



# WINTER CHAMPIONSHIP INSTRUCTIONS



# DISTRICT & REGION POSTSEASON





# 2022-2023 Postseason Instructions for District and Region Tournaments

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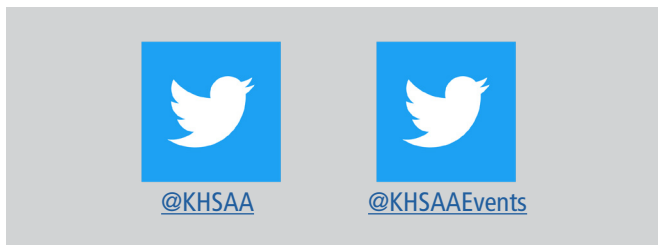
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**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**

2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

## KHSAA Staff

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





## 2022-2023 Postseason Instructions for District and Region Tournaments



## 2022-2023 Postseason Instructions for District and Region Tournaments

### GENERAL FOR ALL SPORTS AND SPORT ACTIVITIES

#### BRIEF WELCOME

Congratulations and good luck in the upcoming postseason play. The KHSAA wishes to help guide our district and region managers as well as inform and educate all our postseason participants and fans. Please read over these detailed instructions carefully as it contains information regarding protocols, dates, weather, venue guidelines, tickets, as well as important forms and links.

#### 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 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>

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 postseason event.

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.

Some 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 mask-requiring 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.

#### WATER - COVID-19 GUIDANCE

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

#### 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.

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

#### COVID-19 GUIDELINES

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

#### DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing the specific sport or activity competitions, which is included as a link inside the detailed sport or activity section.



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

Any required forms for your reports are included as links throughout this document or inside the specific sport or activity section.

### MANAGER'S RESPONSIBILITIES

#### HOSTING POSTSEASON

Thank you to our District and Region Managers for taking on the following responsibilities to ensure top-level competition throughout the postseason. The KHSAA has forms and opportunities for all our member schools to be hosts.

#### DISTRICT MANAGER

GE55 is the District Tournament Manager Form.

Prior to the tournament, please fill out this [form](#) 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.

In helping with future site determinations, all district members should fill out GE57, which is the District Tournament Site Selection Plan.

The GE57 form is online at a link at the end of these instructions.

The site selection form should show at least four years of proposed hosts sites.

For baseball, basketball, soccer, softball or volleyball, District Managers need to file GE52, the financial report, at the conclusion of their respective tournaments by filling out Form GE52 and submitting it to KHSAA.

The GE52 is listed and is at the link at the end of these instructions

#### REGION MANAGER

GE56 is the Regional Tournament Manager Form.

Please fill out this form 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.

In helping with future site determinations, all region members should fill out GE58, which is the Region Tournament Site Selection Plan and is at the link at the end of these instructions.

The GE58 form is online at a link at the end of these instructions.

This form sets up a four-year proposal of hosts sights.

For baseball, basketball, field hockey, soccer, softball or volleyball, Region Managers need to file GE53, the finalancial report, at the conclusion of their respective tournaments by filling out Form GE53 and submitting it to the KHSAA.

The GE53 form is online at a link at the end of these instructions.

For archery, bass fishing, bowling, competitive cheerleading, cross country, golf, swimming, tennis, track and field and wrestling, Region Managers need to file GE51 and submitting it to the KHSAA.

The GE51 form is online at a link at the end of these instructions.

#### APPLICATION FOR HOSTING

For participants of Archery, Bass Fishing, Competitive Cheer, Cross Country, Dance, Golf, Swimming, Tennis, and Track and Field, if interested in hosting, please fill out the GE59 form.

The GE59 form is online and a link at the end of these instructions.

#### FINANCES

Revenue, after expenses for workers, judges, trophies, awards and other approved expenses, will be directed back to the host school.

#### COMPETITION COSTS

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

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



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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.

### STOPPAGE/POSTPONEMENT

It's the duty of the District and 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 the managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

### TICKETS AND FAN ADMISSION

For basketball, swimming, wrestling, bowling and esports:

- It is recommended to use GoFan digital ticketing.
- GoFan is the digital ticketing service of the KHSAA
- There should be no paper tickets sold at walk-up gate.
- Only the KHSAA issued Commonwealth Card should be honored for admission for one individual plus a guest.
  - o Entrance with these cards should be at the pass gate only.

For competitive cheer and dance as well as diving regionals:

- GoFan ticketing will be utilized at all postseason competition.
- There shall be no paper tickets sold at walk-up gate.
- Children 5-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.
- Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest.
- Entrance with these cards is at the pass gate only.
- No coaches cards or officials cards will be honored for admission at the state event.
- Here is the [link](#) to GoFan's training page for buying, transferring and validating tickets.
- No ticket screenshots shall be honored at any time.

### HOST SITE ADMINISTRATOR

The KHSAA requires a competition 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.

### CONTACT PARTICIPATING SCHOOLS

Contact all schools in your district or region to inform them of your competition schedule, ticketing details and other pertinent information.

### PRE-TOURNAMENT MEETINGS

It is recommended that a meeting of all coaches be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

The use of a virtual meeting is permitted and recommended.

### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

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





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### FUTURE SITES

Discussion of participating schools for future district and region sites are encouraged with a plan of filling out GE57 or GE58 as needed throughout the years.

### OUTSIDE PROVIDERS/VENDORS

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

### PRE-COMPETITION MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic" competitive cheer section <https://bit.ly/3jvElu7>
- Provide time schedules and ticket links for each competition
- Discuss future sites and remind interested schools to submit Form GE58 (Application for Hosting)
- Review Competition Rules
- Discuss team party and participant admission (if fee is being charged)
- Remind coaches that all participants must appear on the online roster and be designated for postseason competition
- Discuss competition 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
- Sound System
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules, coaches area and other notes
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans

### VENUE LOGISTICS

#### SITE SPECIFICATIONS

Prepare the facility for competition, thinking through all needs of warm-up and such for this sport or activity.

Managers are responsible for securing an individual to perform duties necessary to run the event properly, (ie public address, score sheets, timers, etc.).

Set up of benches or areas for the team specific to the sport or activity.

Internet access is required for the submission of final results to the KHSAA.

#### ENTERING HOST SITE

Coaches and administrators should be given direct details about how to enter the host site.

This will allow for more organization throughout the competition.

#### 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 competition management cues are not permitted inside the facility. These items



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include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

For indoor events, per NFHS rules, artificial noisemakers (non-mechanical and non-powered) are not permitted at the facility 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.

### **ROSTERS, SUBSTITUTIONS**

#### **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 postseason deadline.

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

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

No additional student-athletes 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 student-athletes.

This roster information is also used for advance preparations for teams qualifying for state.

#### **SUBSTITUTIONS/LIMITATIONS**

Additional competitors over the division limits may be entered on the KHSAA postseason roster in case of an injury or other circumstances.

This must be done prior to the day of postseason competition. Rosters are closed and no additions are permitted after that time.

Reference the Competition Rules for clarifications on that substitution process.

### **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 Tournament 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 Tournament 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.

After the games, have the officials escorted to the locker room and/or parking lot.

While acknowledging the expense of security, it is noted that this shall be an integral part of your planning process and is a



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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.

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.

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.

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.

### PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 ([Physical Exam Form](#)) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

### HEAT INDEX PROGRAM

Tournament Managers of any outdoor sports or sport-activity, or indoor sports without air conditioning, shall review the Heat Index Program posted on the KHSAA website and included as a link at the end of these instructions.

The manager should be aware of the policies and work in conjunction with the licensed or certified athletic trainer hired to work the event in monitoring the Heat Index.

### EMERGENCY ACTION PLAN

Each tournament manager is expected to have and maintain an emergency action plan that should be distributed to all teams and incorporated into the public address announcer's script.

Emergency action plans shall be practiced and referred to prior to competition.

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

### 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 KHSAA host 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, first round, second round) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions



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and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round 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, first round, second round 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.

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.

### **GENERAL MEDIA NOTES**

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 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.



## 2022-2023 Postseason Instructions for District and Region Tournaments

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.

The district or regional tournament shall keep all of the proceeds of any fee charged in excess of the minimum fee as part of the receipts.

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.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including first round, second round, 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 state level contest (including state first rounds), and 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.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Media Relations and Publications 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 Tournament Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold at the tournament.

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

### IMPORTANT WEBSITE LINKS

- [Health at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic](#)
- Region Tournament Financial Report (Archery, Bass Fishing, Bowling, Competitive Cheer, Cross Country, Golf, Swimming, Tennis, Track and Field, and Wrestling) Form, [GE51](#)
- District Tournament Financial Report (Baseball, Basketball, Soccer, Softball, Volleyball) Form, [GE52](#)
- Regional Tournament Financial Report (Baseball, Basketball, Field Hockey, Soccer, Softball, Volleyball) Form, [GE53](#)
- Team Sport District Tournament Manager Form, [GE55](#)
- Team Sport Regional Tournament Manager Form, [GE56](#)
- District Tournament Site Selection Plan Form, [GE57](#)
- Region Tournament Site Selection Plan Form, [GE58](#)
- Application for Hosting (Archery, Bass Fishing, Competitive Cheer, Cross Country, Dance, Golf, Swimming, Tennis, and Track and Field), [GE59](#)
- Athletic Participation Form, [GE04](#) (English)
- Athletic Participation Form, [GE04](#) (Spanish)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- School Media Requests and Guidelines Form, [S1103](#)
- [Media Credential Requests and Guidelines](#)
- [GoFan Training Page](#)



# CHEER

## 2022-23 REGION COMPETITION INSTRUCTIONS





# 2022-23 Competitive Cheer Regional Competition Instructions

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## 2022-23 Competitive Cheer Regional Competition Instructions

### COMPETITIVE CHEER SPECIFIC INSTRUCTIONS

#### DUTIES SUMMARY STATEMENT

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

You should familiarize yourself with these provisions and review them at your pre-event 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 competitive cheer 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/DECLARATIONS

#### ALIGNMENT

Teams are aligned into eight (8) regions from the member schools in the 16 basketball regions as detailed in the KHSAA Competition Rules.

- Region 1 is basketball regions 1-2, Region 2 is basketball regions 3-4, etc.

The current alignment is available on the competitive cheer 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 regional competition.

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

There are four (4) regional sites in response to the number of declarations and to aid in judging panel logistics, but each region will compete separately.

#### DECLARATIONS

Schools were required to declare their competition division by Oct. 1.

No changes to divisions may be made after that date.

### ALLOWABLE COMPETITION DATES, POSTPONEMENT

The competitive cheer regional competition dates are November 5 and November 12.

- November 5
  - o Regions 1 & 2 (at Owensboro)
  - o Regions 5 & 6 (at Tates Creek)
- November 12
  - o Regions 3 & 4 (at Simon Kenton)
  - o Regions 7 & 8 (at Belfry)

#### 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.





## 2022-23 Competitive Cheer Regional Competition Instructions

### STATE COMPETITION

The 2022 KHSAA State Cheer Championships will be held on Dec. 9-10 at George Rogers Clark High School in Winchester.

### REGION MANAGER'S RESPONSIBILITIES

#### TICKETS AND FAN ADMISSION

All KHSAA Regional Cheer Competitions will utilize GoFan ticketing. KHSAA Staff will assist regional managers in setting up the event and provide tips for execution on the day of the event.

There shall be no paper tickets sold at walk-up gate.

All regional competitive cheer competition ticket prices are, in advance, \$9 each per session, plus electronic transaction fees that are not received by the KHSAA. Day of the event, prices per session increase to \$11 plus fees.

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. Entrance with these cards is at the pass gate only. No coaches cards or officials cards will be honored for admission at the state event.

GoFan's training page for buying and validating the tickets is included as a link at the end of these instructions and linked from the KHSAA website.

No screenshots shall be honored at any time.

#### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Regional Competition 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.

#### HOST SITE ADMINISTRATOR

The KHSAA requires a competition 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.

#### PRE-TOURNAMENT MEETINGS

It is recommended that a meeting of all coaches be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

The use of a virtual meeting is permitted and recommended.

#### CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your competition schedule, ticketing details and other pertinent information.

#### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

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

#### FUTURE REGIONAL SITES

Discussion of participating schools for future sites are encouraged. Any suggested sites shall be sent on to Assistant Commissioner Bridenbaugh.

#### OUTSIDE PROVIDERS/VENDORS

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

### PRE-COMPETITION MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes



## 2022-23 Competitive Cheer Regional Competition Instructions

- Discuss the "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic" competitive cheer section <https://bit.ly/3jvElu7>
- The KHSAA will provide time schedules and ticket links for each regional competition
- Discuss future sites and remind interested schools to submit Form GE58 (Application for Hosting), linked at the end of these instructions
- Competition Rules review
- KHSAA staff will draw for order of appearance and make a copy of the order for all teams
- Discuss team party and participant admission (if fee is being charged)
- Remind coaches that all participants must appear on the online roster and be designated for postseason competition
- Discuss competition 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
- Sound System
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules, coaches area and other notes
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans

### VENUE LOGISTICS

#### SITE SPECIFICATIONS

Prepare the facility for competition, making sure that mats are in place, including in the warm-up area. Region Managers are responsible for securing an individual to perform the data entry for online scoring. The scorer must have attended the Cheer Scorer's Training given by Varsity/UCA. A laptop and printer should be set up at the main judges table for the tabulator. Internet access is required for the submission of final results to the KHSAA.

#### 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.

#### SOUND SYSTEM

Region Managers are responsible for securing a sound system with a CD/phone/tablet adapter. Test the system with a technician and note any volume settings or adjustments. Music must be played by an adult and not by an alternate, manager or student-athlete. Another short test of the sound system should be done before teams are called out to the floor for competition.

#### 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 competition 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.



## 2022-23 Competitive Cheer Regional Competition Instructions

Artificial noisemakers (non-mechanical and non-powered) are not permitted at the facility 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.

### **ENTRY, ROSTERS, ORDER, SCORING**

#### **INSTRUCTIONS FOR COMPETITION ENTRY**

Schools previously declared their competition division using KHSAA Form CC101 (Division Declaration Form) by Oct. 1. This declaration was for the regional competitions, as well as state for those that advance. No adjustments will be permitted for any reason once entries are posted. Region Managers will be sent a list of participating schools with their declared divisions from the KHSAA as posted on the Association's website. The divisions shall be All-Girl (Small, Medium, Large, Super), Coed and Game Day. Coed is comprised of squads with girls and one (1) or more boys participating. All-Girl Small is 5-15 participants, All-Girl Medium is 16-19, All-Girl Large is 20-23 and All-Girl Super is 24-30. Schools may enter squads in two (2) separate divisions, but they must be comprised of different participants. All squads must qualify at the regional to advance to state. Teams advancing from a region to state must compete in the same division at each level of the postseason.

#### **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. Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster. Only cheerleaders appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional student-athletes 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 cheerleaders. This roster information is also used for advance preparations for state qualifying squads.

#### **SUBSTITUTIONS/LIMITATIONS**

Additional competitors over the division limits may be entered on the KHSAA postseason roster in case of an injury or other circumstances. This must be done by the beginning of the day of the regional competition. Rosters are closed and no additions are permitted after that time. Reference the Injuries During Competition section of the Competition Rules for clarifications on that substitution process.

#### **PROCEDURE FOR ORDER OF APPEARANCE DRAW**

KHSAA staff will draw for order of appearance and distribute the schedule to the Region Managers, as well as posting on the KHSAA website.



## 2022-23 Competitive Cheer Regional Competition Instructions

### SCORING

Seven (7) UCA licensed judges will be used to score each division as outlined in the Competition Rules.

### ADMISSION INTO VENUE

### PARTICIPANT ENTRY

Host schools should communicate with participating schools the process for entering the venue.

### FORMAT OF EVENT

### DIVISIONS AND ROUTINE LENGTH

Regional competitions are comprised of routines lasting two minutes and 30 seconds (2:30) in the following divisions:

- All-Girl Small, All-Girl Medium, All-Girl Large, All-Girl Super and Coed.

Game Day routines last three minutes (3:00).

### TIME SCHEDULE

It is the responsibility of the Region Manager to distribute the schedule sent by the KHSAA to the competing schools.

### JUDGING AND SCORING

Competitions and scoring will be conducted in conjunction with Varsity Brands, Universal Cheer Association (UCA) provisions utilizing UCA appointed and KHSAA approved personnel.

One of the seven (7) assigned judges will serve as the supervisor of judges that will resolve questions at each regional.

While Varsity/UCA rules are used, there will be no video review for scoring or timing questions.

All scores by judges are final.

A link to scoresheets and their explanations is included at the end of these instructions.

Region Managers are reminded to maintain the original scoresheet for records.

### TIES

Ties will be broken by the judging panel in accordance with UCA NHSCC adopted provisions.

- In the event of a first place tie, the team with the lesser deductions will be awarded first place.
- In the event of a first place tie, if the deductions remain equal, the tie will not be broken and both teams will be awarded first place.
- All other ties in each division or group will remain.

### TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

### POINTS OF EMPHASIS

### COACHING BOX

Each regional site will have a "coaching box" with a maximum of six (6) seats.

Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches, or three (3) alternates, three (3) coaches).

As a reminder, in accordance with the Universal Cheer Association's (UCA) Championship Rules, it is required that each team has



## 2022-23 Competitive Cheer Regional Competition Instructions

a responsible adult at the music station that knows the routine and music (no alternates or team members allowed) and is not in the coaching box.

- This representative is responsible for pressing “play” and should not be one (1) of the six (6) individuals occupying the coaching box.

### OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UCA scoring software. Coaches will receive an electronic copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

### EXHIBITION PERFORMANCES

There will be no outside group exhibition performances.

### PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UCA will handle the assignment of judges.

Region Managers will receive the listing from Varsity’s Hank Light ([hlight@varsity.com](mailto:hlight@varsity.com)).

Regional judges are paid \$150 each, which includes mileage. The KHSAA will issue payment for the judges following the competition.

Timers (1 music, 1 routine) are to be secured by the Region Managers.

Pay for these individuals is a local decision.

- The KHSAA will issue the payment for these individuals.

Any housing requests from judges must be approved by Assistant Commissioner Bridenbaugh.

### POST EVENT

#### REGIONAL RESULTS SUBMISSION

Region Managers are asked to email complete results to [ccresults@khsaa.org](mailto:ccresults@khsaa.org) immediately following the event to be published on the KHSAA website.

#### STATE COMPETITION QUALIFIERS

State qualifier details will be determined and posted on the KHSAA website prior to the first regional date.

#### TROPHIES

The KHSAA Board of Control has contracted with Rihersds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for 2022-23.

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).

The cost of the trophies will be paid for by the KHSAA from the GoFan digital ticket revenue.

- The cost for regional trophies is \$78.90 for each winner and runner-up per division. If a region has all eight (8) divisions, the total cost will be \$946.80, not including shipping.

If a school withdraws after Oct. 1, the region is responsible for the cost of any unused trophies. They cannot be shipped back to prevent being billed the full amount.

The package, shipped directly to the host school from Rihersds.com, should consist of the following:

- One (1) first place team trophy for each division, provided there are entries.
- One (1) second place team trophy for each division, provided there are entries.



## 2022-23 Competitive Cheer Regional Competition Instructions

o No additional awards, ribbons or banners are permitted.

### FINANCES

#### NET REVENUE

All revenue, after expenses for workers, judges, trophies, awards and other approved expenses, will be directed back to the host school.

#### COMPETITION FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the competition 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 competition. Forms may be emailed to [cc@khsaa.org](mailto:cc@khsaa.org).

#### COMPETITION 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 Competitive Cheer Website](#)
- [Competition Rules](#)
- [Health at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Competitive Cheer Alignment](#)
- GE51 - Regional Competition Financial Report ([DOCX](#)) ([PDF](#))
- [GE56 - Regional Tournament Manager Form](#)
- [GE58 - Regional Site Selection Plan](#)
- CC106 - Routine Timer Form ([DOCX](#)) ([PDF](#))
- CC107 - Audio Timer Form ([DOCX](#)) ([PDF](#))
- CC108 - Order of Appearance Form ([DOCX](#)) ([PDF](#))
- [UCA Cheer Judging Sheets and Information](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)



# DANCE

## 2022-23 REGION COMPETITION INSTRUCTIONS





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## DANCE SPECIFIC INSTRUCTIONS

### DUTIES SUMMARY STATEMENT

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

You should familiarize yourself with these provisions and review them at your pre-event 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 dance is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT/DECLARATIONS/DATES

### ALIGNMENT

Teams are aligned into four (4) regions from the 16 basketball regions as detailed in the KHSAA Competition Rules.

- Region 1 is basketball regions 1-4, Region 2 is basketball regions 5-8, Region 3 is basketball regions 9-12 and Region 4 is basketball regions 13-16.
- Regions 1 and 2 will compete at the same site, but will have with separate competitions.
- Regions 3 and 4 will compete at the same site, but will have with separate competitions.

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

### DECLARATIONS

Schools were required to declare their competition division by Oct. 1.

No changes to divisions may be made after the final declaration date.

### COMPETITION DATES

The dance region competition dates are Nov. 12 and 13.

- Region #1 - Nov. 12, Regions 1 & 2 (at Collins)
- Region #2 - Nov. 13, Regions 3 & 4 (at Shelby Valley)

### INCLEMENT WEATHER PROCEDURES

#### STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in collaboration with the KHSAA, to consider decisions regarding re-scheduling or resumption due to an emergency, with the KHSAA making the final determination.

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

State Competition

- The 2022-23 KHSAA State Dance Championships will be held on Dec. 11 at George Rogers Clark High School in Winchester.

## REGION MANAGER'S RESPONSIBILITIES

### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Competition 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.

## **SITE SPECIFICATIONS**

Prepare the facility for competition, including those areas dedicated for warm-ups.

Teams should perform facing a basketball goal or baseline, not the sideline, so judges can be placed on the floor for easy viewing away from any spectator interference.

The data manager scoring the event needs experience with Google Sheets to utilize the Varsity/UDA software.

A laptop with internet access and printer shall be set up at the main judges table for the tabulator.

Region Managers shall also provide a coaches' viewing area or box on the competition floor.

## **TICKETS AND FAN ADMISSION**

All Region dance competition tickets will be sold online via GoFan, the KHSAA's official digital ticket vendor.

There shall be no paper tickets sold at walk-up gate or cash sales of any type.

All regional dance competition ticket prices are, in advance, \$9 each per session, plus electronic transaction fees that are not received by the KHSAA. Day of the event, prices per session increase to \$11 plus fees.

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. No coaches cards or officials cards will be honored for admission at the state event.

GoFan's training page for buying and validating the tickets is included as a link at the end of these instructions and linked from the KHSAA website.

No screenshots shall be honored at any time.

## **VENUE LOGISTICS AND SITE RESPONSIBILITIES**

### **SOUND SYSTEM**

Region Managers are responsible for securing a sound system with a CD/phone/tablet adapter.

System should be tested with a technician and note any volume settings or adjustments.

Music must be played by an adult and not by an alternate, manager or student-athlete.

Another short test of the sound system should be done before teams are called out to the floor for competition.

### **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 competition 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 facility 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.

## **PRE-EVENT**

Refer to the KHSAA Handbook to review the rules and regulations governing dance competitions and also familiarize yourself with the KHSAA Competition Rules.

The Region Manager should consider hiring workers in the following specific positions:

- A Competition Manager
- Scorer/Tabulator
- Scorer/Tabulator Runners



- Public Address Announcer
- Uniform Security at rate agreed by KHSAA prior to contest(s); and
- Medical/Training Services at rate agreed by KHSAA prior to contest(s)
- The Region Manager shall secure two timers who will work under the supervision of the UDA representative.

## **PROCEDURE FOR GETTING JUDGES AND FEES**

Varsity/UDA will handle the assignment of judges.

- Managers will receive the judge's assignment from Assistant Commissioner Sarah Bridenbaugh.
- Region judges are paid \$175 each region competition and that includes mileage. Any additional hotel or travel fees for judges will be subtracted from the reimbursement to region managers.

## **HOST SITE ADMINISTRATOR**

The KHSAA requires a competition 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.

## **PRE-TOURNAMENT MEETINGS**

It is recommended that a meeting of all coaches be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

The use of a virtual meeting is permitted and recommended.

## **CONTACT PARTICIPATING SCHOOLS**

Contact all schools in your region and inform them of your competition schedule, entry deadline and other pertinent information.

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

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

## **OUTSIDE PROVIDERS/VENDORS**

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

## **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.

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 subtracted from the host proceeds before dividing an profits (as discussed by participating schools).



There is no requirement that an ambulance be on site for the whole event, 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 competition, which shall be practiced and referred to prior to the event.

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

## **PRE-COMPETITION MEETING/CALL MODEL AGENDA**

- A pre-competition logistics meeting should be held and is permitted to be held by a Zoom call.
- Call to order
- Designate someone to record minutes.
- Discuss the "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" dance section <https://bit.ly/3QPGYKh>.
- The KHSAA will provide time schedules and ticket links for each region competition.
- Discuss future sites according to the KHSAA rotation schedule and remind interested schools to submit Form GE59 (Application for Hosting).
- Competition Rules review.
- KHSAA staff will determine the order of appearance and make a copy available for all teams of the KHSAA website.
- Discuss team party and participant admission and limitations.
- Remind coaches that all participants must appear on the online roster and be designated for postseason competition.
- Detail the security and emergency action plan.
- Discuss medical needs/trainers.
- Reminders regarding medical role if a participant appears injured as it relates to later divisions.
- PA, official scorer/scoresheets.
- Sound System.
- Auxiliary Workers: ticketing, concessions, parking.
- Facility rules, coaches area and other notes.
- Discuss the inclement weather policy and plans.
- Review sportsmanship expectations for competitors, coaches and fans.

## **TEAM INSTRUCTIONS FOR COMPETITION**

### **INSTRUCTIONS FOR COMPETITION ENTRY**

Schools previously declared their competition division using KHSAA Form DA101 (Division Declaration Form) by Oct. 1.

This declaration was for all KHSAA postseason competitions including the state for those that advance.



No adjustments in divisions are permitted for any reason once entries are posted.

A list of participating schools with their declared divisions will be posted on the KHSAA website.

The divisions shall be Hip Hop, Jazz, Pom and Game Day.

Schools may enter squads in three (3) divisions as long as the third is Game Day.

Teams advancing from a region to state must compete in the same division at each level of the postseason.

## **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 deadline.

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

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

No additional student-athletes 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 dancers.

This roster information is also used for advance preparations for state qualifying squads.

## **SUBSTITUTIONS/LIMITATIONS**

Additional competitors may be entered on the KHSAA postseason roster in case of an injury or other circumstances.

This must be done by the beginning of the day of the region competition.

Rosters are closed and no additions are permitted after the region competition.

Reference the Injuries During Competition section of the Competition Rules for clarifications on that substitution process.

## **PROCEDURE FOR ORDER OF APPEARANCE DRAW**

KHSAA staff will produce for order of appearance and distribute the schedule to the Region Managers and post this information on the KHSAA website.

## **SCORING**

Five (5) UDA licensed judges will be used to score each division.

## **ADMISSION INTO VENUE**

### **PARTICIPANT ENTRY**

Hosts should communicate with participating schools the process for entering the venue.

### **TEAM PARTY ENTRY**

Once on site, the tickets will be redeemed on the individual's phone at either the main ticket gate or pass gate.

Patrons are not to redeem the tickets prior to arriving at the gate as no screenshots shall be honored at any time.

## **DIVISIONS AND ROUTINE LENGTH**

Competitions are comprised of routines lasting two (2) minutes and 15 seconds (2:15) in the following divisions:

- Hip Hop, Jazz and Pom

Competitions also include the Game Day division, with routines that are not to exceed three (3) minutes.

## **TIME SCHEDULE**

The competition schedule will be posted on the KHSAA website and shall be considered final.



## COACHING BOX

As a reminder, in accordance with the Universal Dance Association's (UDA) Championship Rules, it is required that each team has a responsible adult at the music station that knows the routine and music (no alternates or team members allowed) and is not in the coaching box.

This representative is responsible for pressing "play" and should not be one (1) of the six (6) individuals occupying the coaching box.

Coaches and alternates must remain in the viewing area on the competition floor.

A maximum of six (6) individuals are permitted in the area.

No other participants from other squads or individuals will be permitted on the floor.

- Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches; three (3) alternates, a choreographer, two (2) coaches).

## JUDGING AND SCORING

Competitions and scoring will be conducted in conjunction with Varsity Brands, Universal Dance Association (UDA) provisions utilizing UDA appointed and KHSAA approved personnel.

While Varsity/UDA rules are used, the KHSAA is not utilizing video review for scoring or timing questions.

All scores by judges are final.

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

Managers are responsible for sharing judges' scoresheets to competing coaches utilizing an electronic procedure as copies shall not be distributed at the site.

Managers are reminded to maintain the original scoresheet for records until directed to dispose of the originals by Assistant Commissioner Bridenbaugh.

## TIES

Ties will be broken by the judging panel in accordance with UDA adopted provisions.

## TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

## TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 tournaments.

The cost of the trophies will be paid for by the KHSAA from the GoFan digital ticket revenue.

The following trophies will be awarded:

- One (1) first place team trophy for each division, provided there are entries.
- One (1) second place team trophy for each division, provided there are enough entries.
  - o No additional awards, ribbons or banners will be awarded.
- Managers can choose to order additional awards (medallions, ribbons, etc) for each regional competition but shall be at the



expense of the regional host school.

## POINTS OF EMPHASIS

### COACHING BOX

Each region site will have a "coaching box" with a maximum of six (6) seats.

Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches, or three (3) alternates, three (3) coaches).

### OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UDA scoring software. Coaches will receive an electronic copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

### EXHIBITION PERFORMANCES

There will be no outside group exhibition performances.

## POST EVENT

### REGION RESULTS SUBMISSION

Region Managers are asked to email complete results to [daresults@khsaa.org](mailto:daresults@khsaa.org) immediately following the event to be published on the KHSAA website.

### STATE COMPETITION QUALIFIERS

State qualifier details will be determined and posted on the KHSAA website prior to the first regional date.

### AWARDS PRESENTATION PROTOCOL

Any awards ceremonies should follow the guidance listed in the first pages of this manual.

## FINANCES

### FINANCIAL REPORT FORM (GE88)

Each Manager is to complete and submit Form GE88 (Region Financial Report) to the KHSAA, including itemized expenses, within one (1) week of the competition using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Managers are reminded not to pay any visiting team's expenses or officials.

Upon receipt of Form GE88, the KHSAA will send checks to the permitted staff, whose names, email addresses and current mailing addresses must be included for each worker.

## IMPORTANT WEBSITE LINKS

- [KHSAA Dance Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Dance Alignment](#)
- [GE56 - Tournament Manager Form](#)
- [Declarations by School](#)
- [Declarations by Region](#)
- [UDA/KHSAA Dance Rules and Interpretations](#)



- [UDA Scoresheet Explanations](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)
- [GE59 - Hosting Application](#)





# BOWLING

## 2023 REGION TOURNAMENT INSTRUCTIONS





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## BOWLING SPECIFIC INSTRUCTIONS

### KHSAA CONTACT LIST

The primary contact for bowling is Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)).

If Mr. Bilberry is for some reason not available, Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto: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 16-31, but may be subject to change upon approval of KHSAA office in communication with the Region Manager.

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 each region tournament can be found on the Region Managers' list as well.

### 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.

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

#### ROSTERS

The postseason roster should be entered on the KHSAA school subdomain 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.

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) bowlers shall be designated from the postseason roster 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.



## 2023 Bowling Region Tournament Instructions

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.

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.

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

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.

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.

During a Baker game, once a bowler has been substituted for, 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

### 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. Teams will bowl the first baker game on the left lane, the next baker game on the right lane, and continue rotating back and forth in their pair.

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



## 2023 Bowling Region Tournament Instructions

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 ([Unified Bowling Tournament Scoresheet](#)) and BW119 ([Unified Baker Scoresheet](#)) 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:

- 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 ninth (9) and tenth (10) frame roll-off will be used and continued until a winner is determined
- For first (1) through fourth (4) places in the stepladder games:



## 2023 Bowling Region Tournament Instructions

- 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 sixth (6) baker game ends in a tie, then a ninth (9) and tenth (10) 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 2023 Regional Bowling Tournament oil pattern for singles competition shall be "[Gateway Arch](#)"
- The 2023 Regional Bowling Tournament oil pattern for team competition shall be "[Stonehenge](#)"
- The Region Manager may choose the oil pattern for the unified/adapted divisions.

#### STATE OIL PATTERN

- The 2023 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.

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.

### 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:

- Darren Bilberry, 859-299-5472 ext. 229, 859-333-5411, [dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)
- Sarah Bridenbaugh, 859-299-5472 ext. 225, 740-607-7217, [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)
- Rob Catron (IT issues related to results), 859-299-5472 ext. 249, [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 Rihers.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 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 Rihers 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.



## 2023 Bowling Region Tournament Instructions

The estimated region cost is \$167.08, not including shipping, per gender.

Your region package, shipped directly to your school from Rihards.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, 2nd and semifinalists.
- Adapted Athletes – 1st, 2nd, 3rd, 4th.

### AWARDS PRESENTATION

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.

### IMPORTANT WEBSITE LINKS

#### IMPORTANT WEBSITE LINKS

- [KHSAA Bowling Website](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [Regional Site Selection Plan](#)
- [Region Managers](#)
- Regional Bowling Entry Form, [BW110](#)
- Unified Bowling Scoresheet, BW118 ([DOCX](#)) ([PDF](#))
- BW119 - Unified Baker Scoresheet, BW119 ([DOCX](#)) ([PDF](#))
- BW 120 - Regional Baker Scoresheet, BW120 ([DOCX](#)) ([PDF](#))
- BW 121 - Regional Team Scoresheet, BW121 ([DOCX](#)) ([PDF](#))
- BW 122 - Regional Singles Scoresheet, BW122 ([DOCX](#)) ([PDF](#))
- Regional Bowling-Unified and Adapted Entry Form, [BW127](#)
- [Bowling Event Results Spreadsheet](#)
- [Singles Regional Oil Pattern](#)





- [Team Regional Oil Pattern](#)

### ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

#### EXCEL REGION INSTRUCTIONS - 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
  - 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



## 2023 Bowling Region Tournament Instructions

- 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
- 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).



## 2023 Bowling Region Tournament Instructions

- 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
  - 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



# SWIMMING & DIVING

## 2022-23 REGION MEET INSTRUCTIONS





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## SWIMMING AND DIVING SPECIFIC INSTRUCTIONS

### KHSAA CONTACT LIST

The primary contact for swimming & diving 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 in nine (9) regions as detailed in the competition rules.

The current alignment is available on the swimming 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 meet.

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 date prior to the first day set for regional competition.

Postseason for Swimming and Diving, at this time, is scheduled to begin the week of Jan. 29, with championship play currently scheduled to end the week of Feb. 12.

#### REGIONAL COMPETITION DATES, SITES AND MANAGERS

The regional dates for the nine Swimming Meets are set for Feb. 3-4, but are subject to change based on local conditions.

There will be two regional diving dates

- Jan. 31, combining Regions 2, 4, 5 and 7 at University of Louisville
- Feb. 1, combining Regions 1, 3, 6, 8 and 9 at University of Louisville

The final determination of sites is made by the Commissioner who is guided but not bound to the site selection plan.

### ROSTERS, ENTRY AND RELAY CARDS

#### HYTEK SWIMMING AND DIVING ENTRY FILES AND PROCEDURE

##### REQUIREMENTS TO ENTER

A swimmer or diver may enter a maximum of four (4) events, no more than two (2) of which may be individual events.

Schools are limited to four (4) entries in each event, except relays.

No more than two (2) alternates may be listed in the entry file in each event. To assist with limited deck capacity, alternates will not be permitted to attend unless they swim or are one of the four (4) entries in another individual event listed on a relay.

An alternate entered in an individual event counts as an event entered for that swimmer.

Each school entering relays into their Regional must enter using Hytek Meet Manager, HyTek Team Manager or HyTek Team Manager Lite, by emailing an entry file to the Regional Administrative Official or their designee on or before 5 p.m. ET, Friday, Jan. 27.

Regional entries may not be changed following 5 p.m., Friday, Jan. 27.

No other means of entry will be accepted.

Be sure the entry file lists each swimmer's best time for seeding purposes.

No time entries (NT) will not be accepted for any entry.

The deadline for seed times is also 5 pm, Friday, Jan. 27 and cannot be adjusted after the deadline for entry.

Use full names and grade numbers in the entry file.



## 2022-23 Swimming & Diving Region Meet Instructions

Be sure the school name and code are listed according to the KHSAA listing on the website.

Double check your entry for accuracy and make a printed copy for your records.

### VERIFICATION OF TIMES

In order for proof of times for USA swimmers, the USA swimmers I.D. number must be placed in the ID field of Team Manager or Meet Manager and shall be in the Regional electronic entry file when received by the entry deadline by each Regional Administrative Official or his/her designee.

Please note, all USA ID numbers changed on Sept. 1, 2022. Therefore, any old ID numbers you have are no longer valid. Please obtain the new ID numbers from your club athletes (the new ID is a randomly generated 14-digit combination of numbers and letters). A valid birth date must also be in the birth date field.

USA Swimming ID numbers will not be accepted at the venue.

The information needs to be in the following order: last name, first name, middle initial and birthday.

Once the entries are received and uploaded into Meet Manager, the Regional Administrative Official will send a back-up copy of the meet file to State Administrative Official Bill Tingley at [swresults@khsaa.org](mailto:swresults@khsaa.org).

All meet files will be returned to each Regional Administrative Official by 1 p.m. on Sunday, Jan. 29.

Exceptions may only be considered by the KHSAA.

Diving Note: Divers must be entered both through Hytek and through [www.divemeets.com](http://www.divemeets.com).

## INSTRUCTIONS FOR DIVING MEET ENTRIES

### ENTRY REQUIREMENTS

To be eligible to participate in the KHSAA Regional and State Diving meets, a contestant must have competed in at least four (4) diving meets on a team representing a member school.

Proof of participation is the copy of the meet results signed by a KHSAA certified referee.

By entry into the Regional Championship, the coach and athletic director of the member school certify that all divers and diving alternates have participated in the required meets (4) prior to the start of the postseason (region meet).

### REGISTRATION VIA DIVEMEETS.COM FOR DIVING COMPETITORS

Coaches must enter divers through Hytek.

In addition, if you are a diver, coach or judge and you have not registered with DiveMeets.com, please register now.

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

To confirm if you are already registered, go to DiveMeets.com and use the Find link at the top of the page.

Search in Diver, Coach or Judge and if you see your name, select it to get your DiveMeets ID number.

You cannot participate in a DiveMeets meet as a diver, coach or judge or enter a meet online until you open a DiveMeets account.

Registering is free and you should only register once.

If you have forgotten your password or account number, select "Forgot your password or DiveMeets ID" at the login page. DO NOT make a new account.

COACHES: You need to be registered with DiveMeets before your divers enter a meet online.

When your divers enter a meet, they must select your name from a drop down list of coaches.

If your name is not there, they must wait for you to create an account.

If you have not registered, your name will not be there to select.

Once your account has been created, go to DiveMeets.com and login.

You will then select your respective regional meet, register for the meet and enter your dive list.

This registration must be completed by 5 p.m., four (4) days prior to your regional diving competition.

## INSTRUCTIONS FOR SWIMMING AND DIVING MEET ENTRY VIA HYTEK

### ENTRY REQUIREMENTS

All meet backup files will be returned to each Regional Administrative Official by 1 p.m. ET on Sunday, Jan. 29.



The entries will be checked by the State Administrative Official for the following information: grade numbers, school codes, correct number of entries per swimmer, correct number of alternates per event and the inclusion of relay names in the database.

All questions will be addressed in the return email allowing the Regional Administrative Official to receive corrections from coaches before the final Psych sheet is posted.

### RELAY ENTRIES

Only one (1) relay team for each relay event may represent a school.

Only the four (4) swimmers declared on the relay card, including the relay lead-off swimmer, which shall be submitted at a specified time and place prior to the start of the event, are permitted to report to the blocks or compete.

In case of illness or injury to one of the four swimmers:

- It shall be reported to the referee and any one of the remaining swimmers designated on the entry card may replace the ill/injured swimmer provided he/she does not exceed the allowable entries.
- The ill/injured swimmer shall not be charged with an entry.

Be sure the entry file lists the relay team's best time for seeding purposes, no other means of entry will be accepted.

In each relay event, six (6) individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event.

Any of these six (6) individuals may swim in the prelims and/or finals provided he/she does not exceed the permitted entries for the meet.

These swimmers must be listed in the entry file or the entry is not complete.

### RELAY CARDS

Relay cards will be available from each Regional Manager at the region venue.

Up to six (6) swimmers, listed from the entry file, may be listed on relay cards by the coach.

Coaches must submit their completed relay cards to the Meet Referee or their designee according to the schedule included in the meet packets.

The four (4) swimmers in each relay who are competing in the preliminaries should be marked (the lead-off swimmer shall be designated).

Relay cards may not leave the venue.

No names may be added or deleted after the deadline to submit relay cards.

Being listed on the card does not count as an event unless the competitor actually competes in the event.

Coaches will need to mark those competing in the finals (the lead-off swimmer shall be designated) according to the schedule.

Regional Administrative Official should ensure that relay names are not deleted when sending the Hytek file after the meet.

NOTE: Under no circumstances can a swimmer be scratched from an individual event in order to swim in a relay, including qualifying from the prelims to the finals in regional and state competitions.

- Example: A swimmer who qualifies for the state meet in an individual event may not scratch from that event in order to swim in a relay.

## CHANGES IN RELAYS

A relay team that qualifies for the 2023 KHSAA State Swimming & Diving Championships presented by UK HealthCare may be changed from the region to the state meet (different swimmers may be entered at the State Meet than those that competed in the Regional Meet).

## FORMAT AND CONDUCTING EVENTS

### RULES

NFHS rules will be used in all cases unless statewide deviations or adaptations are listed in the Competition Rules or this document.

The NFHS Code of Conduct rules shall apply to the region and state meets.





**CONDUCTING THE DIVING MEET**

**SPECIFIC DIVES**

The NFHS diving sheets are no longer required.

Each contestant shall submit a description of dives on [www.divemeets.com](http://www.divemeets.com) which includes the number, the position, the degree of difficulty and the order in which dives will be attempted for all levels of the competition (preliminaries through the finals).

Dives may be changed up to one (1) hour prior to the start of the diving competition.

The choice of dives will be governed by NFHS Rules 9-4-1.

Rules regarding the order of dives will be determined by the number entering each individual region even with multiple regions at the same site.

Even with the regions combined at one site, each individual region is being scored separately and there will not be any combined region results.

Automatic qualifiers for the State Meet will be determined within each respective region first, followed by at-large qualifiers.

**GENERAL DIVING REQUIREMENT**

Qualifiers for the State Meet will be determined within each respective region followed by at-large qualifiers .

A team or individual is not allowed to warm-up unless a KHSAA Certified Coach is present (KHSAA Bylaw 25).

**CONDUCTING THE SWIMMING MEET**

**TIME STANDARDS**

There are no time standards for regional meets, except in the 500 freestyle.

Special provisions for the 500 yard freestyle

- The cut-off time for boys is six (6) minutes and 30 seconds.
- The cut-off time for girls is seven (7) minutes.
- Athletes not meeting the following standards cannot enter the regional event
- Swimmers not making these cut off times in the 500 freestyle shall not score or advance to the finals.

**GENERAL SWIMMING REQUIREMENTS**

Backstroke starting ledges are not permitted.

Starting block wedges will not be utilized in region meets.

Starting block wedges will be used at the state meet.

Automatic qualifiers for the State Meet will be determined within each respective region first, followed by at-large qualifiers.

A team is not allowed to warm-up unless a KHSAA Certified Coach is present (KHSAA Bylaw 25).

All entry must be feet first during warm-ups.

**TEAM SCORING**

Each region will be conducted via prelims and finals.

There will be a championship and consolation heat for finals in each event.

This format will allow 16 swimmers (per event) to compete in the finals.

The top two finishers in each event will advance automatically to the State Championships.

The next 14 times taken from both final heats will be considered for at-large positions.

No more than 16 participants from any one (1) region will advance to the state meet in any event.

Sixteen (16) place scoring shall be used for the Regional Meets (NFHS Rule 7-3) and for all relays, double the individual points possible for that place.

PLACE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
POINTS	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1



## TIE-BREAKER

All ties for 40th place will advance to the state meet.

Times from swim offs will not be used to determine state qualifiers.

## TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

## PROCEDURE FOR GETTING OFFICIALS AND FEES

Officials for the regional meets must be licensed by the KHSAA.

Contact Bucky Stoess (502-551-4937 or email [raystoess@600westmain.com](mailto:raystoess@600westmain.com)) to determine the names of the referee and the other licensed officials and then contact officials immediately.

Prepare checks for regional officials.

The pay rate for the Region Meet is \$75 per meet (including mileage, unless they travel more than 100 miles one way, then a one-time \$30 mileage fee is added) for the referee, starter and each stroke and turn official and diving judge.

Each region should provide the names of two (2) experienced timers per day for the State Meet to Mr. Stoess.

## POST EVENT

### REPORTING RESULTS

Regional Administrative Official shall create a backup database and send to [swresults@khsaa.org](mailto:swresults@khsaa.org) by Friday, Jan. 27 at 5 p.m.

Immediately following the conclusion of your Region Championships, the Regional Administrative Official shall email a copy of the Hytek and divemeets.com backup files to State Administrative Official Bill Tingley at: [swresults@khsaa.org](mailto:swresults@khsaa.org).

Relay cards should be sent via express delivery to the KHSAA Office, Attention Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)), immediately following your event to arrive no later than Tuesday, Feb. 7.

There are no restrictions on results being reported to the media immediately or the use of Live results through Meet Mobile.

### TROPHIES

The KHSAA Board of Control has contracted with Rihherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 tournaments.

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

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

The Regional Manager shall assume responsibility for the finances of the meet to include the trophy and medal cost of awards. Diving managers will have an estimated cost of \$18.56 for each region and each gender.

Swimming managers will have an estimated cost of \$529.00 per region and per gender.

The trophy company will contact you with an option to purchase ribbons on behalf of your region (to add to the medals) and to purchase carry/storage boxes, and you are under no obligation to order these items.

Your package should consist of the following:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) Individual first place gold medal
- One (1) individual second place silver medal



- Six (6) bronze medals for individual finishers 3-8

Diving managers will receive:

- One first place diving medal
- One second place diving medal
- Six bronze medals for individual finishers 3-8

Contact Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) at the KHSAA should you encounter a situation with an unbreakable tie.

### **MEDALS OR TROPHIES AWARDS PRESENTATION 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 STATE MEET QUALIFIERS**

The top two (2) swimmers in each event from each Region Meet and then the next fastest 22 times achieved throughout the state in all finals heats at Regional Meets, will qualify for the KHSAA State Swimming & Diving Meet.

The top two (2) divers in each event from each Region Meet and then the next highest 22 scores achieved throughout the state in all finals at Regional Meets, will qualify for the KHSAA State Swimming and Diving Meet.

No more than sixteen participants from any one region will advance in any event.

The coach or school representative is responsible for contacting the Region Manager to determine the at-large qualifiers.

Each school must contact Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) at the KHSAA if there is a need to discuss any withdrawal or other permitted substitutions which must comply with the competition rules.

### **IMPORTANT WEBSITE LINKS**

- [KHSAA Swimming & Diving Website](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [DiveMeets.com Registration](#)
- SW108 (KHSAA Disqualification Form) ([PDF](#))
- [SW 110 \(KHSAA Relay Take Off Form, 8 lanes\)](#)
- [SW113 \(False Start From 8 Lanes\)](#)
- SW122 (Meet Officials) ([DOCX](#)) ([PDF](#))



# WRESTLING

## 2022-23 REGION TOURNAMENT INSTRUCTIONS





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## WRESTLING SPECIFIC INSTRUCTIONS

### KHSAA CONTACT LIST

The primary contact for wrestling is Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

If Mr. Angolia is for some reason not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) is the backup contact.

### REFERENCE TO TEAM ALIGNMENT

Teams are aligned in eight (8) regions as detailed in the competition rules.

The current alignment is available on the wrestling 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, SITES AND MANAGERS

Regional wrestling tournament dates are Feb. 10-11.

Regional dates are set by majority vote of schools on allowable dates.

The final determination of sites is made by the Commissioner who is guided but not bound to the site selection plan.

### ENTRY, ROSTERS, SEEDING, BRACKETS

#### ELIGIBILITY OF A WRESTLER TO ENTER

An athlete has to legally make scratch weight (including growth after 12/25) at least one (1) time prior to the Jan. 28 deadline, and must have done so on a date that he/she was valid to do so by the NWCA program.

He/she is automatically re-certified into a higher weight class after Jan. 29 by weighing in and qualifying for that class, but never into a lower weight class.

After Jan. 28, making base weight (including growth) two (2) classes above any previously certified weight class automatically renders that wrestler ineligible for the remainder of the year to wrestle in the lower weight class (previous certified weight).

If an athlete competes in a match where no certified scale was available or weighs-in below the NWCA calculated minimum for that date, the weigh-in counts as a "miss" in all 14 weight classes with respect to achieving a desired weight class weigh-in.

There can be no weigh-in on the day of the draw/seeding meeting to be used in this count.

#### SEEDING MEETING PREPARATION AND ATTENDANCE

Each manager should coordinate the scheduling of the regional seeding meeting.

Each team shall have a representative in attendance at the seeding meeting in order to enter wrestlers.

It is recommended that allowances be made for coaches to attend virtually.

A school without a representative at the region meeting, who is afforded an opportunity to attend virtually but does not, cannot enter wrestlers.

If you have concerns about a coach who is not present, contact the school's Athletic Director and Mr. Angolia immediately.

Notify schools of seeding meeting and weigh-in time.

Each team is to submit a copy of the Trackwrestling weigh-in entry report in order to enter their wrestlers.

Each team is to submit a copy of the Individual Season Record Form from the Trackwrestling website and you may wish to copy for persons in attendance.



## 2022-23 Wrestling Region Tournament Instructions

Each manager should go to the KHSAA website and print the latest copy of the site selection plan from the link listed at the end of these instructions.

Each manager should go to the KHSAA website and print copies of Form WR111 ([Wrestling Skin Condition](#)) and distribute a copy to each person in attendance at the seeding meeting.

At the seeding meeting, the manager should be sure all issues are discussed and resolved, including the distribution of finances to competing teams.

Each manager should confirm site selection plan for the next three (3) years at the seeding meeting of coaches and submit that information to the KHSAA office.

### REGION SEEDING AND BRACKETS

#### INITIAL SEEDING

The initial seeding is based on TrackWrestling.com data including all results.

The system uses OPC data, as well as past Trackwrestling event placements, and will compare each wrestler to the other wrestlers in the weight class to determine the seeding order.

- There is one (1) point possible for each comparison between two (2) wrestlers.
- This comparison would start with the first criteria listed.
- If there is a tie on the first criteria, it would move to the second, third and so on until a comparison winner is determined.
- If there is a tie after all comparisons, the point is split and each wrestler receives .5 points.
- The wrestler with the most total earned points would earn the highest seed.
  - Example - If there are eight (8) wrestlers in a weight class, the max points based on seeding comparisons would be seven (7).

#### INITIAL AUTOMATED SEEDING CRITERIA:

- Criteria 1 - Head-to-head competition between contestants
- Criteria 2 - Record against common opponents
- Criteria 3 - Placement at last year's state championships
- Criteria 4 - Current season record

#### TRACKWRESTLING.COM SEED SYSTEM INSTRUCTIONS FOR INITIAL SEEDING BY MANAGERS

- Be sure to match the wrestlers first.
  - Go to the PARTICIPANTS page and select 'match to dual system' in the drop down.
  - Click the [Go] button and then type 'match'.
  - You can see the wrestler matches and use the [Get] button to find the right team if they are incorrect.
- Click Bracketing > Seed/Build Brackets.
- Select a weight class to seed.
- Place a check mark next to any wrestlers you wish to compare and then click on the [View XXX Seed Report] to see the seed report for this weight class.
- Place a check mark next to any wrestlers you wish to seed and then click the [Fetch XXX Criteria] to update criteria for this weight class.
- Use the arrows or the 'Move Wrestler' links to make any necessary adjustments.
- Select the appropriate seeding depth by using the 'Seed through' drop-down menu.
- Click the [Build Bracket] to build this bracket.
- Click the red 'Bracket' link to view the bracket if necessary.
- Select the next weight class from the drop-down menu and repeat for each weight class.



### **PROCEDURE FOR ADJUSTMENTS TO AUTOMATED SEEDING**

The manager shall then coordinate a review of the seeding for each weight class.

By majority vote, the member school head coaches may request revisions to the automated seeding to a specific class.

Other criteria which may be considered if a majority vote is reached to review the seeding of a class include:

- Criteria 1- Head-to-head competition between contestants
- Criteria 2 - Record against common opponents
- Criteria 3 - Placement at last year's state championships
- Criteria 4 - Current season record

### **BRACKET DEVELOPMENT AND PLACEMENT OF WRESTLERS INTO BRACKETS**

Following the initial seeding, the Region Manager shall develop a preliminary bracket.

Once the regional seeding meeting is complete, no alterations can be made to the seeding except per the procedures as detailed in these instructions.

### **POST-SEEDING MEETING POLICIES AND PROCEDURES**

After the seeding is completed, a coach may choose to designate a wrestler into another class by notifying the manager prior to the beginning of weigh-ins.

Once weigh-ins begin, an athlete may not be entered into a lower class than previously entered by the coach as the scales will have closed on that previous class.

An athlete missing weight at the region weigh-ins may be replaced in that weight class by any eligible member of the team who is on the NWCA online Alpha Master report, who meets the qualifications per the minimum weight guidelines, who is eligible by the KHSAA Competition Rules, and who is eligible by all other weight qualification rules, including a valid weigh-in at the region.

The wrestler missing weight may be moved to either of the weight classes for which his/her scale weight permits.

The wrestler missing weight, if not replaced by another wrestler from the same squad, creates a bye in the bracket, and if necessary, brackets may need to be re-drawn to accurately reflect seeding.

Once the scales are closed, entries are considered final, and any further withdrawal from the tournament series constitutes a forfeit.

### **SUPPLEMENTAL SEEDING MEETING DUE TO WEIGHT CLASS CHANGE**

If any entered wrestler (seeded or otherwise), due to action of the coach prior to or after weigh-ins, changes weight classes, then the tournament manager shall convene all coaches for a supplemental meeting after the scales have closed for the 285-pound class.

At that short supplemental meeting, the participating coaches shall vote to determine if the wrestler who was seeded in a former class should now be seeded in his/her entered class or if any other wrestler changing classes since the first entries were submitted necessitates an additional seeding discussion.

No other wrestling seeding decision from the original seeding meeting is able to be discussed or reconsidered as those are final upon conclusion of the seeding meeting.

After this supplemental meeting is completed, the manager shall ensure that the proper bracket is completed for each class according to the bracketing guidelines.

### **PLACEMENT OF WRESTLERS INTO BRACKETS**

The region tournament will be wrestled and scored to six (6) places in each bracket.

There will be a full wrestle-back tournament in each weight class at the region tournament.

All regional wrestling brackets shall be placed in the proper 4-, 8- or 16-person bracket.

A 12-person bracket may not be used as the NFHS wrestling rules require a bracket of a power of four.

Each weight class must be considered separately as to bracket size.

A weight class with 1-4 wrestlers shall use a 4-person bracket; 5-8 wrestlers shall use an 8-person bracket and 9-16 wrestlers shall use a 16-person bracket.

The team score shall be determined by totaling the points in accordance with National Federation rules.





## 2022-23 Wrestling Region Tournament Instructions

Due to the number of competitors entered in a weight class, the decision can be made by a majority vote of the competing coaches to use a "pigtail" or preliminary round of competition on the day prior to the regional tournament.

In the case of the use of a "pigtail", all competitors entered in the class must wrestle on the first day of competition, and all shall receive the NFHS one-pound growth allowance on the regional tournament day.

PDF versions of the bracket forms are available in the links listed at the end of these instructions.

Brackets should be printed using the TrackWrestling program.

### **CHANGES IN BRACKETS DUE TO WITHDRAWAL**

If a particular class is originally bracketed into a larger bracket, but due to no-shows and/or missed weight entrants, falls back to the next bracket size, the bracket shall be re-drawn into the appropriate form.

For example, if a bracket was originally to be nine (9) entrants, but one (1) drops out prior to competition, the entrants shall be re-entered into an 8-person bracket, to ensure that byes disappear after the first round and do not impact future scoring.

## **FORMAT OF EVENT**

### **PLAYING RULES**

NFHS rules will be used without exception.

Rule 6-1-1 - Regular matches in tournament championship competition shall be six (6) minutes in length, divided into three (3) periods of two (2) minutes each.

Rule 6-1-2 - Consolation matches shall consist of three (3) periods. The first period shall be one (1) minute in length, and the second and third periods shall each be two (2) minutes in length.

### **COMPETITION REGULATIONS**

Member schools are not permitted to practice for, travel to, or participate in a regular season interscholastic athletic contest during the six-hour school day.

In addition, no postseason wrestling tournament should be scheduled at a time that would violate any part of the six-hour academic school day.

Due to this action and regulation, tournaments should not start prior to 3:00 p.m. if school is in session on that day.

### **MANAGING THE EVENT INCLUDING THE RESULTS**

TrackWrestling is the exclusive software management package for the KHSAA wrestling tournaments.

Each Region will be assessed \$60 for this service, and the KHSAA will pay the balance.

## **PROCEDURE FOR GETTING OFFICIALS AND FEES**

Tournament officials are assigned from the pool of licensed KHSAA officials.

Each Region Manager will be contacted by KHSAA Assistant Commissioner Joe Angolia, who will make the final assignments.

Only officials licensed with the KHSAA for the current season may officiate in the regional or state meets.

The Commissioner shall assign all officials to region and state competitions.

Confirm officials assignments with the KHSAA.

Confirm arrival times, travel arrangements, etc., by contacting each official.

Regional tournament officials shall be paid a fee of \$235.00 per single day tournament or \$335.00 per multiple day tournaments.

Region officials traveling greater than 100 miles one way will be paid an additional \$20.

It is the responsibility of the Region Manager to make the necessary contacts with the officials.

## **MEDICAL PROVISIONS**

Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed. That form is included as a link at the end of these instructions.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a



## 2022-23 Wrestling Region Tournament Instructions

suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies.

Any fees associated are to be taken from gate receipts.

It is also strongly recommended that a physician be in place during the weigh-ins to assist with determinations regarding skin conditions and fitness to wrestle in order to remove that duty from the meet officials.

### POST EVENT

#### REPORTING RESULTS

The KHSAA will get tournament results through TrackWrestling and no other reports are needed regarding results.

Each Region Manager shall submit Form WR118 (Region Entry Report) to the KHSAA with a complete listing of entered teams at the conclusion of the tournament detailing participants.

The form is included as a link at the end of these instructions.

#### TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 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](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 total cost for regional items is \$287.72, plus shipping.

Your package should consist of the following:

- One (1) region champion trophy
- One (1) region runner-up trophy
- 14 Champion Medals
- 14 Runner-up Medals
- 28 3rd and 4th place Medals

#### STATE FIRST ROUND TOURNAMENT QUALIFIERS AND SEEDING

State First Round will be hosted at two sites Feb. 17-18. Regions 1-4 are at Atherton High School and Regions 5-8 are at Ryle High School.

The top four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the state first round tournament.

In the event that a wrestler is not able to participate in the state first round tournament due to injury or other reasons beyond the control of the wrestler, the following process will be used to fill the position:

- If the region has a designated fifth place wrestler, that wrestler will move into the seeded 4th spot with any other seeded wrestler moving into the next highest seeded position.
- If the region did not have a designated fifth place wrestler, the random table will be used to determine the region from which a fifth place wrestler will be permitted to move.
- Any movement made requiring roll-up will be made in chronological order based on when it is reported to the Association and will not be revised.
- If this process does not yield a replacement, no replacement or alternate wrestlers will take their place and a hole will be left in the bracket following seeding.

State first round tournament brackets will be bracketed in advance with a randomly drawn bracket among the four regions where the 1st place wrestler from one region will be pitted against the 4th place wrestler from another region, and the 2nd place wrestler from one region pitted against the 3rd place wrestler from another region.

A model bracket for the state first round is found on the KHSAA website at the link at the end of these instructions.



## 2022-23 Wrestling Region Tournament Instructions

Wrestlers advancing from the first round qualify for the final round Feb. 24-25 at George Rogers Clark High School.

### IMPORTANT WEBSITE LINKS

- [KHSAA Wrestling Site](#)
- [Current Alignment](#)
- [Competition Rules](#)
- [TrackWrestling.Com](#)
- [Regional Site Selection Plan Recommendations](#)
- [Blank Brackets](#)
- [State First Round Bracket Model](#)
- [WR111 - Wrestling Skin Condition Form](#)
- WR118 - Region Entry Report ([DOCX](#)) ([PDF](#))

### ELECTRONIC DATA ENTRY REQUIREMENTS AND ASSISTANCE

Teams will find on the [Trackwrestling.com](#) website all forms necessary to enter individuals in the Region Wrestling Tournament. You will need two (2) printouts from [Trackwrestling.com](#).

#### HOW DO I CREATE A WEIGH-IN FORM?

- Click on the event you wish to create a weigh-in form for and then click 'Weigh-Ins' or
- Click the blue scale icon next to an event
- Click the [Add Weigh In] button
- Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add] Note - hold the CTRL or SHIFT button to select multiple wrestlers
- Use the drop-downs in the 'Weight' column to change the weight class if necessary and click [Save Form]
- Click the [Print] button to print the weigh-in form to take to the weigh-in
- Note - You can use CTRL + P to open a print dialogue

#### HOW DO I CREATE AN INDIVIDUAL SEASON RECORD FORM?

- This requirement is for all to monitor the fact that on or prior to Jan. 29, the athlete legally weighed in at the desired entry weight
- It will also list every match result entered into the NWCA OPC for each wrestler
- To produce the form; click on the 'Matches' tab
- Click on [Print Matches]
- Select the wrestlers you would like to print Hint: Hold down 'Ctrl' to select more than one
- Specify any criteria and set 'Individual Season Record' to Yes
- Click [Submit]
- Print Forms shown & bring this report for each athlete to be entered in postseason

On the KHSAA site, select the forms menu, and then click on the form name to download it immediately.

You must have the PDF reader to use the PDF copy, or Microsoft Word® to download the doc format.

WR111 – This is the required skin-condition form

- Please make certain you have this completed for any athlete who has even the most remote chance of being viewed by an opposing coach or the officials as being contagious to others
- No other form of note is to be accepted by the officials



## 2022-23 Wrestling Region Tournament Instructions

- Blank copies are available in the "Important Website Links" section if these instructions
- Please note that if a dispute arises, the on-site assigned appropriate medical professional's decision will prevail

You will not need to complete any additional forms after the regional meet to enter the state meet as your regional manager will take care of that entry.



# BASKETBALL

## 2022-23 DISTRICT REGION TOURNAMENT INSTRUCTIONS





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## BASKETBALL SPECIFIC INSTRUCTIONS

### KHSAA CONTACT LIST

The primary contacts for basketball are Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)), Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)), and the Commissioner's Assistant Kara Howard ([khoward@khsaa.org](mailto:khoward@khsaa.org)).

Media related questions should be directed to the Association's Media Relation and Publications Director, Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)).

## ADMINISTRATIVE AND VENUE SETUP

### VENUE SETUP

Consider limiting the number of non-essential personnel who are on the bench throughout the contest.

Rosters are restricted to a limit of 15 players in uniform and participating in warm-ups and competition.

All non-uniformed team members who are not essential to game management should be seated in the bleachers or general seating.

### AWARDS PRESENTATION PROTOCOL

Teams should be encouraged to leave the host school as soon as their session has ended and not intermingle with fans.

Teams should remain in bench areas away from other teams while awards are being presented.

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

- Individual Awards should be done with the presenter delivering the individual awards with the recipients in their own team areas.
- Teams should remain in separate areas and remain there throughout the presentation.
- Have clearly defined protocols for social distancing between the team groups and the presenters during the presentations.
- Awards should be placed at a "neutral" location away from the teams.
- The trophy presenter should deliver the trophies and other awards to the team representatives in the gathering area and not permit teams to gather near the original awards location.

## ALLOWABLE DISTRICT COMPETITION DATES

The district basketball tournament dates are Feb. 20-26.

By unanimous vote of the competing teams, district play may begin as early as the Saturday prior due to facility or scheduling issues, provided all teams have completed regular-season play on or before the previous Friday.

February 15, 2023 is the final date to play a district seeded game

## ALLOWABLE REGIONAL COMPETITION DATES

The regional basketball tournament dates are Feb. 27 to March 7.

With approval from the Commissioner and a 2/3 majority vote of the participating teams, a region tournament (boys or girls) may begin on the Saturday prior, provided all district play has been completed by the previous Thursday to allow for a meeting of the participating schools on Friday.

With approval from the Commissioner and a 2/3 majority vote of the participating teams, a region tournament (boys or girls) may begin on the Sunday prior, provided all district play has been completed by the previous Friday to allow for a meeting of the participating schools on Saturday.

In regions played at neutral or municipal facilities, the facility may require specific play dates which would negate the schools' ability to change the game times at the region meeting.

The same limitations with game times may also be necessary when boys' and girls' regions are held at the same school site.

Girls' regional tournaments shall be completed no later than Saturday night prior to the Boys' State Tournament in years when the boys' state is played first, but may extend until Tuesday before the girls' state tournament if the boys' is played second.



## 2022-23 Basketball District/Region Tournament Instructions

Girls' regional tournaments shall be completed no later than Saturday night prior to the Girls' State Tournament in years when the girls' state is played first, but may extend until Tuesday before the boys' state tournament if the girls' is played second.

With approval from the Commissioner and a 2/3 majority vote of the participating teams, or approval of the Commissioner due to extenuating facility scheduling circumstances, a boys' or girls' regional tournament may end on Sunday.

### TICKETS

Schools should be reminded that this is not a "home" game for either team and as such, the ticketing policies shall be the same for all competing teams.

If reserved seats are sold, they shall be made available to all teams.

All ticketing should be done using paperless ticketing.

### SPORTS SPECIFIC MANAGER RESPONSIBILITIES

#### REQUIRED DISTRICT TOURNAMENT MEETING

Download all appropriate forms and materials from the KHSAA website.

Invite each member school to your meeting, reminding them to have updated their online roster prior to the first date for district play and that the postseason roster online will be the sole source for verification.

The standard date for this meeting is the second Sunday prior to the start of tournament play.

Unless otherwise agreed upon by the participating teams, the meeting should begin at 2 p.m. local time.

See the Competition Rules on allowances for conducting the meeting on a different date and/or time.

The use of a virtual meeting is permitted and recommended.

#### FUTURE DISTRICT SITES

Copies of the current site selection and seeding plans are listed on the KHSAA website to review.

The manager should review the site selection schedule and the seeding and tiebreaker plans (listed at the links at the end of these instructions) with all schools in the district at the meeting.

Changes to the district site selection plan require a majority vote of the participating schools.

The Competition Rules and Board of Control policy allows each member school a chance to host and receive the corresponding financial rewards.

The Competition Rules and Board of Control policy does not require play at a specific school site if it does not have the proper capacity or fails to meet any other standard.

Schools in the district shall decide the viability of sites desiring to hold district tournaments with disputes resolved by the Commissioner.

A site's viability to hold the tournament should be based on the following criteria:

- Satisfactory capacity within the facility to safely accommodate past (five (5) years) and expected attendance
- Enough dressing rooms if doubleheaders are to be played
- An officials dressing room
- Adequate parking for projected attendance
- Meeting any published site selection criteria for basketball as posted on the KHSAA website

The schools in the district may adopt an equitable plan for non-hosting schools to be given additional shares or other financial compensation if that school does not desire to serve as the host at a qualifying site.

The site selection plan is to be considered from the list of possible sites, factoring in that all schools should be given a chance (if desired) to host, even if it isn't played at that school's home gym.

If changes or corrections are made to the district tournament site selection plan, complete KHSAA Form GE57 and submit it to the Association immediately following the meeting.

For regional tournaments that rotate site selection recommendations by district (i.e. Region 10, 11, 13 and 16), this district





tournament meeting should be the opportunity to begin discussion about which sites meet the criteria to hold the region.

The district schools should plan long term recommendations within the district as to those region hosts, and report such decisions to the regional manager for reporting to the KHSAA following verification with the principals.

If there is a disagreement, the Commissioner's office shall serve as the final resolution and the KHSAA staff can assist in that determination.

The Commissioner's office may, if needed, adjust the site selection plan and eliminate sites that are deemed to be unable to host the tournament.

### **DISTRICT SEEDING PLANS**

Copies of the current district seeding plans documents on the KHSAA website for review.

At the district tournament meeting, a decision shall be made whether or not to change the previous seeding decisions for the district.

A majority vote is required and failure to reach it means the district will not change the previous seeding decision.

Per Bylaw 22, all schools should be aware that by adopting a seeding plan, all schools are entering into an enforceable contract whether or not a signed contract is executed.

Any seeding decisions made at these meetings shall be in effect no earlier than the subsequent playing season.

Once it has been determined to seed a district with four (4) or more teams, the method of seeding shall be decided such as:

- How many times are teams going to play each other, for example, if more than once, which one is the tiebreaker?
- What are other tiebreakers in the event more than two (2) teams are tied? This will become the official record for the future, so all possible tie-breakers should be discussed.
- What basic criteria shall be used for seeding.

For districts with three (3) teams, the teams shall decide if they will play once or twice for postseason seeding.

- The decision must be by majority vote, and updates shall be made using Form GE54.
- The tie-breakers for three-team districts (or four-team districts that end up with only three (3) teams playing due to withdrawal) are set by the KHSAA Competition Rules.

For districts with four (4) teams, a decision shall be made as to the seeding pattern if one (1) team were to withdraw prior to postseason play the following year.

Seeding methods shall be on file in writing with the KHSAA and all tiebreakers shall be included.

Examples of possible seeding criteria are listed in the Competition Rules.

Ties not addressed by the plan on file will be broken by the KHSAA by comparative RPI values on the date following the seeded district deadline (final Wednesday of regular season).

All decisions regarding seeding of a district tournament shall be made prior to the start of the regular season, including but not limited to, seeding method and criteria.

Seeding decisions and the method used shall remain in place until a majority vote of the participating schools in the district changes the decision for future play.

### **REQUIRED REGIONAL TOURNAMENT MEETING**

Download all appropriate forms and materials from the KHSAA website.

Notice of the regional meeting shall be sent to the Principal or Designated Representative of all schools in the region, even if not competing, if future site selection is to be considered and discussed.

The regional meetings are to be held on the Sunday prior to the tournament for the purpose of drawing the tournament bracket.

- A region meeting may be scheduled on an earlier date provided all district tournament games have been played and there is unanimous agreement to do so by the tournament participants.
  - o Region schools may schedule an earlier meeting to discuss preliminary tournament logistics, but all decisions made at that meeting must be confirmed by the competing teams once all entrants are known.

Unless otherwise agreed upon by the participating teams, the meeting should begin at 2 p.m. local time.



- It's not required that all meetings begin at the same time, but final logistical meetings to agree on financial decisions and tournament draws may not be held until all district games are completed.

The use of a virtual meeting is permitted and recommended.

### **FUTURE REGIONAL SITES DISCUSSION**

All schools should be reminded that the region sites are selected solely by the Commissioner, who is guided by, but not bound by, an adopted site selection plan.

Copies of the current site selection plan are listed on the KHSAA website for reference.

The region schools shall discuss a site's viability to hold the tournament, including neutral sites, based on the following criteria:

- Satisfactory capacity within the gym to safely accommodate past (five years) and expected attendance, including all participants, band members, non-competing teams and any other non-ticketed admission.
- A minimum of four (4) dressing rooms if doubleheaders are to be played.
- An officials dressing room.
- Adequate parking for projected attendance.
- Meeting any published site selection criteria for basketball as posted on the KHSAA website.

The Region Manager should review the site selection schedule with all schools at the meeting and ensure that consideration is given to schools that may not be competing in the regional that year.

Discuss site selection first, and then the non-competing teams may be dismissed so that the logistics of the current year's tournament can be discussed and decided upon by the participating teams.

Changes to the region site rotation recommendation require a 2/3 vote of the region schools, but constitute only a recommendation to the Commissioner.

The recommended site selection plan is to be submitted electronically using Form GE58 (Region Site Selection Plan) to the Commissioner's office to be used as input for future years.

## **ENTRY, ROSTERS, DRAW, FORMAT**

### **TOURNAMENT ENTRY**

All eligible teams participate in a district tournament.

Withdrawal from tournament play following the setting of the bracket for the district tournament shall result in a penalty per Bylaw 27 unless approved in advance by the Commissioner.

For region, the winner and runner-up from each district tournament advance.

### **POSTSEASON ROSTERS**

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

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

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

Only players appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional players 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 players.

This roster information is also used for advance preparations for state qualifying teams.

### **ROSTERS DURING DISTRICT/REGIONAL TOURNAMENTS**

No more than 15 players may be in game uniform for any tournament game, but are not required to be the same players for all games of a tournament.

The 15 players shall come from the online postseason roster.



No individual, other than the 15 players in uniform, shall be allowed to participate in warm-up exercises.

All non-uniformed team members who are not essential to game management should be seated in the bleachers or general seating.

Tournament Managers should print a new copy of each team's roster near the close of business on the first day of district play as a final list from which coaches can designate the 15 players to be used in each game.

No Tournament Manager or group of tournament participants may set aside the roster limitations.

### **PROCEDURES FOR DISTRICT TOURNAMENT DRAW AND BRACKETS**

#### **DEVELOPING BRACKETS**

After brackets are established by noon on Saturday, any withdrawal from the district or region tournament will be recorded as a forfeit/walkover and a 2-0 final score.

Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district.

A link to all blank KHSAA brackets is available at the end of these instructions.

The team in the upper half of the bracket in a non-seeded tournament will be the home team.

If a tournament is seeded, the highest seed shall be the home team.

#### **REPORTING DISTRICT BRACKETS**

The District Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

### **PROCEDURES FOR REGIONAL TOURNAMENT DRAW**

#### **DEVELOPING BRACKETS**

Review the tournament rules concerning a regional draw, which make it impossible for a winner and corresponding runner-up in a district to meet before the final regional game.

Each region shall draw teams into the standard regional bracket, which can be obtained via the KHSAA website or at the link at the end of these instructions.

The draw should first place the four (4) district winners in their respective bracket positions.

The draw should then place the two (2) district runners-up in the top bracket that are not in the two (2) regions that drew into the top bracket.

The placement concludes with the draw of the two (2) remaining district runners-up in the bottom bracket that are not in the two (2) districts that drew into the bottom bracket.

#### **REPORTING REGIONAL BRACKETS**

The Region Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

A link to all blank KHSAA brackets is available at the end of these instructions.

## **POINTS OF EMPHASIS**

### **FORMAT OF EVENT**

District and Regional Tournaments are single-elimination events and NFHS playing rules will be used without exception.

### **PLAYING REGULATIONS**

Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest in violation of Kentucky Department of Education regulations regarding the six-hour school day.

### **HOME TEAM AND JERSEY COLORS**

The team in the upper half of a non-seeded bracket will be the home team, and will wear white jerseys.

If a tournament is seeded, the highest seed (lowest mathematical number) shall be the home team, and will wear white jerseys.



### REQUIRED BALL TYPE

The KHSAA has an exclusive agreement with Spalding as its official basketball.

Under no circumstances can a non-Spalding basketball be used in postseason play.

Balls are not provided for district tournaments, however, only Spalding brand basketballs may be used during the tournaments.

The NFHS logo is required on these balls, but not the KHSAA logo.

Through the KHSAA agreement with Spalding, two (2) basketballs are provided for use in the regional tournaments and these are being shipped to the Region Manager for use and "break-in" prior to the event.

### CONTEST COMPLETION REMINDER

Postseason tournaments are single elimination.

The district winners and runners-up advance to the regional tournaments.

The region winners advance to the KHSAA State Tournaments.

## PROCEDURE FOR GETTING OFFICIALS AND FEES

### DISTRICT TOURNAMENT OFFICIALS

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four (4) assistants will assign all officials.

After the Commission has made its selections, the District Manager will be notified concerning the district tournament assignments.

In most cases, a local assigning secretary will serve as the liaison with the KHSAA and will contact the District Manager regarding the official assignments.

When two (2) consecutive games are played per session, six (6) officials will be assigned.

Each district tournament official shall receive a fee of \$85 per game for a three-person crew, which is a mandatory fee per the Board of Control and may not be altered.

There is no additional allowance for mileage paid to the officials.

Additional postseason allowances for lodging, etc., shall be at the discretion of the District Manager and must be approved in advance by the Commissioner.

The same fees apply to both boys' and girls' tournament officials.

Refer all conflicts in regard to mileage or other payments to officials to the KHSAA office.

Officials should be contacted upon receipt of assignments from the assigner.

**IT IS THE RESPONSIBILITY OF THE DISTRICT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!**

### REGIONAL TOURNAMENT OFFICIALS

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four (4) assistants will assign all officials.

After the Commission has made its selections, the Region Manager will be notified concerning the regional tournament assignments.

In most cases, a local assigning secretary will serve as the liaison with the KHSAA and will contact the Region Manager regarding the official assignments.

When two (2) consecutive games are played per session, six (6) officials will be assigned.

Each regional tournament official shall receive a fee of \$110 per game for a three-person crew, which is a mandatory fee per the Board of Control and may not be altered.

There is no additional allowance for mileage paid to the officials.

Additional postseason allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved in advance by the Commissioner.

The same fees apply to both boys' and girls' tournament officials.



## 2022-23 Basketball District/Region Tournament Instructions

Refer all conflicts in regard to mileage or other payments to officials to the KHSAA office.

Officials should be contacted upon receipt of assignments from the assigner.

IT IS THE RESPONSIBILITY OF THE REGION MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!

### INCLEMENT WEATHER PROCEDURES

In the event that changes are made to the schedule due to inclement weather, ensure that all teams, media outlets and schools are properly notified.

The tournament manager shall also report the revisions to KHSAA Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)) to ensure the [Riherds.com/KHSAA](http://Riherds.com/KHSAA) Scoreboard is updated.

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

It is the duty of the tournament manager to work with KHSAA staff in regard to rescheduling in the event of postponement.

During this time of year, the weather can always become an issue.

Keep the following points in mind when making rescheduling decisions:

- Regional tournament rescheduling decisions shall be made in consultation with the Commissioner.
- Games shall be scheduled to where the boys' and girls' teams from the same school are not forced to play on the same day unless approved by the Commissioner.
- If the tournament is down to two (2) teams, then it may be in the best interest to move the finals to a gym in closer proximity to the two competing teams.
- While moving the tournament to a gym closer to the two (2) competing teams is not an optimal choice, it is one that should be considered as it may lead to games being able to be completed.
- In rescheduling discussions, tournament managers shall determine if any of the remaining teams have WRITTEN policies against Sunday play, not a coaching desire or preference, but a written policy, including the host facility.
- Absent a written policy, managers shall consider the option of playing on Sunday if a day of play is lost.
- If Friday play is lost then there are a couple of obvious options, including playing both the semifinals and finals of the region on Saturday; playing the semifinals on Saturday and the finals on Sunday afternoon.
- Other alternative schedules should be considered if play can be conducted on Friday, but unable to play the final game on Saturday, including the finals being played on Sunday afternoon.
- If Sunday play is used, it is important that the manager try and schedule the game in the mid afternoon as this is less likely to impact other activities normally conducted on Sunday morning or Sunday night, and still give the people in most regions the opportunity to honor previous commitments, and still get to the game.
- Monday play in boys' regionals prior to the girls' state tournament is not permitted without expressed permission from the Commissioner as allowing such play will naturally put those students from those regions in a position to have negative issues at state play including the loss of preparation time, lack of recognition ability in such items as programs and novelty sales items, and the potential competitive imbalance created by a region finishing appreciably earlier than the opponent's region.
- Once schedule revisions are made, contact the Scoreboard voice mail number, 800-453-6882 with the revised dates to try and keep media and fan types from continually calling and inquiring, and allow our office to serve as a central release point.
- Make certain that the tournament manager has contacted the local assigning secretary responsible for sending officials to the region with any changes.

### TROPHIES

The KHSAA Board of Control has contracted with [Riherds.com](http://Riherds.com) of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the tournaments.

District and Regional trophies will be shipped directly to the tournament manager from [Riherds.com](http://Riherds.com) approximately one (1) week prior to the tournament.



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You will receive an email from Rihards with instructions to verify your shipment.

Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373).

The bill for the trophies will be mailed under separate cover from the trophies and they likely will not arrive at the same time. For district tournament budgeting purposes, the winner and runner-up trophies will be \$149.04 each, plus applicable shipping. For region tournament budgeting purposes, the winner and runner-up trophies will be \$157.80 each, plus applicable shipping.

Trophies are to be paid for by the Tournament Manager with payment sent to: Rihards.com, P.O. Box 459, Smiths Grove, KY 42171.

All costs for trophies are to be subtracted from gate receipts.

### POST EVENT

#### REPORTING RESULTS

Tournament Managers are to report scores to the Rihard's.com/KHSAA Scoreboard online following each contest.

Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

Failure to report the scores could result in a fine to the Tournament Manager.

Please contact your local media after you have reported the score through the scoreboard.

#### DISTRICT AND REGION NFHS STATISTICS REPORT

The District Manager shall maintain the requested statistics on file for the National Federation and complete the required online form and submit it prior to March 31.

This report can be found as KHSAA Form BK103 on the KHSAA website and included as a link at the end of these instructions.

There is not a requirement for a report of games played other than the contacting of the scoreboard.

#### INSTRUCTIONS FOR TEAMS ADVANCING

Region Managers should contact the district champion and runner-up with details about attending their pre-tournament planning meeting.

Region champions will be contacted by KHSAA officials in regard to their participation at the state tournament.

#### DISPUTES

For further instructions and guidance, read the KHSAA Handbook, Basketball Competition Rules.

The Commissioner's office will assist in settling problems of disagreement related to the contest.

Contact Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)) if you have a dispute.

### FINANCES

#### TOURNAMENT FINANCIAL REPORT

##### DISTRICT FINANCIAL REPORTS

All District Managers must submit a financial report at the conclusion of their respective tournaments by filling out KHSAA Form GE52 (District Tournament Financial Report) and submitting it to the KHSAA at ([bk@khsaa.org](mailto:bk@khsaa.org)).

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

##### REGIONAL FINANCIAL REPORTS

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

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



### TOURNAMENT COSTS

Finances and expenses are managed 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.

### IMPORTANT WEBSITE LINKS

- [KHSAA.org](https://www.khsaa.org)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [KHSAA Policies Section of Handbook](#)
- [Competition Rules](#)
- [BK103 \(NFHS Game Statistics Form\)](#)
- [Compiled District Site Selection Plans](#)
- [Boys' District Seeding Plans on File](#)
- [Girls' District Seeding Plans on File](#)
- [Compiled Region Site Selection Plans](#)
- [Blank Brackets](#)