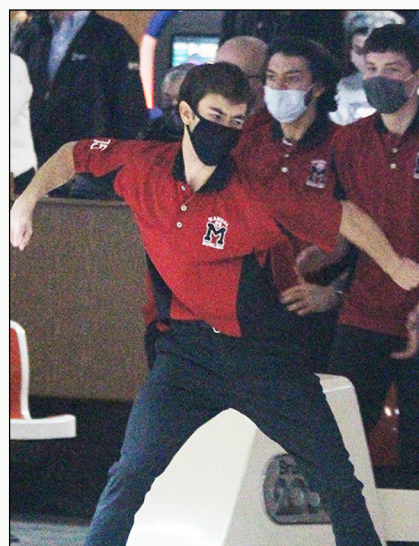




BOWLING

2021-2022 REGIONAL COMPETITION INSTRUCTIONS

FOR MANAGERS AND PARTICIPATING TEAMS





2022 Bowling Regional Tournament Instructions

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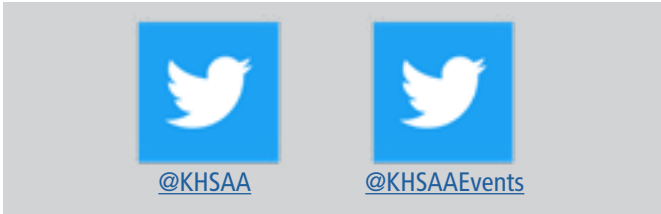
Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.



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

KHSAA Staff

Commissioner Julian Tackett
Associate Commissioner Butch Cope
Assistant Commissioner Joe Angolia
Assistant Commissioner Darren Bilberry
Assistant Commissioner Sarah Bridenbaugh
General Counsel Chad Collins
Event Services and Social Media Director Jenny Elder
Information Technology Director Rob Catron
Media Relations and Publications Director Connor Link
Administrative Assistant/Office Manager Kara Howard
Administrative Support Specialist Jeremy Ison
Administrative Support Specialist Jeanie Molloy
Physical Plant Director Roy Tatum





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SUPERSEDURE NOTE

The information in these instructions supersedes any information previously distributed, including the Competition Rules.

In many cases, these rules have been revised over the last couple of years through the pandemic to the point where time has not permitted complete overhaul and revision of the competition rules.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact with any additional questions.

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" document can be found at the following link: <https://bit.ly/3jvElu7>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Guidance is broken 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. In a few cases, these will be STRONGLY RECOMMENDED.
- 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.

All items in the document should be interpreted as "CONSIDER" for local consideration unless otherwise noted.

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

MASKS/FACE COVERINGS

Masks/ Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific masking ordinance should also include a requirement for managers to post signage and make regular announcements.

COMPETITORS

- Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

NON-COMPETITORS

- Non-Competitors, in compliance with current KDPH and CDC guidelines are recommended to wear masks in all indoor settings unless otherwise exempted (e.g., cannot wear a mask due to disability), regardless of COVID-19 vaccination status.
- In compliance with [current KDPH K-12 education guidance](#), "In general, people do not need to wear masks when outdoors, though mask use may be considered in outdoor settings that involve sustained close contact with other people who are not fully vaccinated."

PUBLIC HEALTH PROTOCOLS

- Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

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.



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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 Darren Bilberry (dbilberry@khsaa.org).
If Mr. Bilberry is for some reason not available, Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@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

SEASON LIMITATION AND CONTEST ADJUSTMENTS

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

REGIONAL COMPETITION DATES AND MANAGERS

The planned regional bowling tournament dates are January 22 to February 3, 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 includes any COVID-19 requirements or adjustments made for the event.

PRE-TOURNAMENT MEETINGS

The pre-regional tournament meeting should be held no later than ten days prior to the Regional tournament.
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.

UNIFIED/ADAPTED COMPETITORS

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



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

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 any prior site selection plan is included at the end of these instructions.

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.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Review the "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Fall Sports" document, detailed at the link at the end of these instructions, including any changes that may have come about since the document was released.
- 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



2022 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

OFFICIATING (RULES) AND COVID-19 GUIDELINES

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

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

GENERAL

- 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.

ENTERING HOST SITE

- Coaches and administrators should be given direct details about how to enter the region’s host site.
- This will allow for more organization on the day of the competition.

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.
- 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.).
- Mass awards ceremonies shall be eliminated.
- 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.

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.



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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

Participants are reminded to bring their own water bottles or use disposable single wax-lined cups.

Water bottles should not be shared.

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.

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 ten (10) 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.

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 ten (10) 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 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.

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

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

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

Any unified/adapted students who are eligible under KHSAA Bylaws that are applicable to sport-activities are also eligible to enter the KHSAA postseason for the team and/or singles events.



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Note that the following bylaws do not apply to the sport-activities, including 3, 6, 7, 8, 9, 10, 11, 13, 16, 19, 20 and 22.

ADAPTED ENTRY

Adapted bowling is for students with physical disabilities or in a wheelchair and can be entered into the postseason via form BW127 using the link at the end of these instructions.

Any unified/adapted students who are eligible under KHSAA Bylaws that are applicable to sport-activities are also eligible to enter the KHSAA postseason for the team and/or singles events.

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 from the postseason roster only be permitted if the original entry is prevented from participating due to circumstances arising from a documented injury/illness, including health department/school system COVID-19 directives, which must be reported to the office of the Commissioner and approved.

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, during a Baker game they may not re-enter during that Baker game.

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

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

COVID-19 ADJUSTMENTS AND LANE PAIRING

In singles tournaments, eliminate rotating 2 pairs of lanes for qualifying games.

Managers are to utilize a rotation plan in the singles tournament that limits cross-rotation throughout the entire house (i.e. if a group of 4 begins on lanes 3-4, they could rotate to lanes 5-6 for game 2, lanes 7-8 for game 3).

Managers are to assign lanes so that teams to not share pits throughout the tournament (i.e. teams may be in pairs of lanes next to each other, but not in the share the same pit).

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.

LANE COURTESY

There is to 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 should 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.

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.



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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

Scoresheet forms BW118 and BW119 or approved, substitute electronic procedures will be needed for any competitors in those divisions.

QUALIFYING ROUND

Partners must participate in two games 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 combined two Baker games will be used to seed teams before being placed in a bracket.

TOURNAMENT

Once the qualifying games are complete, a seeded tournament will be conducted.

The Baker format will continue for all remaining games.

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

All singles competition rules, including tie-breakers, will be used in the adapted division.

The champion and runner-up in each region will advance to the state tournament.

TIEBREAKER

REGION AND STATE UNIFIED MATCHES TO DETERMINE SEEDS

If there are ties to decide seeds, the tiebreaker will be as follows:

- If one team has the highest single game, they will be the higher seed.
- If the combined scores are tied and neither team has a higher game, a ninth (9) and tenth (10) frame roll-off would be used and continued until a winner is determined.

REGION AND STATE UNIFIED MATCHES IN TOURNAMENT

If neither team has a higher game, a ninth (9) and tenth (10) frame roll-off would be used and continued until a winner is determined.

REGION AND STATE SINGLES AND THE ADAPTED DIVISION

The following tiebreaking procedures will be utilized for regional and state singles tournaments:



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- If there is a tie for seeding purposes, the highest single-game shall break the tie and take the higher seed.
- If there is a tie for 8th, bring any and all tied for the 8th position into the semi-finals.
- If there is a tie for 4th (or tie into stepladder matches), a (9) ninth and (10) tenth frame roll-off will be used and continued until a winner is determined
- For first (1) through fourth (4) places in the stepladder games:
 - o The tie is broken by the highest single game during qualifying taking the higher seed.
 - o If the tie remains, a ninth (9) and tenth (10) frame roll-off would be used and continued until a winner is determined.

REGION AND STATE TEAM

The following tiebreaking procedures will be utilized for regional and state team tournaments:

- For the team qualifying games, if there is a tie add all dropped qualifying scores back in to total score to break the tie
- If a tie remains, it shall be broken with the highest individual score bowled taking the higher seed.
- For team baker games, when teams tie in a baker game, each team receives half of a point.
- If teams are tied after fifth (5) games, a sixth (6) game shall be played to determine a winner.
- If the (6) sixth baker game ends in a tie, then a (9) ninth and (10) tenth frame roll-off will be used to break the tie.

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

REGION OIL PATTERNS

- The 2022 Regional Bowling Tournament oil pattern for singles competition shall be "[Carbon 10342](#)"
- The 2022 Regional Bowling Tournament oil pattern for team competition shall be "[Lithium 9144](#)"
- The Region Manager may choose the oil pattern for the unified/adapted divisions.
- Links to the 2022 Region Oil Patterns are included at the end of these instructions.

STATE OIL PATTERN

- The 2022 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.

PIT 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.



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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 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.

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.

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.



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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

All region hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

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.

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.



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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.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event and re-sell them to anyone, including team members, the families or the general public.

COVID-19 MEDIA RESTRICTIONS AND CONSIDERATIONS

Media access may be limited, especially if there are capacity limits.

Establish a limit on the number of credentialed media members at each event (number of passes per outlet, priority to those who regularly cover, home/visitor split, etc.).

Encourage media members to RSVP in advance of the event so that you can allocate space accordingly and grant access to any media on a "waiting list."

No non-working individual may be in the working press area, including spouses, family members, and others.

Interview opportunities may be limited during the week.

Disseminate as much information online as possible (limit handouts).

Incorporate easily identifiable credentials to ensure only authorized personnel are in restricted areas.

If radio space is limited to the home team, try to facilitate a shared feed of the home team's broadcast if possible.

Interviews should only be conducted if social distancing protocols can be followed.

Be mindful that no agreement can be made exclusive per adopted regulation, which precludes an audio broadcast by the visiting team.

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 24 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.



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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®).

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).

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:

- Darren Bilberry, 859-299-5472, 859-333-5411, dbilberry@khsaa.org
- Sarah Bridenbaugh, 859-299-5472, 740-607-7217, sbridenbaugh@khsaa.org
- Rob Catron (IT issues related to results), 859-299-5472, 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 Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2021-2022 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 Rihards at 1-800-274-4373 or email at 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 \$161.80, not including shipping, per gender

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



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- 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, 2nd and semifinalists.
- Adapted Athletes – 1st, 2nd, 3rd, 4th.

COVID AWARDS PRESENTATION PROTOCOL

Any awards ceremonies should follow the guidance listed on Page 4 under "COVID Awards Presentation Recommended Protocol."

All awards presentations shall be setup to ensure that the individuals are separated by school and the awards are delivered to the school representatives by the presenter.

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 dbilberry@khsaa.org.

TOURNAMENT COSTS

Finances and expenses are handled by the host school within policies adopted by the member schools.

Schools competing at the regional competition shall agree, in advance, to all financial provisions for the distribution of proceeds or allocation of loss.

Managers may require an advance payment from each competing school to be prepared for costs in advance of the competition and if such is required, shall fully disclose any plan for return of excess of fees over expenses when reconciling the event.

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

IMPORTANT WEBSITE LINKS

- [KHSAA Bowling Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Fall Sports](#)
- [COVID-19 Media Guidance](#)



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- [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](#))
- 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 REGION INSTRUCTION- 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

EXCEL REGION INSTRUCTIONS - INDIVIDUAL

- 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



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- 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, 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 REGION INSTRUCTIONS - 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 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



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- 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 REGION INSTRUCTIONS - 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 two qualifying games, a third party person double check the coach's math, then have another type the scores into the excel sheet
- Type in each team's two game scores into the "Game 1" and "Game 2" 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 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 REGION INSTRUCTIONS - 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
- 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



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- 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