

2019



KHSAA GIRLS'  
SWEET 16® INSTRUCTIONS  
FOR PARTICIPATING  
TEAMS



Table of Contents

Brief Welcome..... 1
KHSAA Contacts..... 1
Qualifying for Participation in Championship..... 1
Pre-Event Logistics ..... 1
Conference Call ..... 1
Pre-Event Materials..... 1
Forms to be Submitted ..... 1
GPS Address for Rupp Arena ..... 2
Directions ..... 2
Parking ..... 4
Lodging ..... 4
Bylaw 22 ..... 5
Competition Dates and Schedule ..... 5
Practice ..... 5
KHSAA Headquarters ..... 5
Admission Into Venue ..... 5
Loading/Unloading of Team Members..... 5
Loading/Unloading of Pep/Band Buses..... 5
Security Procedure..... 5
Ticket and Pass Requirements ..... 6
General Ticketing..... 6
Players, Cheerleaders and Other Participants ..... 6
Non-Player and Non-Uniformed Cheerleader Passes..... 6
School Administrator Passes..... 7
Team Video and School Media Passes ..... 7
Transferring Passes ..... 7
Band Seating..... 7
Band Admission and Regulations ..... 8
Advance First Round Ticket Reconciliation..... 8
Additional First Round Tickets ..... 8
Tickets for Subsequent Rounds..... 9
On-Site Resale of Tickets at Sweet 16® ..... 9
Wheelchair/A.D.A. Accommodations ..... 10
Bus Driver Admission..... 10
Venue Logistics ..... 10
Practice and Warm-Up Times..... 10
Locker Rooms ..... 10
Valuables and Locker Room Keys ..... 10
Team Benches, Warm-Up and Home/Visiting Team..... 10
Uniforms ..... 11
Towels ..... 11
Water ..... 11
Official Team Scorebook, Statistics and Computer Stats... 11
Designation and Location of School Administrators ..... 11
Team Video..... 11
General Cheerleading Information and Limitations..... 12
Band Information and Restrictions ..... 12
Conducting the Event..... 13
Roster Limitations ..... 13
Warm-Ups ..... 13
Halftime and Period Between Games..... 13
Timeouts..... 13
Timeout Situations ..... 14
Game Balls..... 15
Inclement Weather Procedures..... 15
In-Game Cheer Regulations and Competition ..... 15
Floor Cheering and Cheers in front of the Cheering Section ..... 15
First Round Halftime Floor Cheers ..... 15
Awards for Competition ..... 16
Rules Points of Emphasis ..... 16
Bench Decorum ..... 16
Fan Behavior/Access and Behavior of Cheering Section ... 16
Fans, Parents and Players After the Game ..... 17
Health Information..... 17
Athletic Trainers..... 17
Emergency Treatment..... 17
Venue Safety ..... 18

Emergency Action Plan..... 18
State Event Officials ..... 18
Sportsmanship ..... 18
Fan Behavior and Actions ..... 18
Media, Corporate, TV, Radio, Webcast, Trademarks and Photos..... 19
School Media Credentials..... 19
Traditional Media Credentials ..... 19
Media Rights Fee..... 19
Team Broadcasts ..... 19
Webcast/Internet Broadcast of Games ..... 20
Filming ..... 20
Media Notes..... 20
Media Restrictions Pre-Game and Locker Room..... 21
Photography..... 21
Media Interviews - KHSAA Radio Network..... 21
Media Interviews - Halftime ..... 21
Media Interviews - Postgame (Except Finals) ..... 21
Media Interviews - Postgame (Finals)..... 22
Pre-Tournament Media Information from Teams ..... 22
Sweet Sixteen® and Sweet 16® Trademarks..... 22
Special Information Regarding References to Tournament ..... 22
Corporate Presence and Logos ..... 23
Event Merchandise..... 23
Post Event ..... 23
Results..... 23
Quarterfinal Game Awards ..... 23
Semifinal Losing Teams Awards ..... 23
Champion and Runner-Up Awards ..... 24
Ted Sanford Award ..... 24
Championship Team T-Shirts..... 24
Sweet Sixteen® Academic Scholarships..... 24
Expense Reimbursement General Policy..... 25
Lodging ..... 25
Meals ..... 25
Mileage ..... 26
Receiving Your Reimbursement ..... 26
Important Website Links ..... 26

KHSAA Staff

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

2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org





# 2019 KHSAA Girls' Sweet 16® Instructions

## BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff on winning your regional tournament and advancing to the 2019 KHSAA Girls' Sweet 16®.

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

## KHSAA CONTACTS

Administrators and coaches should contact Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)), Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) or Mr. Tackett's Administrative Assistant Marilyn Mitchell ([mmitchell@khsaa.org](mailto:mmitchell@khsaa.org)) at the KHSAA offices should they have any questions.

Media and statistics inquiries should be directed to KHSAA Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

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

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

Teams competing in the State Basketball Tournament have advanced through the District Tournament and won one of 16 Regional Tournaments.

## PRE-EVENT LOGISTICS

### CONFERENCE CALL

There will be a web conference for coaches and athletic directors prior to the event at 9 a.m. ET on Thursday, March 11.

Schools will be sent additional instructions regarding the call via email once the field is set.

Participants can set up from any location to join the conference.

### PRE-EVENT MATERIALS

Included in the pre-tournament package is:

- First round tickets to your games
- Six (6) parking passes
- The school's allotment of participant passes (40)
- The official non-team member passes (to be worn by adult staff, i.e. coaches and other team party members, etc.) (15)

The settlement sheets for the tickets are located on the KHSAA website

### FORMS TO BE SUBMITTED

The forms and information below are available via links at the end of these instructions. Deadlines for each of the forms are included below.

By Friday, March 8 at 10 a.m.:

- Any missing game statistics must be entered at the link at the end of these instructions
- GE63 – School Participant Team Information Form
- SI103 – School Media Request Form (for one school media pass as detailed)
- SI113 – Designated Radio Station for the one station which may originate a broadcast



By Tuesday, March 8 at 4 p.m. if the school desires to have students considered:

- BK118 – J. B. Mansfield Award
- BK119 – Academic Scholarship Application

By Monday, March 11 at 9 p.m., if the school wants the travel allowance reimbursed following the tournament:

- GE74 – Expense Reimbursement Request

Bring to the arena when setting first-round ticket sales:

- BK120 – Advance Ticket Settlement Form

### **GPS ADDRESS FOR RUPP ARENA**

430 W. Vine St., Lexington, Ky., 40507

### **TEAM PARKING PASSES**

Each team is issued six (6) parking passes which are valid for admission at the marked parking entrances at the arena.

- One (1) parking pass is for the school administration, and five (5) parking passes are for the school busses
- Parking personnel at Rupp Arena will direct you to the parking locations
- The passes are in the package with the team tickets
- This is the total allotted to the KHSAA for use by the team party, cheerleaders, band and administration
- These passes have special locations based on their labeling and should offer free parking for the members of the team party displaying them to the surface level parking
- The team busses will need one of the five (5) provided parking passes

Any non-team bus or vehicle not bearing the parking pass will be charged the parking fee which is not maintained or controlled by the KHSAA.

- Vehicles will be directed to the closest available parking location
- Controlled parking in the lots immediately surrounding Rupp will be \$10 per car and \$20 per bus in excess of the passes provided
- General Parking is available at Rupp Arena's surface lot until full, and in lots near the arena
- Parking will be conducted on a first come, first serve basis

### **DIRECTIONS FOR TEAMS PLAYING IN CURRENT SESSION**

Our hosts at Rupp Arena have gone to great lengths to help alleviate any traffic flow and parking problems despite ongoing construction around the facility.

A parking map is located on the KHSAA website and it is critical given the construction around the arena, the schools focus on these instructions for 2019.

- For 2019, there is a limit of three busses that may park in this lot due to construction and all others must proceed to the pep bus parking lot per the diagram
- A review of the parking situation will be conducted during the conference call for team

From Bluegrass Airport (US 60, Lexington) to Manchester Street Lot / Truck Parking ONLY FOR THE FOUR TEAMS PLAYING EACH SESSION for Event Load-in:

- From Bluegrass Airport, continue on Versailles Road for approximately 4 miles
- As Versailles Road (US 60) gets into Downtown it will split into a one-way street called Maxwell Street at an intersection with High Street and Oliver Lewis Way



## 2019 KHSAA Girls' Sweet 16® Instructions

- Take a left onto Oliver Lewis Way, then take your immediate right onto Manchester Street and finally take your immediate left into Rupp Arena's rear parking lot

From Cincinnati to Manchester Street Lot / Truck Parking for Event Load-in:

- Take I-75 South to Exit 115 (Airport/Lexington exit)
- Turn right at end of exit ramp onto Newtown Pike
- Take Newtown Pike until it comes to West Main Street, downtown
- Continue across West Main Street onto Oliver Lewis Way, then take your immediate left onto Manchester Street at the traffic light and finally your immediate left into Rupp Arena's rear parking lot

From Louisville to Manchester Street Lot / Truck Parking for Event Load-in:

- Follow I-64 East until it joins I-75 South
- Take Exit 115 (Airport/Lexington exit)
- Turn right at the end of the exit ramp onto Newtown Pike
- Take Newtown Pike until it comes to West Main Street, Downtown
- Continue across West Main Street onto Oliver Lewis Way, then take your immediate left onto Manchester Street at the traffic light and finally take your immediate left into Rupp Arena's rear parking lot

From Knoxville to Manchester Street Lot / Truck Parking for Event Load-in:

- Take I-75 North to Exit 115 (Airport/Lexington exit)
- Turn right at the end of the exit ramp onto Newtown Pike
- Take Newtown Pike until it comes to West Main Street, downtown
- Continue across West Main Street onto Oliver Lewis Way, then take your immediate left onto Manchester Street at the traffic light and finally take your immediate left into Rupp Arena's rear parking lot

From Ashland to Manchester Street Lot / Truck Parking for Event Load-in:

- Follow I-64 West until it joins I-75 North
- Take Exit 115 (Airport/Lexington exit), and turn left onto Newtown Pike
- Take Newtown Pike until it comes to West Main Street, Downtown
- Continue across West Main Street onto Oliver Lewis Way, then take your immediate left onto Manchester Street at the traffic light and finally take your immediate left into Rupp Arena's rear parking lot

From Nashville to Manchester Street Lot / Truck Parking for Event Load-in:

- Take I-65N from Nashville
- Then take exit 93 onto the Bluegrass Parkway and drive until it ends at Versailles Road
- Continue on Versailles Road for approximately 9 miles
- Versailles Road will change names to West High Street
- Next, take a left onto Oliver Lewis Way, then take your immediate right onto Manchester Street and finally take your immediate left into Rupp Arena's rear parking lot

### **DIRECTIONS FOR THE PUBLIC AND TEAMS NOT PLAYING IN CURRENT SESSION**

For public parking, from Bluegrass Airport (US 60, Lexington) to High Street Lot:

- From Bluegrass Airport, continue on Versailles Road for approximately 4 miles
- As Versailles Road (US 60) gets into Downtown it will split into a one-way street called Maxwell Street at an intersection



with High Street and Oliver Lewis Way

- Continue on Maxwell Street for two blocks, and the Parking Lot is on the left side
- The Public Parking Lot is to the left; enter at either gate

From Cincinnati to High Street Lot:

- Take I-75 South to Exit 113 (Paris Exit)
- Turn right at the end of the exit ramp onto Paris Pike (US 27), which turns into Broadway
- Follow Broadway into Downtown, past Main Street
- Turn right on High Street
- The Parking Lot entry is to the left; enter at either gate

From Louisville to High Street Lot:

- Follow I-64 East until it joins I-75 South
- Take I-75 South to Exit 113 (Paris Exit)
- Turn right at the end of the exit ramp onto Paris Pike (US 27), which turns into Broadway
- Follow Broadway into Downtown, past Main Street
- Turn right on High Street
- The Parking Lot is to the left; enter at either gate

From Knoxville to High Street Lot:

- Take I-75 North to Exit 113 (Paris Exit)
- Turn right at the end of the exit ramp onto Paris Pike (US 27), which turns into Broadway
- Follow Broadway into Downtown, past Main Street
- Turn right on High Street
- The Parking Lot is to the left; enter at either gate

From Ashland to High Street Lot:

- Follow I-64 West until it joins I-75 North
- Take Exit 113 (Paris Exit)
- Turn right at the end of the exit ramp onto Paris Pike (US 27), which turns into Broadway
- Follow Broadway into Downtown, past Main Street
- Turn right on High Street
- The Parking Lot is to the left; enter at either gate

From Nashville to High Street Lot:

- Take I-65N from Nashville
- Then take exit 93 onto the Bluegrass Parkway and drive until it ends at Versailles Road
- Follow Versailles Road (US 60) into Downtown which will split into a one-way street called Maxwell Street
- Take Maxwell Street for two blocks
- The Parking Lot is to the left; enter at either gate



# 2019 KHSAA Girls' Sweet 16® Instructions

## LODGING

A complete list of the tournament lodging assignments is on the KHSAA website.

Each property is holding a block of twelve (12) rooms for your traveling party until noon on Monday, March 11.

Teams should contact the hotel before noon on that date to confirm or cancel your reservations.

Any team failing to stay in the assigned property will forfeit lodging reimbursement.

## BYLAW 22 - 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.

A relevant segment of that bylaw states:

"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."

## COMPETITION DATES AND SCHEDULE

The tournament will be played March 13-17 at Rupp Arena.

Listed on the KHSAA website is a schedule of games and bracket that will trace the tournament pairings from the first round through the championship game, including the ticket section and locker room assignments for participating teams.

The first round schedule of games is NOT in bracket order. There is a link to the complete schedule and bracket at the end of these instructions.

## PRACTICE

Teams may work with local team hosts (who will contact you) to sign-up for available practice times at nearby gyms.

The KHSAA will have representatives to meet the schools when they arrive at the gym.

## KHSAA HEADQUARTERS

The KHSAA will have staff available prior to the tournament at a headquarters in Thoroughbred Room 1 inside the lobby level of the Hyatt Regency hotel on Tuesday, March 12 from 2-7 p.m.

On Monday, the staff will be available by contacting the KHSAA offices in Lexington at (859) 299-5472.

## ADMISSION INTO VENUE

### LOADING/UNLOADING OF TEAM MEMBERS

Teams participating in the current session ONLY should proceed directly to the rear parking lots per the parking instructions previously mentioned in this document, and enter through the Manchester Street pass gate.

Teams NOT participating in the current session should proceed directly to the pep bus parking lots per the parking instructions previously mentioned in this document, park in that lot, and proceed down the sidewalk and enter through the main arena High Street entrance.

There will be no loading or unloading at the High Street entrance.

For team bus drivers, whether or not in the current session, these individuals will be admitted without charge at the pass gate at the main entry to the arena on High Street by identifying themselves to the KHSAA staff.

### LOADING/UNLOADING OF PEP/BAND BUSES

Follow the street directions for team parking listed in these instructions.

The bus must go to the Pep Bus parking lot mentioned in the diagram located at Maxwell and Broadway, park in that lot, and



proceed down the sidewalk and enter through the main arena High Street entrance.

The fans can then proceed to the entrances where they can go to the ticket windows or to the gate (if they have tickets) for admission.

Bus drivers will be admitted without charge at the pass gate at the main entry to the arena on High Street by identifying themselves to the KHSAA staff.

### **SECURITY PROCEDURE**

Be aware that when you enter an event, bags, purses and packages are subject to be searched and magnetometers will be utilized at this event.

In the event that an item is found to be contrary to the security practices implemented by local and Federal law enforcement authorities, you may be forced to return items to your car and/or hotel prior to entering the arena.

Those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated.

Refer to Rupp Arena's website for a complete list of prohibited items at the link at the end of these instructions.

It is anticipated that scanning machines (magnetometers) will be in use (much like airport screening) at all entrances to the arena.

Patrons are expected to follow the directives of security personnel in compliance with the use of these machines.

Travel plans should be made accordingly and arrive in time to allow the venue to properly execute its security plan.

Rupp Arena policies are listed in the link at the end of this manual.

## **TICKET AND PASS REQUIREMENTS**

### **GENERAL TICKETING**

All persons desiring admission to the arena must hold a game ticket or pass issued by the KHSAA.

All individuals two (2) years of age or older must have a ticket for admission.

If they require a seat, they require a ticket.

A block of tickets is in the box for the regional winners for your first round game to be sold to your fans.

The sections and number of tickets are listed on an enclosed reconciliation form.

An arena seating diagram is included as a link at the end of these instructions.

### **PLAYERS, CHEERLEADERS AND OTHER PARTICIPANTS**

Each participating team was issued 40 bag tag student credentials in its regional winner's box.

These are to be used for gate admission for team members, cheerleaders, managers, etc. to be admitted as a group through the pass gate.

No additional passes will be issued.

- The KHSAA will vigorously pursue any person having transferred a pass to another individual.
- Persons found to be transferring passes to a non-traveling party member will have the pass confiscated and will not have that pass replaced.

Cheerleaders of competing schools (limited to twenty (20) per team plus one (1) mascot) must enter through the pass gate using one of the issued student bag tag credentials as a group in uniform to be entitled to free admission.

All cheer team members participating in the tournament in a game during the current session shall enter the pass gate adjacent to the loading dock in the rear of the arena, which is the only pass gate for current session teams and must be in possession of





## 2019 KHSAA Girls' Sweet 16® Instructions

the bag tag student credential.

Non-uniformed cheerleaders and other adults traveling with the cheer team will not be entitled to complimentary admission and will be directed to a ticket window if they do not hold a PARTICIPANT pass.

The cheer coach must be issued one of the NONPLAYER TEAM PARTY PASSES if the coach is to be on the floor with the cheerleaders (not required if the coach(es) remain in the cheering section seating area with a ticket).

### **NON-PLAYER AND NON-UNIFORMED CHEERLEADER PASSES**

The following details apply to anyone not in a game uniform.

Each participating team was issued 15 adult credentials for coaches, assistant coaches, statisticians, trainers, doctors, etc., which must be worn at all times and are the only means of admission for these groups.

These passes were in the regional winner box labeled NONPLAYER TEAM PARTY and for any nonplayer (including coaches, administrators and other team party members).

- Non-ticketed individuals must be issued one of the 15 team party passes in order to be able to be admitted, sit at floor level or go to the locker rooms.
- This limitation includes coaches, managers, trainers, statisticians, and other adults designated by the school as a member of the traveling party on a daily basis.
- These passes also include any cheer coach you want to be on the floor with the cheerleaders (not required if the coach(es) remain in the cheering section seating area with a ticket).

These passes are valid for entry once per session at the pass gate when entering as a group.

No additional passes will be issued.

Credentials lost/stolen will not be replaced.

### **SCHOOL ADMINISTRATOR PASSES**

Each school will be issued four (4) additional NON-PLAYER TEAM PARTY passes.

Individuals issued this pass are expected to assist with marshalling your student body in the stands, including the content of expression from the student cheering section.

Individuals issued this pass and standing at floor level are to refrain from negative comments about opponents, officials or other individuals or the pass will be confiscated and the individuals moved to the stands.

This pass is separate from your 15 additional passes and is valid for admission with same seating restrictions as the other passes during sessions when the team is not playing.

This pass is to allow individuals to be at floor level to assist with student cheering section issues as they might develop.

### **TEAM VIDEO PASSES**

In the regional packet, two two additional passes for team videographers were included.

Upon arrival, the video crew will be directed to the proper location..

### **TRANSFERRING PASSES**

The KHSAA will vigorously pursue any person having transferred a pass to another individual.

Persons found to be transferring passes to a non-traveling party member will have the pass confiscated and will not have that pass replaced.

### **BAND SEATING**

Members of the band must have a ticket, which must be purchased either by the school or band member.

The band must sit in the first five rows (DD through HH) of the lowest level cheering section if they are going to play during the



games or bring instruments into the arena.

- These tickets are packaged separately in your supply box.
- If you need more than 70 tickets (the first five rows in double letter seats) for your band, the additional seats needed WILL REDUCE YOUR ALLOWABLE AMOUNT OF SEATS that can be purchased as a block for distribution by the amount of extra band seats.

If you do not need all rows for your band, they must sit in the forward most seats in the section, and the balance of the tickets behind them can then be sold to your fans.

### **BAND ADMISSION AND REGULATIONS**

Band members of competing schools, including the sponsor, must hold a ticket for admission and be seated in their assigned sections.

Pep bands will be admitted to any session in which their team is a participant by presenting a ticket.

Current session bands should enter through the pass gate adjacent to the loading dock in the rear of the arena (see Parking locator map), ground level of the arena.

The band must then proceed to its designated seating area on the arena floor level.

### **ADVANCE FIRST ROUND TICKET RECONCILIATION**

The initial allotment of cheering section tickets for the first round are priced at \$12 if purchased through the school, which includes a mandated \$1 facility fee paid to Rupp Arena that is not at KHSAA discretion or received by the KHSAA.

Each school has been assigned lower arena cheering sections for each game.

Additional seating in the upper arena is available upon request of the school.

A complete diagram of seat locations to be assigned throughout the event is located on the KHSAA website at the link listed at the end of these instructions.

Tickets will be priced at \$12 if purchased at the pep sales booths during a one-half hour sales period after each game for future rounds.

All other tickets sold at the door will be priced at \$14 for these sections on game night.

Single session tickets ranging from \$14 to \$20 will be available at the door.

The money for the first round tickets sold and any unsold tickets must be turned in to the KHSAA representatives at the main Arena ticket office by 10 a.m. if you are playing in session 1 or 3, and prior to 4:30 p.m. if you play in session 2 or 4.

School checks for the settlement of the original allotment of first round ticket sales must be made payable to the KHSAA.

No checks from other individuals will be accepted.

Tickets are available only at the Arena box office, and through Ticketmaster outlets through links on the KHSAA website.

Links to all available tickets will be on the KHSAA and Rupp Arena websites which will redirect to Ticketmaster for sales.

Please tell your fans if they desire to purchase seats in advance (credit card order, etc.), and not purchase through the school, they can order via Ticketmaster® at the link on the KHSAA website but will incur additional Ticketmaster convenience fees.

For first round sales, the KHSAA will rebate each school fifty cents (.50) per ticket sold in advance to help defray the time and expense of advance sales and this amount will be sent following the tournament through the expense reimbursement.

### **ADDITIONAL FIRST ROUND TICKETS (IF NEEDED)**

If you should sell your original allotment and need additional tickets, you must purchase them from the arena.

- Additional tickets may not be purchased unless the entire original allotment is sold prior to the issuance of additional seats.
- This includes the purchase of the higher priced seats adjacent to your block of seats initially issued.



## 2019 KHSAA Girls' Sweet 16® Instructions

- No additional tickets will be mailed or shipped and no tickets will be released on consignment.
- The arena will hold a block of tickets for the school for a short time until you can send someone with a school check to complete the purchase.

Official school representatives may purchase an additional block of advance tickets by calling the Rupp Arena box office staff Jeff Bojanowski at 859-551-3060 or Shannon Elliott at 859-551-3061

Any checks for these additional tickets shall be made payable to the Lexington Center Corporation.

Any additional seats will be upper arena seats, and will be sold in advance for \$12 to the schools.

For the upper arena seats, security will continue to allow patrons in the second game of a session to move to the vacated lower arena sections from the first game teams.

### **TICKETS FOR SUBSEQUENT ROUNDS**

For the second, third and fourth rounds, ticket booths will be set up at the arena for advance sales to your next game.

Tickets are priced at \$12 if purchased through the temporary pep sales booths for one half-hour after each game.

After that time, all other tickets will be priced at the regular price levels.

Please advise your fans that by staying after the game and purchasing the subsequent round tickets, they will be saving per ticket.

It is recommended that you allow the entire block of tickets for your team's games in subsequent rounds to be sold on site, from these booths.

For each game you win, you have the option of purchasing two additional blocks of seats to take back to the school.

- First, you may purchase the band block as a group (but limited to the number of instruments in the gym for round one plus the director(s)), and those will be located in the same lower rows as in your initial round.
- You may also purchase ONLY a maximum of 140 additional tickets for use in distribution to the parents, faculty and administration.
- Due to security concerns and past occurrences, no waiver to this 140 ticket limit will be granted.
- The arena staff must sell the balance of the designated cheering section.
- If you choose to take either of these ticket blocks, no refunds will be issued and they must be pre-paid.
- Make sure your official school representatives are prepared to make payment.
- Any school checks for tickets to any second, third or fourth round shall be made payable to Rupp Arena or you may also pay for any school tickets with a credit card.

A representative of the school should notify the KHSAA ticket representative at the arena ticket office as to the school's desires regarding second, third and fourth round tickets.

You will also be asked when you settle your first round tickets, to limit the number of tickets individual purchasers may buy for subsequent rounds, and if you do not prescribe a limit, the limit shall be four (4) which helps prevent unauthorized ticket brokers from monopolizing the purchase of seats and forcing your fans into less desirable seating.

### **SPECIAL NOTE REGARDING THE ON-SITE RESALE OF TICKETS AT SWEET SIXTEEN®**

Due to Lexington – Fayette Urban County Government Regulations, the resale of tickets is prohibited in the majority of the two block area on which the Lexington Center is located.

Please pay attention to special announcements via the outdoor public address system for specific instructions should you decide to resell the tickets you have received for any reason.

This is Lexington – Fayette Urban County Government Ordinance enforcement, which is not under the jurisdiction of the KHSAA.



### **WHEELCHAIR/A.D.A. ACCOMMODATIONS**

The KHSAA will exercise normal care and control to provide students and fans with accessible seating.

Accommodations have been made for persons in wheelchairs and those otherwise unable to utilize the traditional arena seating.

Rupp Arena does not provide wheelchairs for public use during events.

Tickets for those individuals who need accessible seating, and applicable companion seating may be purchased at the main ticket office.

Due to insurance and other concerns, wheel chairs are not normally permitted in the team bench areas, and are to be seated in the designated areas.

Necessary floor level accommodations are available should the need arise by contacting Julian Tackett at the KHSAA.

### **BUS DRIVER ADMISSION**

Bus drivers (for all team, official party and pep buses) can gain entry to the arena by coming through the KHSAA pass gate at the main High Street entrance to the arena

The only available seating for the bus drivers will be in Section 212 or the admission ticket issued at the pass gate check-in.

## **VENUE LOGISTICS**

### **PRACTICE AND WARM-UP TIMES**

Teams may not use the Rupp Arena floor for practice other than the time allotted for pre-game warm-ups.

### **LOCKER ROOMS**

The KHSAA utilizes attendants at the tournament to assist teams when they arrive at the arena.

These representatives will direct you to the proper dressing facility and are excellent contacts to help with any unforeseen needs during the tournament.

A complete listing of locker room assignments is listed on the KHSAA website, as is a map of the arena rooms to help you navigate the facility.

### **VALUABLES AND LOCKER ROOM KEYS**

The KHSAA employs a great deal of security for the tournament as well as the employment of assistants to help with the locker rooms.

However, it is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security.

Each team will be issued a key to the dressing room that must be returned to the locker room managers following the game.

The KHSAA is not responsible for this key if lost and the school will be charged for any necessary charges should the key be lost.

### **TEAM BENCHES, WARM-UP AND HOME/VISITING TEAM**

NO dunking will be allowed during pre-game warm-ups, irrespective of the presence of game officials.

Any school with players dunking during the pre-game warm-up period prior to the arrival of game officials will have a minimum \$250 deducted from team travel reimbursement, and likely higher if the activity is repeated.

The top team in the bracket will be the home team and will occupy the bench on the RIGHT side of the scorer's table as you face the scorer's table from the court.

There may be no more than 25 persons in the bench area, inclusive of the five (5) that are on the floor at any time.

No more than 20 individuals may occupy the 20 chairs that will be provided on each bench.



## 2019 KHSAA Girls' Sweet 16® Instructions

Bench personnel will not be allowed to be seated on equipment cases, etc.

All pre-game warm-ups will be done at the basket opposite the team bench.

No continual standing will be allowed by bench personnel during the game other than the head coach in compliance with NFHS playing rules.

### **UNIFORMS**

The team designated as the home team shall wear WHITE uniforms, the visitors shall wear DARK uniforms that clearly contrast to white.

### **TOWELS**

The KHSAA does not provide towels for the teams participating in the tournament.

Your school will need to inform the participants who plan on showering after the games to bring their own towels.

### **WATER**

The Association, through its sports medicine and arena partners, will provide water on the team benches for the teams participating in the tournament.

Your school will need to inform the participants of this availability and provide attendants from your non-uniform personnel.

### **OFFICIAL TEAM SCOREBOOK, STATISTICS AND COMPUTER STATS SYSTEMS**

The KHSAA provides official statistics for the games.

There is no space provided for team statisticians on press row or at the scorer's table.

All official stats will be available live on the KHSAA website and a final box score will be posted following each game.

The KHSAA provides an official scorer for the tournament, and one seat will be provided adjacent to the official scorer for each team scorer..

If scorers in these seats are not performing this task, they will be reseated either on the team bench (with proper credential and if space allows), or in the stands.

Please remind this person that they are NOT to cheer for either team or show any unsportsmanlike conduct toward officials, players or others as the press table and scorer's table are working areas and violations will result in immediate removal.

### **DESIGNATION AND LOCATION OF SCHOOL ADMINISTRATORS**

Each school shall submit KHSAA Form GE63 online by the time line detailed in the conference call.

Failure to submit this form may result in a denial of admission for the traveling party.

A link to this form is included at the end of these instructions.

This form stipulates in-game contact for any potential issues with the team, cheering section, or cheer team.

Do not list the coach as the primary contact as this person should be available to come to the arena floor, security check point, or other meeting space in the event of an issue.

### **TEAM VIDEO**

Schools will be restricted to the use of a single space in a designated area at the bottom of the upper arena to tape its contest, and only that contest.

Two (2) passes designated for your school videographer will be provided for coaching video as described earlier in these instructions.

These credentials may not be issued to outside videographers and the video may only be shared within the team for game preparation.



### **GENERAL CHEERLEADING INFORMATION AND LIMITATIONS**

Rupp Arena provides a cheerleader hospitality room for participating cheer teams during respective games which will be staffed on the ground floor under Section 35.

There is a maximum of 20 cheerleaders who may be in uniform and participating on the floor during any tournament game, not including an individual serving as the mascot.

This limit is observed whether or not the cheer team is competing in the KHSAA in-game tournament cheerleading competition.

Advancing schools with larger squads are required to rotate cheerleaders during subsequent games – but not during the game (much as the basketball coaches are having to make these same decisions) throughout the week if necessary.

For schools without an official cheerleading squad that have other students “leading sheets” for the students, these leaders shall be in school day dress and conduct will be held to an acceptable level of decorum.

Violators of basic decorum and proper conduct within the cheerleaders or cheer leaders will be removed from the arena with no opportunity to return to the contest.

Cheerleaders are allowed to cheer on the playing floor during player introductions (in support of the players, not a choreographed performance).

Cheerleaders will not be allowed on the playing floor after the introductions except for halftime of each game on Wednesday and Thursday as part of the in-game competition.

Floor type cheers may be done in your end zone (when the ball is not live).

All location restrictions, including between free-throw lane lines, shall be enforced during the tournament.

No mounts, stunts or tumbling of any type is permitted during these floor type cheers.

All NFHS rules and restrictions shall be followed during all games of the tournament.

No signs of any kind may be affixed to the permanent arena surfaces or obstruct the view of fans during play.

Cheerleaders may use hand-held signs for cheers when the ball is not live.

Props such as flags, etc., that may potentially obstruct crowd view may not be used during the game, and must be kept out of the arena floor area while the game is in progress.

For any official photograph following the semifinals or finals, a limit of 20 cheerleaders and one mascot may be in the team pictures that are taken by the Association.

Time permitting following the finals, schools may take additional photographs if additional cheerleaders or team members desire to appear.

Schools violating these limitations, including limits on number of individuals, mounts, stunts or tumbling will be fined and otherwise penalized in accordance with KHSAA Bylaw 27.

### **BAND INFORMATION AND RESTRICTIONS**

The Association reserves the right to request that the band not perform during certain times in order to allow for the completion of various ceremonies.

Bands are to perform only at the game in which the school is playing, beginning no sooner than 25 minutes before game time and only when there is a timeout on the floor, between periods and at the end of the game.

The director shall prohibit the band or any component thereof (including drums) from playing or standing while the game is in progress.

Bands shall make every effort to play in alternating timeouts during the game.

Electronic musical instruments or amplifiers MAY NOT be used at any time.

Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering including clappers, whistles, and other devices while the ball is alive by rule including during play and free throws.



## 2019 KHSAA Girls' Sweet 16® Instructions

The KHSAA reserves the right to play recorded music during charged timeouts and between quarters, halves and games.

Band members should wear identifiable clothing to assist the ushers in maintaining the security of this area for the band.

If a band does not comply with any of these tournament policies, the Principal of the involved institution will be asked to rectify the situation, and if unable to do so, the band shall lose the privilege of playing during the tournament.

The KHSAA is responsible for the National Anthem for each session.

The band is to stop playing when both teams leave the floor prior to the start of the game to allow for the timely playing / singing of the anthem.

This will occur during each session in accordance with the enclosed timetable.

The band is not to play between 20:00 and 15:00 minutes showing on the countdown clock to allow for the appropriate recognitions via the video display panels.

## CONDUCTING THE EVENT

### ROSTER LIMITATIONS

No more than 15 players may be in uniform for a state tournament game.

Each school will be provided a line-up card for use in designating the fifteen players and the starting line-up.

You may enter any 15 players from your online postseason roster (all levels) for each game, and it is not necessary that the same 15 be in uniform.

Due to records keeping, it is required that each individual wear a unique number during the week (i.e. two different people do not need to wear number 25 in two different games).

### WARM-UPS

No team will enter the playing floor area prior to the clock starting for a 25 minute warm-up period.

Locker room assistants or KHSAA personnel will inform you as to the proper time for entry to the court.

Teams playing in the second game of the doubleheader will be given a full 25 minute warm-up period AFTER the floor is clear from the first game.

### HALFTIME AND PERIOD BETWEEN GAMES

Halftime intermission will be 15 minutes for all games.

There will be 25 minutes between games during a session.

A tentative timetable for the first round of games is listed on the KHSAA website.

### TIMEOUTS

Each team will be allowed to call a maximum of three (3) full-length timeouts.

Each full timeout will be 1:30 in duration, with a warning horn sounding with 15 seconds remaining.

Each team will be allowed to call a maximum of two (2) 30-second timeouts.

Each of those will be 30 seconds in duration, with a warning horn sounding with 10 seconds remaining.

There will be one (1) media timeout each quarter which shall occur at the first dead ball after the three (3) minute mark.

When a shooting foul is committed that causes the ball to become dead at the specified time mark on the game clock for a media timeout, the media break shall be taken and then the free throw(s) shall be administered after the timeout.

Media timeouts will be taken each quarter regardless of how many timeouts have been called by the teams before or after the three (3) minute mark on the clock.



Any unused media timeouts from a quarter will be carried to the first dead ball of the following quarter.

All full timeouts (media or team) will be 1:30, regardless of the teams' readiness to play.

Teams get whatever timeouts they call (full or 30 sec), or have left, regardless of the time on the clock.

There will be no media timeouts in any overtime period.

During all timeouts, the alternate official will rise from his/her seat at the scorer's table and will not be seated until the second horn has sounded indicating the resumption of play.

This official will indicate with the extended index finger when the first horn has sounded, and shall continue this signal until the sounding of the second horn.

### **TIMEOUT SITUATIONS**

1st quarter, Team A calls a full-length timeout at 4:40.

- There will be a media timeout called during the first dead ball under the 3 minute mark in the 1st quarter.

2nd quarter, Team B calls a full-length timeout at 2:30.

- There will be a media timeout called on the next dead ball in the 2nd quarter.

1st quarter, Team B calls a 30 second timeout at 5:15.

- There will be a media timeout called on the first dead ball under the 3 minute mark in the 1st quarter.

2nd quarter, Team A calls a full-length timeout at 2:30.

- There will be a media timeout called on the next dead in the 2nd quarter.
- If no dead ball situation occurs for a media timeout can be called, the media timeout will be called on the first dead ball in the 3rd quarter.

4th quarter, Team A calls a full-length timeout at 2:50 and Team B calls a 30 second timeout at 2:05, and the first dead ball situation in the 4th quarter under 3 minutes where a media timeout could be called occurs at 1:55.

- A media timeout will be called at 1:55 in the 4th quarter.

2nd quarter, 2:45 on the clock, B1 is dribbling the ball near mid-court and is fouled by A1 and this is Team A's seventh (7) team foul of the half.

- As soon as official reports foul to scorer's table a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes B1 will be shooting the bonus.

3rd quarter, 2:30 on the clock, subs A3 and B4 are at the scorer's table waiting to enter the game when B2 fouls A5 in the act of shooting.

- As soon as official reports foul to scorer's table, a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes both subs (A3 and B4) are in the game and A5 will be shooting free throws (2 or 3).

4th quarter, 2:59 on the clock, A4 fouls B2 and this is Team A's tenth (10) team foul of the half and is A4's fifth (5) personal foul.

- As soon as official reports foul to scorer's table, the scorers notify the official that A4 has five fouls.
- Team A has 30 seconds to replace A4 and then a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes B2 will be shooting free throws (2 or 3).
- In this situation no timeout will be taken until fouled out player is replaced and a media timeout will then be taken.





Either team may call a timeout after the media timeout is over.

## **GAME BALLS**

Spalding Model TF-1000 Model 762658 game balls will be provided by the Association.

The KHSAA will provide nine (9) balls for each team to use in the pre-game warm-up period.

No other balls may be used.

## **INCLEMENT WEATHER PROCEDURES**

In the event of inclement weather, it is the duty of the KHSAA to make decisions with regards to postponement or rescheduling, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants is the most important factor in any decision.

## **IN-GAME CHEER REGULATIONS AND COMPETITION**

Recognition of cheerleaders during the state tournament has done much to improve the quality of cheerleading and sportsmanship throughout our state.

The KHSAA will sponsor an in-game cheer competition for the participating teams during the boys' and girls' Sweet Sixteens®.

Cheer regulations in this manual, including all limitations, are in place regardless of a school's desire to participate in the in-game competition.

All NFHS rules and restrictions shall be followed during the state tournament.

The scoresheet that will be utilized is available on the KHSAA website.

This in-game cheer competition includes all cheer teams competing in the tournament.

KHSAA licensed cheer judges will judge the squads throughout the team's first round game, including pre-game, halftime and following the game.

Judging sheets may be picked up after the awards presentation on Friday evening in the hospitality room.

A reminder that signs that obstruct the line of site of any patron are prohibited.

Cheerleaders may use hand-held signs both in their cheer and on sidelines when the ball is NOT in play, including timeouts and quarter breaks.

Cheerleaders may not use signs while the ball is in play, which includes during free throws.

Cheerleading hosts will always be available in the cheer hospitality room to answer any questions you may have.

All cheer teams must follow the National Federation Spirit Rules as explained in the NFHS Spirit Rules Handbook.

If there are questions about any of those rules, please contact Butch Cope (bcope@khsaa.org) at the KHSAA office.

## **FLOOR CHEERING AND CHEERS IN FRONT OF THE CHEERING SECTIONS**

Floor type cheers may be done in your end zone (when the ball is not live) and will be judged in the "Floor Cheer" category.

No mounts, stunts or tumbling of any type is permitted during these floor type cheers.

Judges will be instructed to deduct points in the safety category should mounts, stunts or tumbling be observed.

## **FIRST ROUND HALFTIME FLOOR CHEERS**

During halftime of each first round game, cheer teams may perform two (2) floor cheers of their choosing, which may or may not include gymnastics and shall not exceed 1:30 in total floor time.



Both cheers may utilize a maximum of 20 cheerleaders and must utilize the same 20 cheerleaders in each performance.

Visitor cheer teams will be judged first.

Two (2) cheers will be performed back to back.

Both cheers may include stunting, gymnastics, etc. but should be appropriate for game situations.

Coaches should review the General Risk Management provisions in the NFHS Spirit Rules prior to the competition.

Cheer teams will face the official scorer's table when performing.

### **AWARDS FOR COMPETITION**

The top four (4) teams will be recognized on Friday evening of each tournament with presentation of awards taking place at halftime of the first game.

On Friday evening, cheerleaders of teams that are being recognized should come in uniform; however, if cheerleaders cannot be present on Friday night, please appoint someone to represent them.

If you will be receiving an award on Friday evening, your coach will be contacted prior to Friday evening based on the information supplied to the KHSAA on form GE63.

### **RULES POINTS OF EMPHASIS**

#### **BENCH DECORUM**

The KHSAA will instruct the game officials to enforce the rules of the game regarding bench conduct and the coaching box.

The NFHS approved 28-foot coaching box will be utilized for the tournament games.

With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel on the bench, including actions, gestures and language.

In light of recent Board of Control emphasis on conduct, the game officials have been instructed to ensure that all rules are enforced within the NFHS Rules and other books.

#### **FAN BEHAVIOR/ACCESS AND BEHAVIOR OF CHEERING SECTION**

While the Association encourages spirited competition and fan participation, it is important to set out boundaries for the fan groups, and absolutely essential to have the cooperation of member school personnel.

Access to competition areas shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals at all times.

It is the responsibility of each member school to implement procedures within the cheering sections to ensure compliance with this policy.

Please notify your non competing students that they are not to come on the playing area prior to, during, or following the game.

If this occurs, penalties will be imposed upon the member school per bylaw 27.

Any team whose student/cheering section throws any object or material on the floor that results in a delay of game will be assessed a team technical foul under NFHS Rule 10-1-5b without warning.

This prohibition includes paper, powder and any other foreign substance and school representatives should remind your student body repeatedly of this prohibition.

Schools will be responsible for any damage to the playing facility by your cheering section.

The amount for repair will be deducted from team expenses and if it exceeds team expenses, billed to your school for immediate payment.

Confetti, balloons, signs, placards, flags and banners that cannot be held by one person within the confines of his/her seat shall



## 2019 KHSAA Girls' Sweet 16® Instructions

not be brought into the arena and signage may not obstruct the view of patrons during play.

No posters or signs of any kind will be permitted to be adhered to any surface of the arena.

Please make certain all pep, spirit and support organizations are aware of this rule.

Body painting must be done prior to arrival at the arena.

Schools will be penalized for the actions of their students and fans in defacing the restrooms, etc. by applying the paint on arena property.

No electronic amplification equipment will be allowed in the arena, or any other electronic, mechanical or semi-mechanical noisemaker.

This includes stereos, speakers, cannons, electronic horns, air horns, etc. In addition, no recorded music or other type of reproduction subject to copyright restrictions will be permitted with the exception of that provided by the KHSAA.

No one is to come on the arena floor without a PARTICIPANT pass.

Fans are to stay in the stands before, during and after the game.

Administrators are asked to make several announcements to this effect to the student body during the time before the game.

### **FANS, PARENTS AND PLAYERS AFTER THE GAME**

Please inform your parents and family members as to your post game procedure for leaving the arena.

It causes security problems when fans loiter near the end of the arena waiting for team members and you have already exited via the back entrance.

Your cooperation is appreciated.

The school representatives designated on Form GE63 will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved.

While it is our hope that this does not occur, it is something we must be prepared to address.

### **HEALTH INFORMATION**

#### **ATHLETIC TRAINERS**

Through University of Kentucky Sports Medicine, trainer and medical coverage will be available for ALL teams in the tournament.

Please make any special needs known to the trainers as early as possible so that all athletes have the opportunity for treatment.

Our Sports Medicine partners have been asked to be at the arena ninety (90) minutes before each session begins.

Each team is also entitled to have its own team doctor available for consultation but if utilized, must be part of the 15 adult tournament participant passes.

Please feel free to utilize these important services, which are fully described in an additional letter.

A trainer will be provided at all games and stationed outside the end zone during games.

#### **EMERGENCY TREATMENT**

Ambulance services will be on call/on site for this event.

Should emergency medical treatment be necessary, the injured person(s) will be transported to UK Good Samaritan Hospital, 310 S Limestone, Lexington, KY, 40508, 859-226-7000.

The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized for each participant.

The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose, as it contains appropriate language and should be brought for each athlete to the tournament. A link to the form is



included at the end of these instructions.

### **VENUE SAFETY**

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Attendance at events is a vital family and community based activity which is encouraged.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

### **EMERGENCY ACTION PLAN**

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event. This plan will be available upon arrival on site from the Athletic Training Staff or the Association staff.

### **STATE EVENT OFFICIALS**

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

The officials will be appointed and announced by the Kentucky High School Athletic Association.

A crew of three (3) officials will be used for each game along with an alternate stand-by official.

The Precision Timing System will be used for stopping the clock.

A clock operator will handle all clock adjustments.

No official will be assigned a contest that involves a team from the region in which they reside or normally officiate.

### **SPORTSMANSHIP**

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values.

All parties have worked hard to create a sense of teamwork, response, responsibility, and perspective.

Officials expect good behavior and will quickly penalize misconduct.

Let this competition reflect mutual respect among all participants and officials.

### **FAN BEHAVIOR AND ACTIONS**

The School Administrators are expected to assist in ensuring that fans do not come onto the playing surface prior to, during or following the game.

No one is to come onto the playing surface without being in uniform or wearing a participant credential.

Please make regular announcements to the student body regarding arena damage and restricted items.

Remind fans which side of the arena your school has been assigned to.

Any member school who has students relocate to a specific section of the arena to rendezvous with team members; has team members enter the stands following the game, or has members of its cheering section enter the court en masse following the game will be penalized as a violation of KHSAA Bylaw 16 (practice of sportsmanship).

Teams cannot leave the floor to go into the stands and meet parents.

Please make certain you inform your student body and the team family that the school will be financially liable for damage to any part of the arena.

Note that all fans entering the arena are subject to the search of any personal belongings, including purses, bags, carry-alls, back packs, etc.



## 2019 KHSAA Girls' Sweet 16® Instructions

Schools will be penalized to the fullest extent of KHSAA Bylaw 27 as a violation of Bylaw 15 for violations of these provisions.

### **MEDIA, CORPORATE, TV, RADIO, WEBCAST, TRADEMARKS AND PHOTOS**

#### **SCHOOL MEDIA CREDENTIALS**

Each school that is represented by a team or individual at a state championship event is permitted one (1) School Media Pass.

The use of the School Media Pass is restricted to students or full-time staff members at the participating school.

The School Media Pass can be used for non-commercial photography, student journalism and/or video production.

Professional photographers or parents of participants are not permitted to gain access to a state championship event by using a school student press pass.

The School Media Pass must be requested in advance of the start of the tournament using Form SI103. Each principal is responsible for submitting the appropriate online form through the KHSAA website if school media access is desired using the link at the end of these instructions.

A school press pass will not be issued to any individual who is selling the product being produced (photo, video, webcast).

- This restriction includes any photographer retained by the school or school system (including booster organizations) who subsequently sells any of the end product (i.e. photo collages for parents, individual picture or video sales, etc.).

Any commercial enterprise seeking media credentials should be directed to apply using the link at the end of these instructions.

- See the section on commercial photography for details on those individuals.

No school media representatives will be admitted at the gate the day of the game without advance application.

- This individual shall be admitted via press credential and shall pick that credential up at the media pass gate.

No school media personnel will be admitted to press row or floor photography area.

There is to be no cheering or team support from approved media representatives.

#### **TRADITIONAL MEDIA CREDENTIALS**

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

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

A link to the application system is included at the end of these instructions.

#### **MEDIA RIGHTS FEE**

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system and is included as a link at the end of these instructions.

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

#### **TEAM BROADCASTS**

The KHSAA is the only entity permitted to originate or authorize a video broadcast of any type at KHSAA State Championship events.

By paying the requisite rights fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to



broadcast its game using the School Broadcast Designated Radio Form (SI113) included at the end of these instructions. The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system. Stations not chosen by the participating school may apply for an auxiliary credential which does not include broadcast privileges. Radio stations not permitted to originate a broadcast at the basketball championships can make arrangements with the Association to carry the KHSAA Network feed by contacting Dick Farmer, the KHSAA Radio Network producer, at [richardfarmer4@gmail.com](mailto:richardfarmer4@gmail.com).

### **WEBCAST/INTERNET BROADCAST OF GAMES (AUDIO AND VIDEO)**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events.

No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

The KHSAA will exclusively produce live video webcasts of all games of the 2019 boys' and girls' state basketball tournaments.

The audio from the KU / KHSAA Radio Network will be streamed live for all games of the 2019 boys' and girls' basketball tournaments on the KHSAA web radio channel using the link at the end of these instructions.

Links to the broadcasts/telecasts will also be provided on the KHSAA website.

Any internal school entity desiring to produce an audio-only internet broadcast (no over the air transmission and no video) of the games at the tournament must apply through the KHSAA credentialing system through the link at the end of these instructions.

Internal school groups (student not commercial) desiring to produce a webcast (audio only, not over the air and no video) will have a fee charged of \$300 for the tournament, which includes access to data or phone lines.

Any non-school entity desiring to produce an audio-only internet broadcast (including over the air transmission) of the games at the tournament must apply through the credentialing system at the link at the end of these instructions and will be subject to the one per school radio station limitation, designated by the school.

Questions about any of these procedures should be directed to Communications Director Joe Angolia at the KHSAA, [jangolia@khsaa.org](mailto:jangolia@khsaa.org).

### **FILMING**

External power sources may not be used by patrons.

One (1) "Team Video" camera will be permitted in a designated area to tape only that school's contest.

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

Violators are subject to removal.

### **MEDIA NOTES - DURING GAME AND SPECIAL PROGRAMMING**

Any media member desiring special accommodations, including the "wiring" of a coach, etc., must seek permission through the KHSAA as this is precluded by rules.



## 2019 KHSAA Girls' Sweet 16® Instructions

Please direct any inquiries for interviews/accommodations of this type to the Communications Director at the KHSAA offices. School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

### **MEDIA RESTRICTIONS PRE-GAME AND LOCKER ROOM**

The KHSAA does not allow media representatives in the participating locker rooms for any reason.

Pre-game interviews should be done in the hallway outside of the locker rooms or in the media room.

This ensures equal access for all reporters, irrespective of sex or media type.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

### **PHOTOGRAPHY**

The KHSAA employs, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pre and postgame events, and action shots during the game.

These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions.

All other photographers should be directed to the KHSAA for credentialing, and not through any school media pass.

All photographers who will sell their work, regardless of contract holder, must come through the credentialing system and will pay a rights fee.

### **MEDIA INTERVIEWS - KHSAA RADIO NETWORK**

During the pre-game, a representative of the KHSAA radio network will visit with each coach as a means of introduction and identification.

This will facilitate the pre-game, halftime and postgame interviews.

This interview will be done in the access hallway in the dressing room corridor.

### **MEDIA INTERVIEWS - HALFTIME**

The KHSAA radio network representatives will be interviewing the coach who is leading on the scoreboard as that coach leaves the floor at halftime.

If the score is tied, the person being interviewed will be randomly selected.

This walk-off interview should last only a few seconds.

Your cooperation is expected and appreciated.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

### **MEDIA INTERVIEWS - POSTGAME (EXCEPT FINALS)**

The KHSAA radio network representatives will be interviewing the student-athlete selected as player of the game as that individual leaves the floor following the contest.

This walk-off interview should last only a few seconds and your cooperation is expected and appreciated.

No other interviews are to be conducted on the court or with courtside media following any game.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

Immediately following the games, KHSAA Communications Director, or other Association appointed representatives will come to your dressing room to take the Head Coach and players selected by the coach to the media interview room.

Approximately five (5) minutes after the conclusion of the game, the winning head coach AND at least two players (selected by the coach or requested by media representatives) will be escorted from the locker room to the media interview area by a KHSAA representative.



Approximately five (5) minutes later, the losing head coach AND at least two players (selected by the coach or requested by media representatives) will be escorted from the locker room to the media interview area by a KHSAA representative.

WIN OR LOSE, you are expected to comply with this equal access policy.

Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27.

Due to equal access provisions and the age of our competitors, no locker room interviews will be permitted and no school or school representative may alter this policy.

Please inform your local media of the need to adhere to this restriction.

### **MEDIA INTERVIEWS - POSTGAME (FINALS)**

The KHSAA radio network representatives will be interviewing the student-athlete selected as player of the game as that individual leaves the floor following the contest.

The coaches will be introduced during warm-ups to KHSAA representatives who will come and find the coach after the game and direct you back to the sideline area after a few minutes for the natural postgame celebrations, etc..

BOTH teams are expected to return to the bench area after a short celebration period.

All postgame interviews after the finals will be conducted on the court after the trophy presentation.

Media interviews will be conducted near the bench area during the trophy presentation.

WIN OR LOSE, you are expected to comply with this equal access policy.

Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27.

### **PRE TOURNAMENT MEDIA INFORMATION FROM TEAMS**

You may be contacted during the time before the tournament by the KHSAA Communications Director or his designee.

At this time, statistical information will be requested as well as other time sensitive requests for information.

Please comply in a timely manner.

### **SWEET SIXTEEN® AND SWEET 16® TRADEMARK AND TITLE REFERENCE TO TOURNAMENT**

As preparations are made for the 2019 State High School Basketball Tournaments, it is important that you know the legal obligations regarding the use of the term Sweet 16®.

This term may not be used without permission.

Sweet Sixteen® and Sweet 16® are registered trademarks of the Kentucky High School Athletic Association with shared use by the NCAA for collegiate basketball only due to a licensing agreement wherein the NCAA has been granted permission by the KHSAA.

Any use of these terms dealing with sports, recreation, games and athletics must be approved by the Kentucky High School Athletic Association prior to such usage.

The member schools of the Kentucky High School Athletic Association have given the KHSAA written authorization as the sole source permitted to use the names, mascots or images of the individual teams in the tournament on any type of souvenir merchandise.

The KHSAA and the NCAA will aggressively and actively pursue violators of these trademarks.

### **SPECIAL INFORMATION REGARDING REFERENCES TO TOURNAMENT**

- When referring to the girls' basketball state championship, the tournament's full name, the KHSAA Girls' Basketball Sweet Sixteen® should be used in all first references, without exception.
- In subsequent references, it is acceptable to refer to the tournament as the Girls' Sweet 16®.





## 2019 KHSAA Girls' Sweet 16® Instructions

- The KHSAA Girls' Basketball Sweet Sixteen® has an event-specific tournament logo which should be used with any accompanying articles, graphics, newscasts, etc.
- The KHSAA will provide a logo for authorized uses upon request.
- If you desire to use the official tournament logo for the event or the proper title in the promotion of the 2019 KHSAA Girls' Sweet Sixteen® State High School Basketball Tournament or if you are approached by other events or organizations attempting to use it, you should contact Chad Collins or Butch Cope at the KHSAA for the rules and regulations regarding such usage.

### **CORPORATE PRESENCE AND LOGOS**

The KHSAA is under exclusive rights with several major companies regarding promotional material and equipment.

As such, we are legally compelled to enforce the restrictions of those contracts and will take whatever action necessary including confiscation of items for the duration of the tournament in order to protect those agreements.

Sponsorship of KHSAA State championship events is vital to the livelihood of the Association.

Please help us thank our corporate sponsors by recognizing their commitment to the KHSAA with proper identification of our events in printed materials, broadcasts, etc.

Only Spalding basketballs, provided by the KHSAA will be able to be used for warm-ups and competition.

The KHSAA is under no agreement with any official sports drink.

### **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

Due to trademark and licensing restrictions, pre-printed or otherwise produced shirts or novelty items commemorating the championship victory or participation are not permitted in the stadium.

Persons attempting to bring such items into the stadium will have those items confiscated by event personnel.

If other vendors, either with or without the consent of the member school, and whether or not the items are delivered by outside entities or school representatives, attempt to bring violating items into the arena, they will be stopped at the gate and the items will be delivered to the KHSAA for disposal.

### **POST EVENT**

#### **RESULTS**

Scores and statistics will be posted on the KHSAA/Riherds Scoreboard and on the KHSAA website following each game.

#### **QUARTERFINAL GAME AWARDS**

An All-Tournament team award will be presented to one player from the teams failing to advance to semifinals at the discretion of WL Stats LLC.

Following the presentation, a group picture, if desired, will be taken and the teams then dismissed.

#### **SEMIFINAL LOSING TEAMS AWARDS**

Teams advancing to the semifinal rounds will be expected to participate in the awards ceremonies on Saturday with the entire team and participants.



Following each semifinal game, a semifinalist team trophy will be presented to the teams that do not advance to the championship game.

A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the pleasure of the school.

Additional medals may be ordered by contacting the KHSAA following the tournament.

The team and other representatives are to be present for the ceremony.

Following the presentation, a group picture will be taken, if desired, and the teams then dismissed.

### **CHAMPION AND RUNNER-UP AWARDS**

The runner-up and championship awards will be presented following the championship game.

KHSAA personnel will direct you as to the procedure for the awards presentations.

While a reasonable amount of time will be allowed for the initial celebration for the winning team so that stages may be set and awards presentations prepared, we would ask your cooperation in helping to clear the floor of all team and media representatives.

Postgame interviews will be conducted only in the vicinity of your bench.

Each of the championship game participating teams will be presented a team trophy and there will be an opportunity for a photo.

A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the pleasure of the school.

Additional medals may be ordered by contacting the KHSAA following the tournament.

The team and other representatives are to be present for the ceremony.

Following the presentation, a group picture will be taken, if desired, and the teams then dismissed.

The victorious team in the championship game will be allowed to cut down the arena nets, but not until AFTER the awards ceremony is completed, and all team photographs have been taken.

### **JB MANSFIELD AWARD**

This award honors a senior tournament participant who excels in four areas: academic achievement, basketball ability, citizenship and sportsmanship.

Please submit the online nomination using Form BK118 if you wish to nominate a member of your basketball team.

Nominations must be submitted prior to the published deadline using the link at the end of these instructions.

Late nominations will not be accepted.

### **CHAMPIONSHIP TEAM T-SHIRTS**

The KHSAA will produce through TeamIP an official championship shirt that will be shown during the awards ceremony and presentation.

These shirts will be available to order following the game, and will be available at the championship celebration location should the school choose to have one.

Due to trademark and licensing restrictions, no other shirts will be allowed in the arena or on the property of Rupp Arena for this purpose, and violations of this provision will result in the items being confiscated.

Please inform any of your local merchants of this restriction.

### **SWEET SIXTEEN® ACADEMIC SCHOLARSHIPS**

The Academic Scholarship Award was instituted in 1985 to honor a senior participant in the tournament who holds a high grade



## 2019 KHSAA Girls' Sweet 16® Instructions

point average (based upon a 4.0 scale).

Please submit the online nomination using Form BK119 if you wish to nominate a member of your basketball team.

Nominations must be submitted prior to the published deadline using the link at the end of these instructions.

Late nominations will not be accepted.

### **EXPENSE REIMBURSEMENT GENERAL POLICY**

An expense allowance will be paid for lodging and meals through lunch the day following elimination for all teams participating in the tournament who remain in the host city, with the exception of the four (4) teams qualifying for semifinal play.

Those semifinalists shall receive an allowance through lunch on Sunday.

An allowance for lodging, meals and mileage costs shall be paid for a traveling party of 33 persons, to include players, cheerleaders, coaching and support staff, and administration.

The total expense allowance will be paid net of any fines due by the school for violations of KHSAA rules.

### **LODGING**

A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association.

The lodging allowance will only be paid provided lodging is utilized.

Schools outside a 40-mile, one-way radius from the event site will not receive a lodging allowance under any circumstance.

Schools are responsible for all lodging bills and will be reimbursed the allowance within adopted policies.

School representatives must be prepared with any appropriate documentation, including sales tax certificates, at check-in.

For 2018-19, the lodging allowance is \$13 per permitted night, per individual within the 33-person limit.

### **MEALS**

A meal allowance shall be paid for teams traveling to the basketball tournament. It shall be paid corresponding to the approved length of lodging stay (breakfast following elimination).

For commuting teams not using housing, two meals per day will be paid at the approved meal rate on each competition day.

- For teams approved to stay one night, three meals will be reimbursed.
- For teams approved to stay two nights, five meals will be reimbursed.
- For teams approved to stay three nights, eight meals will be reimbursed.
- For teams approved to stay four nights, 11 meals will be reimbursed.
- For teams approved to stay five nights, 14 meals will be reimbursed.
- For teams approved to stay six nights, 17 meals will be reimbursed.

Your school is responsible for all meal arrangements for your team.

For 2018-19 the rate of allowance is \$5 per permitted meal per individual.

### **MILEAGE**

Each school is reimbursed per mile as published in these instructions for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added.

For 2018-19, the rate of allowance is \$1 per school for basketball, per mile, round trip.



### RECEIVING YOUR REIMBURSEMENT

To receive your team reimbursement, you must complete form GE64 (Request for Team Reimbursement) which is included as a link at the end of these instructions.

The expense check will be mailed from the KHSAA offices no later than 30 days following the completion of the state tournament.

Expense reimbursements will be made net of any damages done to the arena/stands/court or playing facility that can be directly attributed to the student body or representatives of the school.

By requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans.

The KHSAA will take whatever action is necessary, including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying any arena property, including fences, gates and barriers.

### IMPORTANT WEBSITE LINKS

The forms and information below are to be submitted by Monday, March 11 at 9 p.m.

- [KHSAA School System \(For entering stats\)](#)
- [Form GE63 \(Team Sport Team Information\)](#)
- [School Media Credential Request Form](#)
- [Form SI113 \(School Broadcast Designated Radio\)](#)

The forms below are due to be submitted by Tuesday, March 12 at 9 p.m.

- [Form BK118 \(JB Mansfield Award Application\)](#)
- [Form BK119 \(Academic Scholarship Application\)](#)
- [Form GE64 \(Request for Team Reimbursement\)](#)

General Links

- Form BK120 – (Advance Ticket Settlement Form) - to be mailed in pre-tournament package
- [Media Credential Request Form](#)
- [Tournament Information and Instructions](#)
- [Rosters, Stats, Webcasts, Radio and Media Info](#)
- [Official Tournament Photos](#)
- [Ticket and Locker Room Assignments](#)
- [Round One Locker Room, Ticket and Home/Visitor Assignments](#)
- [Tournament Bracket](#)
- [Team Lodging Assignments](#)
- [Parking Locator Map](#)
- [Rupp Arena Information](#)
- [Rupp Arena Policies and Prohibited Items](#)
- [Rupp Arena Seating Diagram](#)
- [Radio Broadcasts](#)
- [Video Webcasts](#)
- [Physical Exam Form](#)