



2017-2018 KHSAA BASKETBALL CHAMPIONSHIPS DISTRICT/REGION TOURNAMENT INSTRUCTIONS AND PROCEDURES



KHSAA DISTRICT AND REGIONAL BASKETBALL TOURNAMENT REGULATIONS AND INSTRUCTIONS

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PRE-MEETING DUTIES – BASKETBALL TOURNAMENTS

GENERAL NOTES AND REMINDERS

- The primary contacts at the KHSAA are Commissioner Julian Tackett, jtackett@khsaa.org, his assistant Marilyn Mitchell, mmitchell@khsaa.org and Associate Commissioner Butch Cope, bcope@khsaa.org
- Managers should make every effort to assure the equal consideration for both 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

REQUIRED MEETING AND TOPICS – DISTRICT TOURNAMENT

DISTRICT TOURNAMENT MEETING

- Download all appropriate forms and materials from the KHSAA website
- Invite member schools to your tournament meeting, reminding each school that they shall have updated their online roster of players 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, February 11, 2018, the second Sunday prior to the start of tournament play
- Unless otherwise agreed by the participating teams, the meeting should begin at 2:00 p.m. local time
- See the Competition Rules on allowances for conducting the meeting on a different date and at a different time

MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING

- Call to order
- Designate someone to take and maintain the minutes for the district
- This is critical in the event of future seeding or site selection dispute and solves a lot of arguments that may occur later due to turnover in positions
- Discuss seeding plan as currently on record on KHSAA website
- Discuss any necessary modifications to seeding plan, mindful that changes require majority vote
- Those teams in three and four-team districts shall discuss specifics regarding KHSAA Competition Rules in the rare case of a district withdrawing from postseason competition once schedules have been made for the following season
- Complete seeding form GE54 and submit to KHSAA using the link at the end of these instructions
- Discuss future sites and review site selection plan and ensure accuracy
- Specifically ensure that the site of the 2016-17 tournament is clearly defined and recorded as the starting point
- Double check compliance with KHSAA Competition Rules regarding site criteria
- Complete Site Selection Plan Form GE57 immediately and submit to KHSAA
- Discuss tournament expenses (majority approval required at district meeting) such as PA, Scorer/Timer, Statistics, Security, Medical and Other
- Conduct Draw/Seed placement
- Complete KHSAA bracket form for tournament and submit to KHSAA and copy bracket for all teams

DISTRICT FUTURE SITE DISCUSSION

- Copies of the current site selection and seeding plans are listed on the KHSAA website for your review
- The manager should review the site selection schedule and the seeding and tiebreaker plans 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 Board of Control policy allows each member school a chance to host and reap the subsequent financial rewards, but not necessarily to play at that specific site if it does not have the proper capacity or fails to meet any other standard
- The schools in the district shall decide the viability of tournament site facilities to hold the district tournament

- The schools shall collectively decide which facilities can hold the tournament based on the following criteria:
 - Satisfactory capacity within the facility to safely accommodate past (five years) and expected attendance numbers;
 - Enough dressing rooms if doubleheaders are to be played;
 - An officials dressing room;
 - Adequate parking for projected attendance; and
 - Meet any published site selection criteria for basketball as posted on the KHSAA website
- The schools in the district may adopt an equitable plan wherein non-hosting schools are given additional shares or other financial compensation if that school does not desire to serve as the host at a qualifying site
- From that list of possible sites, the site selection plan is to be considered, factoring in of course, that all schools should be given a chance (if they want) 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, use KHSAA Form GE57 and submit it to the KHSAA 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 staff of course 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

DISTRICT SEEDING

- Copies of the current district seeding plans are listed on the KHSAA website for your review, included in the left columns of the district site selection plans
- The decision shall be made whether or not to change the previous seeding decisions for the district
- The required vote is majority, and failure to receive a majority 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 in districts 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 one, which one is the tiebreaker?
 - What are other tiebreakers in the event that more than two teams are tied? This will become the official record for the future, so all possible tie-breakers should be discussed
- For districts with three teams, the district teams shall decide if they will play once or twice for postseason seeding
- The decision shall be by majority vote, and updates made using the GE54 seeding form
- The tie-breakers for three team districts (or four team districts that end up with only three teams playing due to withdrawal of a team) are set by the KHSAA Competition Rules
- For districts with four 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 on the reported method
- 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

DISTRICT TOURNAMENT COMPETITION DATES AND SCHEDULING

- The final date to play a district seeded game is Wednesday, February 14, 2018
- The District tournament(s) shall be held February 19 through February 24, 2018
- By unanimous vote of the competing teams, district play may begin as early as Saturday, February 17 due to facility or scheduling issues, provided all teams have completed regular season play on or before Friday, February 16

DISTRICT DRAW FOR BRACKET

- Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district and whether or not it is seeded
- Blank brackets are available for use by downloading them from the KHSAA website
- The district manager is to email the bracket immediately following the draw to brackets@khsaa.org

PLAYING RULES AND 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

ELIGIBILITY LISTS/ROSTERS

- Team rosters shall be maintained through the KHSAA member school website prior to the end of the regular season
- This roster serves as the required eligibility listing for the team in any reference to an eligibility listing
- Only those players appearing on the school postseason roster as of the Monday of the first playoff week (freshmen, JV or varsity roster marked as postseason participants on the postseason roster), are eligible to participate in the district, region or 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
- Member schools have until the first day of district play to amend the playing roster
- 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

ROSTERS DURING DISTRICT TOURNAMENT

- No more than fifteen (15) players may be in the game uniform for any tournament game
- The fifteen (15) roster players shall come from the online postseason roster
- No individual other than the fifteen (15) players in the game uniform shall be allowed to participate in warm-up exercises
- Tournament managers should print a new copy of each team roster(s) near the close of business on the first day of district play as a final list, from which coach(es) can designate the fifteen players to be used in each game
- No tournament manager or group of tournament participants may set aside the roster limitations

OFFICIALS - DISTRICT

- 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 manager will be notified concerning the assignments to your tournament
- In most cases, the local assigning secretary will serve as the liaison with the KHSAA for the district tournament assignments
- A local assigning secretary will contact the manager regarding the assigned officials for the tournament
- When two consecutive games are played per-session, six officials will be assigned
- Each district tournament official shall receive a fee of \$85.00 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 allowance for mileage to be paid to the officials in the district tournament

- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved in advance by the Commissioner
- The same rates shall apply to both boys' and girls' tournament officials
- Refer all conflicts with regards to mileage or other payments to officials to the KHSAA office
- Officials should be contacted upon receipt of assignments from assigner
- IT IS THE RESPONSIBILITY OF THE TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!

REQUIRED MEETING AND TOPICS – REGIONAL TOURNAMENT

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 (not only the competing teams) if the future site selection is to be considered and discussed by all schools
- The meeting for the regional tournament is to be held on Sunday, February 25, 2018 for the purpose of drawing for the regional tournament
- The region meeting may be scheduled on an alternative earlier date provided there is unanimous agreement to do so by the tournament participants and provided all district tournament games have been completed
- A meeting of the region schools may be scheduled on an earlier date to discuss preliminary tournament logistics but all decisions made at that meeting must be confirmed by the competing teams once all entrants are known.
- It is suggested that the meeting of representatives of the competing schools start at 2:00 p.m. local time
- It is not imperative that all meetings begin at the same time, but the final logistical meetings, agreement on financial decisions and tournament draws may not be held until all district games are completed

MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING

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

REGION TOURNAMENT SCHEDULING

- In regions played at neutral or municipal facilities, the facility may need to mandate specific play dates which would negate the schools' ability to change the game times at the region meeting
- The same privilege 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 not later than Saturday night prior to the Boys' State Tournament in years when the boys' state tournament is played first, but may extend until Tuesday before the girls' state tournament if the boys' tournament is played second

- For 2018, the Boys' Region tournaments may begin on Monday, February 26 and shall be completed no later than Tuesday, March 6
- With approval of the Commissioner and a unanimous vote of the participating teams, the Region tournament (boys or girls) may begin on Saturday, February 24, provided all district play has been completed not later than Thursday prior to allow for a meeting of the participating schools on Friday
- With approval of the Commissioner and a unanimous vote of the participating teams, the Region tournament (boys or girls) may begin on Sunday, February 25, provided all district play has been completed not later than Friday prior to allow for a meeting of the participating schools on Thursday
- Girls' regional tournaments shall be completed not later than Saturday night prior to the Girls' State Tournament in years when the girls' state tournament is played first, but may extend until Tuesday before the boys' state tournament if the girls' state tournament is played second
 - For 2018, the Girls' Region tournaments may begin on Monday, February 26 and shall be completed not later than Saturday, March 3
 - With approval of the Commissioner and a unanimous vote of the participating teams, or approval of the Commissioner due to extenuating facility scheduling circumstances, the girls' Regional tournament may end on Sunday, March 4
 - With approval of the Commissioner and a unanimous vote of the participating teams, the Region tournament (boys or girls) may begin on Saturday, February 24, provided all district play has been completed not later than Thursday prior to allow for a meeting of the participating schools on Friday
 - With approval of the Commissioner and a unanimous vote of the participating teams, the Region tournament (boys or girls) may begin on Sunday, February 25, provided all district play has been completed not later than Friday prior to allow for a meeting of the participating schools on Saturday
- In regions where boys' and girls' regional tournaments are assigned to separate sites, the regional tournament managers shall schedule games in order that girls' and boys' games are not played on the same date at separate sites
- In regions where boys' and girls' regional tournaments are assigned to the same site, the regional tournament manager shall be responsible for scheduling games in the best interest of all participating schools

REGION FUTURE SITE DISCUSSIONS AND RECOMMENDATIONS TO THE COMMISSIONER

- All schools should be reminded that the regional site is selected solely by the Commissioner
- Copies of the current site selection plans are listed on the KHSAA website for reference
- The schools in the region shall discuss the viability of tournament site facilities to hold the region tournament, including neutral sites based on the following factors:
 - Satisfactory capacity within the gym to safely accommodate past (five years) and expected attendance numbers;
 - A minimum of four dressing rooms if doubleheaders are to be played;
 - An officials dressing room;
 - Adequate parking for projected attendance; and
 - Meet any published site selection criteria for basketball as posted on the KHSAA website
- The tournament manager should review the site selection schedule with all schools in the region at the meeting and ensure that consideration is given to schools that may not be competing in the regional tournament in a given year
- This discussion should be held first, and then the non-competing teams may be dismissed so that the logistics of the 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 on the GE58 form to the Commissioner's office to be used as input into the site selection for future years

TOURNAMENT DRAW FOR BRACKET

- Review the tournament rules concerning regional drawings, 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 region winners in their respective bracket position
 - The draw should then place the two region runners-up in the top bracket that are not in the two regions that drew into the top bracket region winner positions
 - The draw then concludes with the draw for placement of the two remaining region runners-up in the bottom bracket that are not in the two regions that drew into the bottom bracket region winner positions
- The region manager is to email the bracket immediately following the draw to brackets@khsaa.org

OFFICIALS - REGION

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the assistants will assign all officials
- After the Commission has made its selections, the manager will be notified concerning the assignments to your tournament
- In most cases, the local assigning secretary will serve as the liaison with the KHSAA for the region tournament assignments
- A local assigning secretary will contact the manager regarding the assigned officials for the tournament
- When two consecutive games are played per-session, six officials will be assigned
- Each region tournament official shall receive a fee of \$110.00 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 allowance for mileage to be paid to the officials in the regional tournament
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and shall be approved in advance by the Commissioner
- The same rates shall apply to both boys' and girls' tournament officials
- Refer all conflicts with regards to mileage or other payments to officials to the KHSAA office
- Officials should be contacted upon receipt of assignments from assigner
- IT IS THE RESPONSIBILITY OF THE TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!

REQUIRED MEETING AND TOPICS – BOTH DISTRICT AND REGIONAL TOURNAMENTS

PLAYING RULES AND 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

ELIGIBILITY LISTS/ROSTERS

- Team rosters shall be maintained through the KHSAA member school website prior to the end of the regular season
- This roster serves as the required eligibility listing for the team in any reference to an eligibility listing
- Only those players appearing on the school postseason roster as of the Monday of the first playoff week (freshmen, JV or varsity roster marked as postseason participants on the postseason roster), are eligible to participate in the district, region or 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
- Member schools have until the first day of district play to amend the playing roster

ELIGIBILITY LISTS/ROSTERS - REGION

- No more than fifteen (15) players may be in the game uniform for any tournament game
- The fifteen (15) roster players shall come from the online postseason roster

- No individual other than the fifteen (15) players in the game uniform shall be allowed to participate in warm-up exercises
- The regional manager should print out the final roster from the KHSAA website from each school in the tournament prior to the regional draw meeting, from which coaches can designate the fifteen players to be used in each game

HOME TEAM AND JERSEY COLORS

- The team in the upper half of the bracket in a non-seeded tournament will be the home team, and will wear white jerseys
- If a tournament is seeded, the highest seed shall be the home team, and will wear its white jerseys

TICKETS

- All teams should be reminded that this is not a "home" game for anyone, and that the ticketing policies shall be the same for all competing teams
- If reserved seats are sold, they shall be made available for all competing 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 the official ball of KHSAA basketball
- Under no circumstances can a non-Spalding basketball be used in postseason play
- Balls are not provided for the district tournament, 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 tournament and these are being shipped to the tournament manager for use and "break-in" prior to the event

RADIO BROADCAST

- The participating teams must agree on what, if any rights fee is to be charged to any radio station broadcasting the event
- This fee is to be mutually agreed, and is to be included in the gross revenue prior to distribution and is payable to the host school

WEBCASTING AND TELECASTING

- The KHSAA reserves the rights 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 fee as mandated by the KHSAA/NFHS Network agreement and the Board of Control
- The following rights fees represent minimum fees that shall be charged for the rights 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/telecast exclusively behind the NFHS Network paywall 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/telecast is exclusively behind the NFHS Network paywall exclusively to the NFHS network host

OTHER MEDIA RIGHTS

- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, has designated the home game manager to assist at the local level
- 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 member school can sign or execute an exclusive agreement for a postseason round (district, region, sub-section, section) without approval of the KHSAA Office, including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- No entity including the media may continuously stream content including the use of social media products such as Facebook® Live and Periscope (via Twitter®)
- At all levels of competition, including district, regional, 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

MERCHANDISE, 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
- 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
- St. Elizabeth Healthcare/KHSAA Girls' Sweet 16® and St. Elizabeth Healthcare/KHSAA Girls' Sweet Sixteen® are registered trademarks of the KHSAA
- All trademarks will be aggressively enforced
- For questions and concerns, contact General Counsel Chad Collins at the KHSAA

INCLEMENT WEATHER

- 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 making decisions with regards to rescheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified once any changes have been approved by the KHSAA
- During this time of year, the weather can always become an issue
- Keep the following points in mind in 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 this 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
 - In this manner, the manager 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 girls' regionals on March 5, 2018 is not permitted without expressed permission from the Commissioner
 - 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
 - In addition, make certain that the manager has contacted the local assigning secretary responsible for sending officials to the region with any changes

TOURNAMENT MANAGEMENT DUTIES PRIOR AND DURING THE EVENTS

COMMUNICATING WITH THE KHSAA AND REPORTING RESULTS

- The district and region managers are to email the bracket immediately following the draw to brackets@khsaa.org
- Managers are to promptly report brackets following the draw and if changes are made
- 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

TROPHIES

- The Board of Control has contracted with Riherd's Trophy from Smith's Grove, KY, to supply the official KHSAA district first place and second place trophies for the 2018 tournaments, each trophy includes the Association seal and engraving
- Trophies will be shipped approximately one week prior to the start of your tournament
- The trophies should be opened and inspected upon arrival from company
- The manager will be billed directly by the trophy company
- 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 the district tournament budgeting purposes, the winner and runner-up trophy will each be \$132.56 plus applicable shipping
- For the region tournament budgeting purposes, the winner and runner-up trophy will be \$139.50 each plus applicable shipping

SECURITY

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

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
- Any fees associated are to be taken from gate receipts
- A published emergency plan shall be distributed to all teams and incorporated into the script of the public address announcers
- 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 Kentucky High School Athletic Association 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

TOURNAMENT MANAGER DUTIES POST-EVENT

DISTRICT FINANCES

- The participating schools shall adopt a plan for distribution of proceeds in the district tournament
- If there is dispute, refer to the plan listed in 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 the participating teams
- All expenses beyond the rental, officials and trophies shall be approved by the competing teams in advance
- The manager shall complete KHSAA Form GE52, District tournament financial report, following the tournament and return it to the KHSAA by the published deadline
- This report is to be submitted by March 23, 2018

DISTRICT STATISTICS REPORTS

- The manager of the district tournament shall maintain the requested statistics on file for the National Federation and complete the required online form and submit it prior to March 16, 2018
- This report can be found as KHSAA Form BK103 on the KHSAA website at the 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

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 dispute, contact the KHSAA
- 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 manager shall complete KHSAA Form GE53, Region tournament financial report, following the tournament and return it to the KHSAA by the published deadline
- This report is to be submitted by March 23, 2018

STATE TOURNAMENT INFORMATION FOR REGIONAL CHAMPION

- Under separate cover, the Regional Tournament Manager will receive an information packet including tickets to be given to the principal of the winning school(s) 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 Kentucky High School Athletic Association Handbook, Basketball Competition Rules
- The Commissioner's office will assist in settling problems of disagreement related to the contest
- Contact Commissioner Julian Tackett if you have a dispute
- You may call (859) 299-5472, or email jtackett@khsaa.org

IMPORTANT WEBLINKS

- KHSAA website – <http://khsaa.org/>
- KHSAA Policies Section of Handbook – <http://khsaa.org/handbook/20172018/policies.pdf>
- KHSAA Basketball Competition Rules – <http://khsaa.org/handbook/competitionrules/bkcompetitionrules.pdf>
- NFHS Game Statistics Form (BK103) - <http://khsaa.org/forms/bk103.pdf> or <http://khsaa.org/forms/bk103.pdf>
- Compiled District Site Selection Plans – <http://khsaa.org/district-basketball-tournament-site-selection-plans-compiled/>
- District Site Selection Plan Form (GE57) - <http://khsaa.org/ge57-district-tournament-site-selection-plan/>
- District Seeding Plans on File – <http://khsaa.org/basketball-district-tournament-seeding-plans/>
- District Seeding Plan Form (GE54) - <http://khsaa.org/ge54-district-tournament-seeding-plan/>
- Compiled Region Site Selection Plans - <http://khsaa.org/compiled-basketball-region-site-selection-plans/>
- Region Site Selection Plan Form (GE58) - <http://khsaa.org/ge58-region-tournament-site-selection-plan/>
- District Financial Report (GE52) - <http://khsaa.org/forms/ge52.pdf> or <http://khsaa.org/forms/ge57.doc>
- Region Financial Report (GE53) - <http://khsaa.org/forms/ge53.pdf> or <http://khsaa.org/forms/ge53.doc>
- Samples of KHSAA Bracket Forms - <http://khsaa.org/general/bottom-tab-pages/blank-brackets/>
- District 3 Team Bracket – BR103 - <http://khsaa.org/forms/br103.pdf> or <http://khsaa.org/forms/br103.doc>
- District 4 Team Brackets – BR104 - <http://khsaa.org/forms/br104.pdf> or <http://khsaa.org/forms/br104.doc>
- District 5 Team Brackets – BR105 - <http://khsaa.org/forms/br105.pdf> or <http://khsaa.org/forms/br105.doc>
- District 6 Team Brackets – BR106 - <http://khsaa.org/forms/br106.pdf> or <http://khsaa.org/forms/br106.doc>
- District 7 Team Brackets – BR107 - <http://khsaa.org/forms/br107.pdf> or <http://khsaa.org/forms/br107.doc>

- District 8 Team Brackets – BR108 - <http://khsaa.org/forms/br108.pdf> or <http://khsaa.org/forms/br108.doc>
- Region 8 Team Brackets – BR308 - <http://khsaa.org/forms/br308.pdf> or <http://khsaa.org/forms/br308.doc>