



# **BOWLING**

**2021 REGIONAL  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS, PARTICIPATING TEAMS AND FANS**

# **DRAFT**

**THE INFORMATION INCLUDED WITHIN  
THESE INSTRUCTIONS IS TENTATIVE AND  
SUBJECT TO CHANGE**



# 2021 Bowling Regional Tournament Instructions

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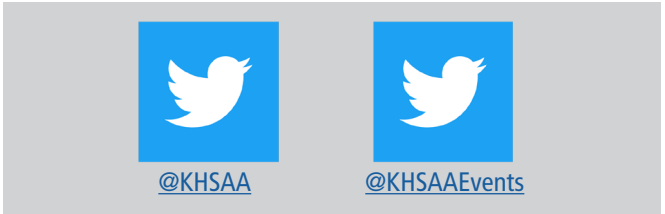
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://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 ..... Kara Howard
- Administrative Support Specialist ..... Jeremy Ison
- Administrative Support Specialist ..... Jeanie Molloy
- Physical Plant Director ..... Roy Tatum





## 2021 Bowling Regional Tournament Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports & Sport-Activities" document for bowling can be found at the following link: <https://bit.ly/3t2VELn>

In addition to bowling specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a regional tournament.

REMINDER - Any individual with symptoms of COVID-19 or failing the required temperature check shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED-** These standards are required at all sanctioned contests.
- **RECOMMENDED-** These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER-** While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

### MASKS, FACE COVERINGS AND SOCIAL DISTANCE

**Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved**

#### BASIC MASK/FACE COVERING INFORMATION

All individuals entering a venue before, during, and after a contest shall wear a mask/face covering. (REQUIRED)

All administrators, spectators, workers, coaches and non-competitors, including substitutes and sideline cheerleaders (when not involved in permitted legal stunting) shall wear a mask/face covering at all times. (REQUIRED)

Only the athletes on the lanes at that specific moment are exempt from wearing a mask/face covering at all times. (REQUIRED)

A "gaiter" with multiple layers of cloth complies with this requirement provided it is properly worn covering the nose and mouth when the player is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

Anyone who is not engaged in strenuous physical activity is to be wearing a mask/face covering. (REQUIRED)

All spectators and non-competitors in the contest at that moment, must wear masks unless they are eating or drinking at the moment. (REQUIRED)

- At indoor events, masking is required all the time unless eating or drinking at that moment. (REQUIRED)
- If individuals move or are moving to another venue location, they are to wear masks when moving. (REQUIRED)

At all practices and contests, it is expected that these standards for universal masking be applied (with the exception of the participating athletes and contest officials during actual play) at all facilities and that patrons should be escorted out of the event if they refuse to comply. (RECOMMENDED)

Being more than six-feet away from other individuals does NOT waive the requirement to wear a mask.

#### MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES

A mask/face covering is permitted for all participants at any time.

Masks must be worn by the bowlers in the pits at all times, however, as a bowler approaches to bowl he/she can remove the mask to compete and then put the mask back on.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned ideally in a washer with hot water and soap and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

#### SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)

Social distancing of at least six (6) feet shall be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times.

No hugging, high fives, shaking hands, or fist bumps for support/encouragement.



## 2021 Bowling Regional Tournament Instructions

Behavior shall be modeled by adults, who must insist on compliance by students.

Social distancing shall be maintained during the National Anthem and on sidelines.

Be mindful as we teach the students, it won't be like this forever!

### **CROSS-REFERENCE TO OTHER GUIDANCE**

As of February 1, 2021, Bowling facilities in the Commonwealth remain under a Governor's order guided by public health, with the details at <https://bit.ly/3bhtuFs>.

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

These differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

Portions of the bowling specific section of the document are included below.

### **SEASON LIMITATION AND CONTEST ADJUSTMENTS**

The last official regular season contest can be held on the day prior to the regional tournament.

Postseason play, at this time, is scheduled to begin March 8 with championship play currently scheduled to end the week of March 22.

### **ADMINISTRATIVE AND LANE SETUP (ALL REQUIRED UNLESS OTHERWISE INDICATED)**

Suspend pregame protocol of shaking hands during introductions.

Suspend postgame protocol of shaking hands.

Before, during, and after the contest, players, coaches, game officials, team personnel, and game administration officials should wash and sanitize their hands as often as possible.

Everyone should have their drink container that is not shared.

Cloth face coverings are permissible for all coaches and team staff and all game administration officials.

Gloves are permissible for all coaches and team staff and all game administration officials.

Try and limit the number of non-essential personnel who are in the pit throughout the contest.

### **PRE-COMPETITION INFORMATION AND VENUE SETUP**

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating and able to socially distance from other groups.

Team Packets: Tournament Managers are encouraged to transmit as much information as possible electronically before the match. (REQUIRED)

For any information that cannot be submitted electronically, organize a method for the packet pick up that keeps coaches socially distanced (i.e. time slots for small numbers of coaches to pick up packets, marks on the floor that are 6 feet apart for coaches' lines formed at packet pick-up, etc.). (REQUIRED)

Mass awards ceremonies shall be eliminated. (REQUIRED)

Distribute awards in envelopes and have the coaches pick them up, one at a time, after the contest. (REQUIRED)

Staff will work with managers to ensure appropriate lane rotation to comply with appropriate social distancing parameters.

Team Pits - Social distancing should be practiced at all times when feasible and practical.

### **OFFICIATING (RULES) (ADOPTED FOR 2020-21)**

All facilities should use all USBC recommended COVID-19 accommodations and allowances. (RECOMMENDED)

### **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.



## 2021 Bowling Regional Tournament 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 ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

### REFERENCE TO TEAM ALIGNMENT

Teams are aligned into eight (8) regions.

The current alignment is available on the bowling page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

### ALLOWABLE COMPETITION DATES

As of Jan. 21, 2021, the planned regional bowling tournament dates are March 8-20, but are subject to change based on current events.

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

#### 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.

#### CONTACT PARTICIPATING SCHOOLS

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

#### 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.

This document shall include any COVID-19 requirements or adjustments made for the event.

#### PRE-TOURNAMENT MEETINGS

The virtual pre-regional tournament meeting shall be held no later than Friday, March 5.

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.

The use of a virtual meeting is permitted and recommended.

#### FUTURE REGIONAL SITES

Region Managers should review the site selection schedule with all schools in the region at the pre-tournament meetings. A link to the site selection plan is included at the end of these instructions.



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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.

### ADMISSION OF PARTICIPANTS/TEAM PARTY

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.

No other bowlers shall be allowed in the pit area at any time.

### 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 BW 120, 121 and 122 for the scoresheets, as well as BW 118 and 119 for any Unified/Adapted competitors.

### UNIFIED/ADAPTED COMPETITORS

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

A limit of eight (8) Unified pairs may be designated by coaches to participate at regionals.

Scoresheet forms BW118 and BW119 or approved, substitute electronic procedures 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

- Call to order
- Designate someone to record minutes
- Discuss the "KHSAA Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports & Sport Activities" document for bowling (<https://bit.ly/3t2VELn>)
- 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





## 2021 Bowling Regional Tournament Instructions

- 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)

### VENUE LOGISTICS

#### COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home event procedures.

Masks must be worn by the bowlers in the pits at all times, however, as a bowler approaches to bowl he/she can remove to compete and then put mask back on.

#### SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are not permitted at the bowling centers and will be taken away if found.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts and when the bowlers are not competing.

#### WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3qMfBEe>) for multiple references to water, hydration and food guidelines.

### 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 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.



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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.

For Unified, a coach may designate up to eight (8) unified pairs to participate in the regional.

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

### POSTSEASON ROSTERS

Postseason roster 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 prior to the region deadline.

The postseason roster of up to eight (8) bowlers should be entered on the KHSAA school subdomain two (2) weeks prior to the regional tournament to assist with planning.

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

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 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 qualifying teams and individuals.

### SUBSTITUTIONS/LIMITATIONS

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

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, a substitution would only be permitted 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.

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

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.

### LANE ASSIGNMENTS

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





## 2021 Bowling Regional Tournament Instructions

### FORMAT OF EVENT

#### COVID ADJUSTMENTS

In team events, do not alternate lanes in baker games. (REQUIRED)

In individuals tournaments, eliminate rotating 2 pairs of lanes for qualifying games. (REQUIRED)

There should be a two-lane courtesy at all times when feasible while competing in interscholastic events. (REQUIRED)

If multiple lanes are utilized during tournament play, there shall not be usage by multiple schools on the same lanes without pause for proper cleaning and sanitization, etc. (REQUIRED).

#### 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 (4) bowlers in each region will advance to the state tournament.

#### UNIFIED FORMAT

Each school can enter eight (8) pairs in the Unified competition.

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.



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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 in each region 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.
- 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 2021 Regional Bowling Tournament oil pattern for singles competition shall be "[Neon 12943](#)."

The 2021 Regional Bowling Tournament oil pattern for team competition shall be "[Helium 11441](#)."

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

The 2021 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 2021 Region Oil Patterns are included at the end of these instructions.

### LANE COURTESY

There shall be a two (2) lane courtesy at all times when feasible 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.



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

### **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 shall be an integral part of your planning process and is a KHSAA requirement at postseason contests.



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### 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 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.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

### EMERGENCY ACTION PLAN

Each 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.

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

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

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.



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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. The mandated, minimum fee will be published on the KHSAA website.

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®).



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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 or Google Sheet 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 Rihersds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2020-21 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 Rihersds 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.

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 \$155.84, not including shipping, per gender

Your region package, shipped directly to your school from Rihersds.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 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





## 2021 Bowling Regional Tournament Instructions

- Adapted Athletes – 1st through 4th place medals

### COVID AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies and medals at the regional tournaments:

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time, AS THEY EXIT THE FACILITY.
- Distribute medals into envelopes and have the coaches pick them up, one at a time, AS THEY EXIT THE FACILITY. This will need to be a socially distanced, queued line allowing coaches to get any medals due to their team members.
- Be sure to have clear protocols in place for social distancing/masking during the awards pick-up.
- The ONLY alternative option is to mail the awards to each school post tournament.

### INSTRUCTIONS FOR TEAMS ADVANCING

The top two (2) teams from each region qualify for the state tournament.

The top four (4) boys' singles and the top four (4) girls' singles qualify for the state tournament.

The top two (2) Unified pairs and top four (4) adapted bowlers 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 shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org).

#### 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.

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

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

### IMPORTANT WEBSITE LINKS

- [KHSAA Bowling Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports and Sport-Activities - Bowling](#)
- [COVID-19 Media Guidance](#)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [Current Alignment](#)
- [Regional Site Selection Plan](#)
- GE51 - Regional Tournament Financial Report ([DOCX](#)) ([PDF](#))
- [GE 56 - Regional Tournament Manager Form](#)
- [GE 58 - Region Site Selection Plan](#)
- [BW 110 - Regional Entry Form](#)
- BW118 - Unified Bowling Scoresheet ([DOCX](#)) ([PDF](#))



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- BW119 - Unified Baker Scoresheet ([DOCX](#)) ([PDF](#))
- 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 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
- Make sure to enter scores for all rounds/matches
- 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

- **Where possible, any reference to a paper scoresheet should be converted to an electronic version.**
- 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 B5 to G5 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,



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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 B5 to J5 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 and scores 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/bowlingsschoolnames.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 B5 to E5 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
- Make sure to include scores for each match.
- We will need the complete eight (8)-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

### EXCEL INSTRUCTIONS FOR KHSAA REGIONAL TOURNAMENT - UNIFIED

- Type in the names of the schools in the "Schools" column. If you have more than one unified pair from the same school, we suggest numbering them (ex. Collins #1, Collins #2, etc).
- Note: You must use the exact Team Names as provided online by the KHSAA (<http://www.khsaa.org/bowling/bowlingsschoolnames.pdf>)
- After the qualifying game have one person double check the coach's math, then have another type the scores into the excel sheet



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- Type in each team's seed score into the "seed game score" column
- 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 B5 to C5 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 the tiebreaker will be a scorecard review start at frame 10 and move back until the tie can be broken.
  - o For example, if you have a tie, see which unified pair had the higher score in frame 10.
  - o If it is still tied, move to frame nine (9) and so on until you can break the tie.
- 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 champion and runner up pair are announced please fill out the "rosters" tab for those teams to include individual athlete's names.
- Please refer to the Reporting Results/Scores section of these instructions to read how to submit your results to the KHSAA

### **EXCEL INSTRUCTIONS FOR KHSAA REGIONAL TOURNAMENT - ADAPTED**

- Type the scores into the spreadsheet named "Adapted"
- Once the competitors and scores have been entered, you will need to sort the bowlers by their total scores after the second game.
- Once you put in the 2nd game, sort and double check for any ties
  - o For 4th place - the tiebreaker will start at the 10th frame from game two (2) and move back until the tie can be broken
- To sort, you need to:
  - o Highlight the Cells B7 to E7 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 This will create your top 4 adapted bowlers
- Then use the "Adapted Step" tab to finish
- When entering scores, please use the following format: John Doe – 214