

**2019**

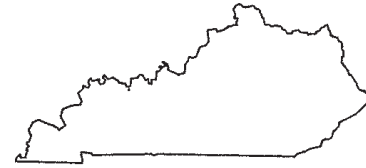


**BOWLING REGION  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



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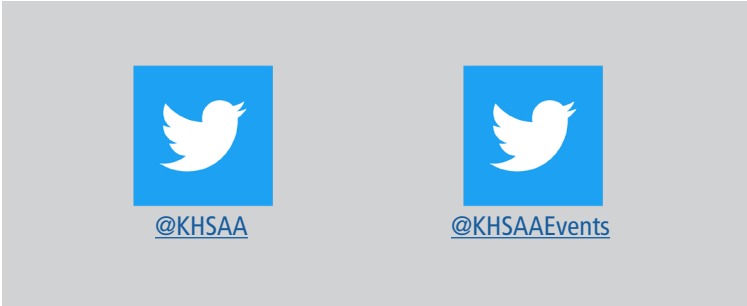
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## DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing bowling tournaments. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

## KHSAA CONTACT LIST

The primary contact for bowling is Assistant Commissioner [Sarah Bridenbaugh](#). If Mrs. Bridenbaugh is for some reason not available, Associate Commissioner [Butch Cope](#) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

If a school not on the current list of aligned teams desires to enter competitors, contact the KHSAA prior to accepting the entry.

The current alignment is available on the KHSAA website by holding your cursor over Sports/Activities, then clicking Bowling and selecting General Information.

Only schools on the list of aligned teams are eligible to enter unless approved by KHSAA officials.

## ALLOWABLE COMPETITION DATES

- Monday, Jan. 21 - Saturday, Feb. 2: Allowable Region Bowling Tournament dates.

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

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

## PRE-TOURNAMENT RESPONSIBILITIES

### CONTACT PARTICIPATING SCHOOLS

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

### LANE ASSIGNMENTS

Lane assignments shall be drawn ahead of time and sent electronically to the coaches before arriving at the regional tournament.

### WARM-UP

Arrival and warm-up times will be designated by the regional manager.

### OUTSIDE PROVIDERS/VENDORS

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

### SCORESHEET FORMS

Ensure you have made enough copies of Bowling Forms 120, 121 and 122 for the scoresheets.

### UNIFIED COMPETITORS

Check with all schools in your region to see if they have entries for unified/adapted/ambulatory divisions.

Scoresheet form BW 118 will be needed for any competitors in those divisions.

Notify Sarah Bridenbaugh at the KHSAA if your region has such entries so medals/awards can be sent to your site in time for the tournament.

## INSTRUCTIONS FOR TOURNAMENT ENTRY BY TEAMS/INDIVIDUALS

The postseason roster of up to 12 bowlers should be finalized on the KHSAA school subdomain two weeks prior to the region tournament.



The team entry should be submitted to the regional manager at least four (4) days before the tournament date for both the team and singles tournaments.

Use KHSAA Form BW110 to enter teams/singles/unified into your regional tournament. A link to the form is included at the end of these instructions.

The first eight (8) competitors shall be designated in order and on each lane to allow the bowling center to be ready for competition.

All teams declared to the KHSAA by the two-week deadline are eligible to participate in a regional tournament.

For singles, a coach shall designate up to four (4) girls and four (4) boys to participate in the regional singles competition.

No more than 12 bowlers may be in uniform for any team tournament game.

Additional bowlers shall not be allowed to participate in warm-up exercises or be in the pit at any time during the tournament.

Unified Rosters must be submitted to the KHSAA school database at least two weeks prior to the regional tournament to allow time for trophies/awards to be mailed to the regional managers.

Adapted/Ambulatory athletes shall be sent separately to the regional manager and to [Sarah Bridenbaugh](#) at the KHSAA.

### **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

The only revision allowed after postseason rosters have been submitted will be to correct a documented clerical error as approved by the Commissioner.

Any bowler whose name is on a school's official KHSAA roster may be substituted prior to the time of the draw for the region tournament.

After the draw is final, the regional manager may allow a substitution if the original entry is prevented from participating due to circumstances arising from injury/illness, which must be approved by the office of the Commissioner.

No advantage may be gained by a substitution, if so, it will not be permitted.

Bowlers must be listed on the KHSAA Postseason Roster prior to region tournament play to be eligible for the state tournament.

A school is not required to have enough bowlers to constitute a team on its roster in order to enter bowlers for the singles competition.

### **CLARIFICATION ON SUBSTITUTIONS DURING BAKER GAMES**

Substitutions during Baker games are allowed and can occur between or during frames.

Once a bowler has been substituted for, they may not re-enter during that Baker game.

### **UNIFIED ROSTERS**

Unified Bowling rosters must be submitted in the KHSAA school subdomain under Unified Bowling.

Refer to the Unified page on the KHSAA bowling website to see qualifications for entering into the division.

Unified bowlers must be in pairs (one partner athlete/one special athlete).

The special athlete in the unified division may not be a participant in the singles or team event at the regional (partner athletes may be a member of the team).

### **ADAPTED ROSTERS**

Adapted bowling is for students with physical disabilities or in a wheelchair.

All entries must be submitted to [Sarah Bridenbaugh](#) at the KHSAA office at least two weeks prior to the regional competition.

### **AMBULATORY ROSTERS**

Ambulatory bowling is for students with physical disabilities not in a wheelchair (amputee, blind, etc.) who may require some assistance (ramp, adapted ball, etc.) or an assistant.



All entries must be submitted to [Sarah Bridenbaugh](#) at the KHSAA office at least two weeks prior to the regional competition.

## PROCEDURE FOR REVISION OF ENTRIES/ROSTERS

Only in the case of documented medical emergency can a deadline be waived or a substitution be allowed.

Each regional manager is responsible for forwarding the entries for the region tournament to all competing teams.

Any contestant whose name is on the 12-person entry list may be a member of a qualifying team or declared for the State Tournament for a qualifying team.

Substitutes for the state tournament are not allowed.

## PRE-TOURNAMENT MEETING MODEL AGENDA

- Call to order
- Designate someone to take minutes
- Discuss future sites
- Review site selection plan and ensure accuracy for future region tournaments
- Complete site selection plan Form GE58 (send to KHSAA immediately following meeting)
- Discuss tournament expenses (majority approval required)
- PA announcer, official scorer/scoresheets
- Security (must have plan in place)
- Medical
- Other
- Conduct lane assignments draw
- Copy draw/bracket to all teams

## PROCEDURES FOR FUTURE REGION SITES

The regional manager should review the site selection schedule with all schools in the region.

A copy of all current listings are on the bowling section of the KHSAA website.

If changes or corrections are made to the regional tournament site selection plan, use KHSAA Form GE58, which is available on the website, and return it to the KHSAA immediately following the meeting.

All sites shall comply with NFHS rules and requirements and any deviations to the standards and specifications are to be approved by the KHSAA Board of Control.

Host sites should be members of the Bowling Proprietors Association of America (BPAA) and be able to accommodate the needs of the Unified, Adapted and Ambulatory bowlers.

Please be sure to complete this step so future sites are recommended to the KHSAA office.

## FORMAT OF EVENT

Each regional manager shall set the time schedule while cooperating with the schools involved.

The regional manager must ensure that the host bowling center can accommodate the size and needs of their region (number of lanes, ramps for unified/adapted, oil patterns, etc.).

Each region will conduct its tournament and immediately send results to the KHSAA office in accordance with the directions outlined later in this document.



### **TEAM FORMAT**

Teams will bowl one (1) game with two (2) groups of four (4) bowlers, dropping the low score on each lane. The six (6) bowler total will be used to seed the team into a bracket. The team will then bowl its seeded match. Matches are Baker format with the first team to win three games being the winner. The winner advances to the next round and rounds will continue until a winner and runner-up are established. Region winners and runners-up advance to the state tournament.

### **SINGLES FORMAT**

Individuals shall be entered to the region by designation of their coach. Each school may enter its top four (4) individual bowlers in each of the boys' and girls' singles competitions. Bowlers shall bowl three (3) games and the top eight (8) will advance to the semifinals where they will bowl two (2) additional games. At the conclusion of the two (2) semifinal round games, their five (5) game total will be used to determine the top four (4) bowlers to be seeded into a stepladder final. This cut will also establish the fifth through eighth place finishers. From that point on, the top four bowlers will compete in a ladder tournament until a champion is determined. The stepladder final will establish the first through fourth place finishers. The top four bowlers will advance to the state tournament.

### **UNIFIED FORMAT**

Partners must participate in a single game while alternating frames.

- Partner athletes must bowl frames 1, 3, 5, 7 and 9.
- Special athletes must bowl frames 2, 4, 6, 8 and 10.

The first Baker game will be used to seed teams before being placed in a bracket. When the bracket is set, the Baker format will continue. If there are ties in the game to decide seeds, the tiebreaker will start at frame 10 and move back until the tie can be broken.

- For example, if you have a tie, see which unified pair had the higher score in frame 10.
- If it is still tied, move to frame nine (9) and so on until you can break the tie.

The unified pair that wins the Baker game will advance to the next round. Rounds will continue until a winner, runner-up and semifinalists are established. The top two (2) unified pairs in each region will advance to state where the same format will be utilized.

### **ADAPTED FORMAT**

Adapted bowlers will bowl two (2) games and their total score will determine the top four (4). Those top four (4) competitors will be placed in a stepladder format until a champion and runner-up are determined. The champion and runner-up will advance to the state tournament.

### **AMBULATORY FORMAT**

Ambulatory bowlers will bowl two (2) games with their total score determining the top four (4). Those top four (4) competitors will be placed in a stepladder format until a champion and runner-up are determined. The champion and runner-up will advance to the state tournament.



## ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Coaches and administrators should be given direct details about how to enter the region's host bowling center.

This will allow for more organization on the day of the tournament.

All teams should be reminded that this is not a "home" match for anyone, and that the ticketing policies and allocations must be the same for all competing teams.

The KHSAA suggests a general admission price of no less than \$5.

Admission at the state tournament will be \$10.

## DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Region Managers should develop an information document to send to participants including directions, site details, a schedule of events and any on-site meeting information.

## BOWLING CENTER SPECIFICATIONS

Any standards and specifications are to be approved by the Board of Control.

Host sites should be members of the Bowling Proprietors Association of America (BPAA) and be able to accommodate to the needs of the Unified, Adapted, and Ambulatory bowlers.

## PROCEDURE FOR GETTING TOURNAMENT OFFICIALS

The tournament official shall be introduced at the coaches meeting and will settle any disputes about bowling rules and scoring procedures.

This person will likely be the bowling center liaison who will assist the host school manager with the bowling aspects of the tournament.

## POINTS OF EMPHASIS

### OIL PATTERNS

The 2019 Regional Bowling tournament oil pattern for singles competition shall be "[Bourbon Street](#)."

The 2019 Regional Bowling tournament oil pattern for team competition shall be "[Stone Street](#)."

The Region Manager may choose the oil pattern for the unified/adapted/ambulatory divisions.

The 2019 KHSAA State Bowling Tournament will also have a selected oil pattern and a color copy of it will be available for coaches/athletes at the check-in desk upon arrival at the state tournament.

Links to the 2019 Region Oil Patterns are included at the end of these instructions.

### LANE COURTESY

There shall only be a one (1) lane courtesy during the competition regardless of what rules you have used at other matches or tournaments.

Teams found in violation will be given a warning on first complaint and will be made to take double gutter for an entire frame (individual games or Baker) on a second offense.

### NOISE

While it's acceptable to cheer, all bowlers, coaches and fans are to uphold good sportsmanship in regard to the other teams.

No noise-making devices will be allowed in the center and will be taken away if found.

Negative cheers made toward the opposition are not allowed and teams doing so face disqualification.

Please warn fans that they may not make negative chants or cheers toward the opponent or your team may face penalty.



Cheers and chants should be quick to not delay the match. Once the other team has stepped up on the approach, no new chants or cheers should be started.

When the other team is cheering or chanting, bowlers should be reminded to take their time and not jump up on the approach.

### **BOWLING BALLS**

Bowlers are welcome to bring as many balls as they wish, however, be mindful that bags and balls can cause fire code issues. All balls should be kept out of walkways and under the seats in the bowlers' area or under the bleachers as to allow for people to move throughout the center safely.

There must be sufficient room for all participants' bowling balls on the return.

Any balls with inappropriate words, logos or pictures are not allowed to be used in warm-up or competition.

### **FOUL LIGHT ISSUE**

Foul lights will be checked before the start of competition, however, if there is disagreement, the tournament official will make the final ruling.

The foul lights will again be checked by the tournament official, and if they are found to be in working condition, the score will count.

### **PIN FALL ISSUES**

In the case of controversy on a pin fall, please find a tournament official.

Once the machine picks up pins, the count is official.

If a standing pin is knocked over, that pin must be corrected before the bowler continues.

If a bowler shoots a spare and a deadwood (pin in the gutter) is on the lane, that shot by rule is a foul and the bowler receives a 0.

Please call for a center employee or tournament official to clear all deadwoods.

Do not go down the lanes to clear any deadwood or retrieve any bowling equipment.

### **TIE BREAKING PROCEDURE**

1. For 4th or 8th place - the tiebreaker will start at the 10th frame from game five (5) and move back until the tie can be broken.
2. Lane choice in the stepladder match-play games during the singles event will be made by the higher seed.
3. In the team tournament, teams will alternate lanes throughout all Baker games, including games five (5) and six (6), if necessary.
4. All other tie-breaking procedures can be found in the competition rules included as a link at the end of these instructions.

### **PRACTICE PAIR**

If available, your region may provide an extra lane for practice.

This allows bowlers not in the lineup to stay warm.

Teams may only have 12 bowlers on the roster, so only four (4) from each team may bowl on the practice pair.

If a bowler is substituted in a game, the bowler taken out may bowl on the practice lanes.

## **BYLAW 22 REMINDER**

### **REQUIREMENT TO ACCOMPANY**

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





## **BYLAW 22, SECTION 8**

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

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

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

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

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

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

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee.

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

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

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

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

## **NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS**

The KHSAA Commissioner is the manager of all rounds of other championship play, but in accordance with adopted competition rules, may designate a manager to assist at the local level.

No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement. The fee schedule will be published annually by the Commissioner's office.

- The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

## **MUSIC COPYRIGHT**

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

## **EVENT MERCHANDISE**

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the Region Championships.

Contact Assistant Commissioner Bridenbaugh for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.



## SECURITY

### RESPONSIBILITY

It is the responsibility of the Regional Manager to secure adequate police protection and other security precautions as necessary.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

Be sure to secure the pit area for athletes and coaches only.

### KHSAA REQUIREMENTS

The KHSAA requires a tournament administrator, other than the coach, at the host site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

## MEDICAL PROVISIONS

### ATHLETIC TRAINERS

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

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

### EMERGENCY ACTION PLAN

Each tournament manager is expected to have and maintain an emergency action plan for the region meet.

- Emergency action plans shall be practiced and referred to prior to the meet.

## INCLEMENT WEATHER PROCEDURES

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

It is the duty of the Regional Manager, in consultation with the participating teams, to make decisions with regards to rescheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified.

## POST EVENT/REPORTING RESULTS

It is the tournament manager's responsibility to post the standings and results throughout the tournament.

The manager shall also report the results immediately upon conclusion of the event using the prescribed forms.

Please refer to the electronic procedures for managers for results instructions.

After the tournaments are completed, you are to save the completed Excel worksheet and email the results of your tournaments to the KHSAA at the following address ([bwresults@khsaa.org](mailto:bwresults@khsaa.org)).



Make sure the results form is filled out completely with all scores included.

Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations.

Support numbers are listed below:

- Sarah Bridenbaugh, 859-299-5472, 740-607-7217, [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)
- Rob Catron, 859-299-5472, [rcatron@khsaa.org](mailto:rcatron@khsaa.org)

You will receive confirmation of receipt of this file.

Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist).

## TROPHIES

Regional trophies are shipped directly to the host school from Rihers.com of Smiths Grove, Ky.

You will receive email notification on the shipping, please click the button within that email to confirm receipt.

Open trophy boxes immediately and inspect them.

Report any breakage or missing items directly to the company (Riherd's Medal and Trophy Company at 1-800-274-4373 or at [khsaa@riherds.com](mailto:khsaa@riherds.com)).

Trophies are to be paid for by the Regional Manager on behalf of the tournament.

The total cost for these items is \$153.08 per region/per gender and your package should consist of the following:

- Region Champion Team Trophy
- Region Runner-up Team Trophy
- Individual Champion Medal
- Individual 2nd – 4th Place Medals

The KHSAA and Special Olympics of Kentucky (SOKY) will be sponsoring, at no cost to the Regional Manager, the Unified/Adapted/Ambulatory awards at the region tournaments (these awards will arrive separately).

The following awards will be presented if there are enough entries into each region:

- Unified Pairs (one partner athlete, one special athlete) – 1st through 4th place medals
- Adapted Athletes – 1st through 4th place medals
- Ambulatory Athletes – 1st through 4th place medals

## FINANCES AND FINANCIAL REPORT

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

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

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

The Regional Manager shall complete KHSAA Form GE51, Tournament Financial Report, following the tournament and return it to the KHSAA by the published deadline.

Reports may be emailed to Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

Please submit BW106 (Site Selection Plan) and GE 73 (Financial Report) for your region as well.



## INSTRUCTIONS FOR TEAMS ADVANCING

The top two teams from each region qualify for the state tournament.

The top four boys' singles and the top four girls' singles qualify for the state tournament.

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

The entries and lane assignments will be posted by noon ET on the Monday before the KHSAA State Championships.

If your team or individual advances to the state tournament, there is not an additional entry process.

Be on the lookout for the State Team Participant and Tournament Information release to ensure you know the rules and regulations of the state tournament prior to the event.

## IMPORTANT WEBSITE LINKS

- [KHSAA Bowling Website](#)
- [Competition Rules](#)
- [GE 51 - Region Financial Report \(DOCX\) \(PDF\)](#)
- [GE 56 - Regional Tournament Manager Form](#)
- [GE 58 - Region Site Selection Plan](#)
- [BW 110 - Regional Entry Form](#)
- [BW 120 - Regional Baker Scoresheet \(DOCX\) \(PDF\)](#)
- [BW 121 - Regional Team Scoresheet \(DOCX\) \(PDF\)](#)
- [BW 122 - Regional Singles Scoresheet \(DOCX\) \(PDF\)](#)
- [BW 127 - Regional Bowling-Unified and Adapted Entry Form](#)
- [Bowling Event Results Spreadsheet](#)
- [Singles/Unified/Adapted Regional Oil Pattern](#)
- [Team Regional Oil Pattern](#)

## ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

### EXCEL SHEET INSTRUCTIONS FOR KHSAA REGIONAL TOURNAMENT - SINGLES

First, adjust the title to match the regional number of your tournament.

Check the dates and location as well as the lane assignments.

Input the names of the singles bowlers into the sheets titled, "Boy Sing" and "Girl Sing."

- Last name should be entered first, followed by the first name
- We suggest that you type the names into the lane assignment sheets first
- Then you can copy and paste the names into the standings sheets
- The excel sheet has the formulas in the game columns and they are locked
- Simply input the bowlers' scores for each game bowled next to their names
- If there is a mistake, or you delete or type over a formula, there is a cheat sheet at the bottom of this document

### ADMINISTRATION OF SINGLES TOURNAMENT:

- Beforehand, print off the scoresheets and make copies



- Print a copy of the boys' and girls' standings sheet
- This will act as a scoresheet to record the scores
- As games are completed, have runners (or you) gather the scores by walking through the center and gathering the sheets from the players
- Type the scores into the spreadsheets named "Boy Sing" or "Girl Sing"
- Copy this page for both Boys and Girls into the "Sort Pg" sheets that are adjacent to the "Boy Sing" and "Girl Sing" sheets
- You can do this by:
  - o Click on the darker gray square to the left of Column A and above Row one
  - o Then right click the mouse, select "copy"
  - o Then go to the "Sort Pg" click on the same button in the left hand corner
  - o Then right click "paste"
- Tip: By using two separate pages, you can expedite your results as you enter the scores into the "Boy or Girl Sing" page which have the competitors' names in alphabetical order
- Once the competitors and scores have been transferred into the "sort" page you need to sort the bowlers by their total scores after the third game
- To do this, you need to:
  - o Highlight the Cells B4 to G4 all the way down to your last bowler
  - o Right click the mouse
  - o Select "Sort", then "custom sort"
  - o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
  - o Then click OK
  - o Once you put in the 3rd game, sort and double check for any ties for 8th, do this as well after the 5th game for the top four
  - o This will create your standings
  - o You can then print this form and use to post/announce the cuts and standings
- Once you get to the Semifinals, you only want to sort the top eight bowlers in a similar method except that you highlight B4 to J4 and down to row 12 (you do not select the entire list of bowlers)
- Once this sort is complete, you will have your top 4 to insert into the 'Sing Step' worksheet tab
- When you type the Bowlers into the shaded cells on the "Sing Step" sheet, be certain to enter them in the following format:  
#4
- John Doe – 214
- We have the # of the advancers already preloaded into the "Sing Step" brackets
- Continue filling in the advancers as the step ladder continues

### **EXCEL SHEET INSTRUCTIONS FOR KHSAA REGIONAL TOURNAMENT - TEAM**

- Type in the names of the schools in the "Schools" column
- Note: You must use the exact Team Names as provided online by the KHSAA



- (<http://www.khsaa.org/bowling/bowlingschoolnames.pdf>)
- After the qualifying game have one person double check the coach's math, then have another type the scores into the excel sheet
- Type in each team's left and right lane scores into the left and right lane columns
- The spreadsheet has formulas that will total the scores for you
- Once all the teams are entered, sort the score section of the sheet
  - o Highlight the Cells B4 to E4 all the way down to your last team listed
  - o Right click the mouse
  - o Select "Sort", then "Custom Sort"
  - o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, and then sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
  - o Then click OK
- After the teams are in order check for any ties
  - o If there is a tie, get the sheets out and add the dropped scores back in
  - o Add one pin to the total of whoever wins the tie breaker to break the tie and sort again
- Once sorting is complete the formulas within the spreadsheet will feed the bracket to the right and have the first round matchups completed for you
- Use the word "bye" for any blank team spots to help fill in your bracket
- After each round you must manually type the winner into the next round (gray shaded cells on the bracket)
- Once a team champion and runner up are announced please fill out the "rosters" tab for those teams.
- We will need the complete 12-person roster for both the regional champion and the regional runner up
- Please refer to the Reporting Results/Scores section of these instructions to read how to submit your results to the KHSAA