



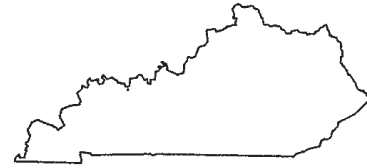
# **BOWLING**

**2020 REGIONAL  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND PARTICIPATING TEAMS**



Table of Contents

Duties Summary Statement... 3
KHSAA Contact List... 3
Reference To Team Alignment... 3
Allowable Competition Dates... 3
Pre-Tournament Manager's Responsibilities... 3
Contact Participating Schools... 3
Complete Tournament Manager's Form... 3
Admission of Participants/Team Party and Limitations... 3
Pre-Tournament Meetings... 3
Future Regional Sites... 3
Development Of Info Document For Participants... 4
Host Site Administrator... 4
Outside Providers/Vendors... 4
Scoresheet Forms... 4
Unified Competitors... 4
Pre-Tournament Meeting And Model Agenda... 4
Entry, Rosters, Lane Assignments... 5
Tournament Entry... 5
Postseason Rosters... 5
Unified Rosters... 5
Adapted Rosters... 5
Substitutions/Revisions... 6
Lane Assignments... 6
Format of Event... 6
Team Format... 6
Singles Format... 6
Unified Format... 6
Adapted Format... 7
Tiebreaker... 7
Points of Emphasis... 7
Bowling Center Specifications... 7
Bowling Balls... 7
Warm-Up Time... 7
Oil Patterns... 7
Lane Courtesy... 8
Noise... 8
Foul Light Issue... 8
Pin Fall Issues... 8
Practice Lanes... 8
Procedure For Getting Officials... 8
Bylaw 22 Reminder... 8
Requirement To Accompany Team Members... 8
Bylaw 22, Section 8... 9
Security... 9
Medical Provisions... 9
Emergency Action Plan... 9
Inclement Weather Procedures... 9
Stoppage/Postponement... 9
Media and intellectual Property Rights... 10
General Media Rights... 10
Radio Broadcasts... 10
Telecast/Webcast Including NFHS Network Restrictions... 10
Music Copyright... 11
Event Merchandise... 11
Post Event... 11
Reporting Results... 11
Trophies... 11
Instructions For Teams Advancing... 12
Finances... 12
Tournament Financial Report... 12
Tournament Costs... 12
Important Website Links... 12
Electronic Data Instructions for Managers... 13
Excel Instructions for KHSAA Regional Tournament - Singles... 13
Administration of Singles Tournament... 13
Excel Instructions for KHSAA Regional Tournament - Team... 14



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

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



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### **DUTIES SUMMARY STATEMENT**

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing bowling tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

### **KHSAA CONTACT LIST**

The primary contact for bowling is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is for some reason not available, Associate Commissioner Butch Cope ([bclope@khsaa.org](mailto:bclope@khsaa.org)) 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, selecting Bowling and then selecting General Information.

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

### **ALLOWABLE COMPETITION DATES**

The allowable competition dates begin on January 20 and shall end on February 1

If you have not already been contacted by the host school, please see the list of Region 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 MANAGER'S RESPONSIBILITIES**

#### **CONTACT PARTICIPATING SCHOOLS**

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

#### **COMPLETE TOURNAMENT MANAGER'S FORM**

Complete the Regional Tournament Manager's Form (GE56) to provide general information about your event.

The manager should Keep KHSAA staff informed of any changes to the form after it has been submitted.

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

#### **ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS**

Coaches and administrators should be given direct details about how to enter the host bowling center as this will allow for more organization on the day of the tournament.

Teams may enter up to 12 bowlers in the postseason. No other bowlers shall be allowed in the pit area at any time.

#### **PRE-TOURNAMENT MEETINGS**

The pre-regional tournament meeting shall be held no later than Friday, Jan. 17.

A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

Region Managers shall invite all participating coaches by notifying them of the date, time and site of the meeting.

At the published time, the Region Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

#### **FUTURE REGIONAL SITES**

Region Managers should review the site selection schedule with all schools in the region at the pre-tournament meetings.

If changes or corrections are made to the site selection plans, use KHSAA Form GE58 (Region Site Selection Plan) 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 and Adapted bowlers.

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

### **DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS**

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

### **HOST SITE ADMINISTRATOR**

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.

### **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 the unified or adapted divisions.

Scoresheet forms BW118 and BW119 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.

## **PRE-TOURNAMENT MEETING AND MODEL AGENDA**

Below is the model agenda-

- Designate someone to record minutes
- Call to order
- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Conduct lane assignments draw and copy to all teams
- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorer/scoresheets
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules and other notes
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans
- Review site selection plan and ensure accuracy for future region tournaments
- Discuss future sites
- Complete site selection plan Form GE58 (send to KHSAA immediately following meeting)



### ENTRY, ROSTERS, LANE ASSIGNMENTS

#### TOURNAMENT ENTRY ELIGIBILITY AND FORMS

Use KHSAA Form BW110 (Bowling Regional Entry) to enter teams/singles entries into your regional tournament.

Use KHSAA Form BW127 (Bowling Unified/Adapted Entry) to enter unified/adapted entries into your regional tournament.

Links to the forms are included at the end of these instructions.

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

#### TEAM ENTRY

Entry for the team tournament should be submitted via BW110 to the Region Manager at least four (4) days before the tournament date.

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

#### SINGLES ENTRY

Entry for the singles tournament should be submitted via BW110 to the Region Manager at least four (4) days before the tournament date.

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

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.

#### UNIFIED/ADAPTED ENTRY

Unified rosters must be submitted to the KHSAA school database, as well as using BW127, at least four (4) days before the tournament date.

Adapted athletes shall be sent separately to the Region Manager and to [Sarah Bridenbaugh](#) at the KHSAA.

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Only bowlers appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

No additional bowlers may be added to the roster following that deadline, including those teams that advance to the state championship.

The postseason roster of up to 12 bowlers should be finalized on the KHSAA school subdomain two (2) weeks prior to the regional tournament.

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

The online, postseason roster may be printed from the KHSAA website as the valid listing of available bowlers.

This roster information is also used for advance preparations for state qualifiers.

#### 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.

### SUBSTITUTIONS/REVISIONS

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 Region Manager may allow a substitution if the original entry is prevented from participating due to circumstances arising from a documented 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.

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.

### LANE ASSIGNMENTS

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

## FORMAT OF EVENT

### 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. Teams will bowl one game head-to-head with the winner advancing to the next round.

If there are ties in the game to decide seeds, the tiebreaker will be a scorecard review start at frame 10 and moving 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.

### **TIEBREAKER**

- 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.
- Lane choice in the stepladder match-play games during the singles event will be made by the higher seed.
- In the team tournament, teams will alternate lanes throughout all Baker games, including games five (5) and six (6), if necessary.
- All other tie-breaking procedures can be found in the competition rules included as a link at the end of these instructions.

## **POINTS OF EMPHASIS**

### **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 and Adapted bowlers.

The Region 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.).

### **BOWLING BALLS**

Bowlers are limited to six (6) balls per player.

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.

### **WARM-UP TIME**

Arrival and warm-up times will be designated by the Region Manager.

### **OIL PATTERNS**

The 2020 Regional Bowling Tournament oil pattern for singles competition shall be "[Main Street V2.](#)"

The 2020 Regional Bowling Tournament oil pattern for team competition shall be "[Easy Street.](#)"

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

The 2020 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 2020 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.

### **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.

### **PRACTICE LANES**

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.

### **PROCEDURE FOR GETTING OFFICIALS**

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

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

### **BYLAW 22 REMINDER**

#### **REQUIREMENT TO ACCOMPANY TEAM MEMBERS**

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 and his or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the





contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185.”

### **SECURITY**

It is the responsibility of the Region 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 remind 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. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

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.

### **MEDICAL PROVISIONS**

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 you provide a health care professional on site during the tournament to help with first response situations.

This information should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts.

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 10 of the document.

### **EMERGENCY ACTION PLAN**

Each Region Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

Before the start of the tournament, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### **INCLEMENT WEATHER PROCEDURES**

#### **STOPPAGE/POSTPONEMENT**

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

### **MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

#### **GENERAL MEDIA RIGHTS**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA,



including titling agreements and sponsorships.

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

In general, management of the execution of those assignments is assigned to the host KHSAA school's tournament manager.

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

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

### **RADIO BROADCASTS**

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

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

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications



Director of the KHSAA.

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

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### **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 ordering event merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## **POST EVENT**

### **REPORTING RESULTS**

It is the Region 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 section of these instructions for details on reporting results.

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**

The KHSAA Board of Control has contracted with Rihherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 tournaments.

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

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Rihherds at 1-800-274-4373 or email at [khsaa@riherds.com](mailto:khsaa@riherds.com).

It is a local region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

Your region package, shipped directly to your school from Rihherds.com, should consist of the following:

- One (1) team champion trophy
- One (1) team runner-up trophy
- Individual champion medal
- Individual 2nd-4th place medals

The cost of the trophies is to be paid for by the Region Manager on behalf of the tournament. An invoice will be included with the trophies.

- The estimated region cost is \$155.40, not including shipping, per gender

The KHSAA and Special Olympics of Kentucky (SOKY) will be sponsoring, at no cost to the Region Managers, the Unified/Adapted



awards at the regional 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

### **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 on the KHSAA website before the 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.

### **FINANCES**

#### **TOURNAMENT FINANCIAL REPORT**

All Region Managers must submit a financial report at the conclusion of their respective tournaments by filling out GE53 (Regional Tournament Financial Report) and submitting it to Mrs. Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament.

#### **TOURNAMENT COSTS**

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

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

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

### **IMPORTANT WEBSITE LINKS**

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



### ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

#### EXCEL 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 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