSAA.
- By majority vote, the participating teams may require a higher fee than the minimum, but may not charge less than the minimum fee.

The following rights fees represent minimum fees that shall be charged for the rights to produce district or region games via webcast (video via internet only):

- At the district level, the minimum webcast fee is \$50 per game/\$120 for the entire tournament, payable to the KHSAA.
- At the region level, the minimum webcast fee is \$80 per game/\$200 for the entire tournament, payable to the KHSAA.
- All rights fees will be allocated by the KHSAA, 40% to each member school, 20% to the KHSAA.
- By majority vote, the participating teams may require a higher fee than the minimum, but may not charge less than the minimum fee.

The fees may be waived for those schools and entities that are contributing members of the NFHS Network through the School Broadcast program with the following provisions:

- The entity shall broadcast/teletcast exclusively behind the NFHS Network pay wall through the KHSAA channel and stream exclusively to the network host.
- The entities that partner with the KHSAA for the production of state championship play (currently PrepSpin and First String Media) have no required fee if there is majority approval of the participating teams, and if the live broadcast/teletcast is exclusively behind the NFHS Network pay wall exclusively to the NFHS network host.

### **RADIO BROADCAST**

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcasting the event.

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

### **MUSIC COPYRIGHT**

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

### **EVENT MERCHANDISE**

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the postseason tournaments. Contact the KHSAA for more information.





## POST EVENT

### REPORTING RESULTS

Tournament Managers are to communicate scores on a nightly basis to the website operator at 800-453-6882 (toll free).

Unlike many other media calls that are requested, on the scoreboard call, only the score is necessary.

### DISTRICT STATISTICS REPORT

The District Manager shall maintain the requested statistics on file for the National Federation and complete the required online form and submit it prior to March 15, 2019.

This report can be found as KHSAA Form BK103 on the KHSAA website and included as a link at the end of these instructions.

There is not a requirement for a report of games played other than the contacting of the scoreboard.

## TROPHIES

District and Regional trophies will be shipped directly to the tournament manager from Rihards.com approximately one week prior to the tournament.

You will receive an email from Rihards with instructions to verify your shipment.

Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373).

The bill for the trophies will be mailed under separate cover from the trophies and they likely will not arrive at the same time.

For district tournament budgeting purposes, the winner and runner-up trophies will be \$132.56 each, plus applicable shipping.

For region tournament budgeting purposes, the winner and runner-up trophies will be \$139.50 each, plus applicable shipping.

Trophies are to be paid for by the Tournament Manager with payment sent to: Rihards.com, P.O. Box 459, Smiths Grove, KY 42171. All costs for trophies are to be subtracted from gate receipts.

## FINANCES AND FINANCIAL REPORT

### DISTRICT FINANCES

The participating schools shall adopt a plan for distribution of proceeds from the district tournament.

If there is a dispute, refer to the plan listed at the end of this manual or in the Competition Rules.

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

All expenses beyond the rental, officials and trophies shall be approved by the competing teams in advance.

The District Manager shall complete KHSAA Form GE52 (District Tournament Financial Report) following the tournament and return it to the KHSAA. The form is available as a link at the end of these instructions.

This report is to be submitted by March 22, 2019.

### REGION FINANCES

All schools in a region (not just the participating teams in the regional tournament) shall adopt a plan for distribution of proceeds.

If there is a dispute, refer to the plan listed at the end of this manual or in the Competition Rules.

In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participants shall be divided among the teams in a region based on a plan approved by majority vote.

All expenses beyond the rental, officials and trophies shall be approved by the competing teams in advance.

The Region Manager shall complete KHSAA Form GE53 (Region Tournament Financial Report) following the tournament and





return it to the KHSAA. The form is available as a link at the end of these instructions.

This report is to be submitted by March 22, 2019.

### INSTRUCTIONS FOR TEAMS ADVANCING TO STATE

Under separate cover, the Region Manager will receive an information packet including tickets to be given to the principal of the winning school immediately after the final game.

Do not open this package, but give to the administration of the winning team, as full instructions for the winning team are inside.

### DISPUTES

For further instructions and guidance, read the KHSAA Handbook, Basketball Competition Rules.

The Commissioner's office will assist in settling problems of disagreement related to the contest.

Contact Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)) if you have a dispute.

### IMPORTANT WEBSITE LINKS

[KHSAA.org](http://KHSAA.org)

[KHSAA Policies Section of Handbook](#)

[KHSAA Basketball Competition Rules](#)

BK103 (NFHS Game Statistics Form) - ([DOCX](#)) or ([PDF](#))

[Compiled District Site Selection Plans](#)

GE52 (District Financial Report) - ([DOCX](#)) or ([PDF](#))

GE53 (Region Financial Report) - ([DOCX](#)) or ([PDF](#))

[GE54 \(District Seeding Plan\)](#)

[GE57 \(District Site Selection Plan\)](#)

[GE58 \(Region Site Selection Plan\)](#)

[District Seeding Plans on File](#)

[Compiled Region Site Selection Plans](#)

[Samples of KHSAA Bracket Forms](#)

BR103 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR104 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR105 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR106 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR107 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR108 (District 3 Team Bracket) - ([DOCX](#)) or ([PDF](#))

BR308 (Region 8 Team Bracket) - ([DOCX](#)) or ([PDF](#))