



FALL CHAMPIONSHIPS



POSTSEASON INSTRUCTIONS





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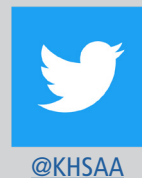
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GENERAL FOR ALL SPORTS AND SPORT ACTIVITIES

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.

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

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 illness should stay home.

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.

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine.

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 specific sport or activity section.

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

District Managers should fill out GE55, District Tournament Manager Form, which is online and included as a link at the end of this general section, to provide general information about your event.

The manager should keep KHSAA 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, which is online and linked at the end of this general section.

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

For soccer and volleyball, District Managers need to file financial report at the conclusion of their respective tournaments by filling out Form GE52, online and linked at the end of this general section, and submitting it to KHSAA.

REGION MANAGER

Region Managers should fill out GE 56, Regional Tournament Manager Form, which is included as online and a link at the end of



this general section, 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, which is online and linked at the end of this general section and sets up a four-year proposal of hosts sites.

For field hockey, soccer and volleyball, Region Managers need to file a financial report at the conclusion of their respective tournaments by filling out Form GE53, online and linked at the end of this general section, and submitting it to the KHSAA.

For cross country and golf, Region Managers need to fill out GE51, online and linked at the end of this general section, and submit to the KHSAA.

Football hosts will fill out the sports specific financial report form and submit.

COMPETITION COSTS AND FINANCES

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 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.

Revenue, after expenses for workers, judges/officials, trophies, awards and other approved expenses, will be directed back to the host school for distribution per local agreement.

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

STOPPAGE/POSTPONEMENT

It's the duty of the postseason manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding resumption 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.

For tournaments with brackets and scores reported to the KHSAA scoreboard, the Tournament Manager shall also report the revisions to brackets@khsaa.org to ensure the [Riherds.com/KHSAA](https://riherds.com/KHSAA) Scoreboard is updated.

While it's imperative that the managers adhere to the scheduled postseason dates, particularly the required completion date, the safety of all parties involved is always the top priority.

Unless approved in consultation with the designated sport contact, all events shall be completed by the last listed available date.

TICKETS AND FAN ADMISSION

For all KHSAA championship play:

- It is recommended to use GoFan digital ticketing, 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/team entry gate only, not with ticketed admission.
- A link to GoFan's training page is included as a link at the end of this general section.

HOST SITE ADMINISTRATOR

The KHSAA requires a competition administrator, other than the coach, at the host site, as the coach needs to devote full attention to the team.

CONTACT PARTICIPATING SCHOOLS

Managers should 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 and athletic administrators 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

Managers should 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 SITES

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

APPLICATION FOR HOSTING

For participants of cross country and golf, if interested in hosting, please fill out the GE59 form, which is online and a link at the end of this general section.

OUTSIDE PROVIDERS/VENDORS

Managers should 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 any local COVID guidance
- Provide time schedules and ticket links for each competition
- Discuss future sites and remember to submit Form GE57 or GE58 (District or Region Site Selection Plan) as well as GE59 for hosting for impacted sites
- Review Competition Rules as necessary
- 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
- 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.).

Managers in data intensive sports must find qualified individuals to perform those functions including result submission.



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.

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

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 to include, but not be limited to:

- Indoor
 - o Air horns
 - o Electronic amplifiers
 - o Portable sound systems
 - o Whistles
 - o Game clock horns simulator
- Outdoor
 - o Air horns
 - o Whistles
 - o Game clock horns simulator

Managers should confiscate items if used with the managers determining if they are returned post championship.

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 OF SERVICE ANIMALS

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service provided.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

The owner will be responsible at all times for the conduct of the service animal.



Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

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 system throughout the regular season, prior to the postseason deadline.

Schools must log into the Member School System 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 main 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 any postseason limits may be entered on the KHSAA postseason roster in case of an injury or other circumstances.

Changes to the postseason roster on the Member School System must be done prior to the day of postseason competition.

Rosters are closed and no additions are permitted after that time.

The Competition Rules specify the substitution process in any sport.

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 KHSAA requirement at postseason contests.

MEDICAL COVERAGE

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.

- An athlete demonstrating the signs and symptoms of a concussion will be presumed to have sustained a concussion and withdrawn from competition for the remainder of that day.
- If he/she can be immediately evaluated at the game site by an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), P.A. (Physician Assistant), ARNP (Advanced Registered Nurse Practitioner), ATC (Certified Athletic Trainer); or LAT (Licensed Athletic Trainer) and be determined that a concussion has not been sustained, a coach may return a student-athlete to play, but only with that required evaluation.

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

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.

The detailed medical policies are online and a link at the end of this general section.

PHYSICAL EXAM / PARENT PERMISSION 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 Permission to Treat Section ([Physical Exam Form](#)) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition, but all involved should fall on FERPA guidelines regarding other health data of the student.

HEAT ILLNESS PROGRAM

Tournament Managers shall review the Heat Illness Program posted on the KHSAA website and included as a link at the end of this general section.

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 Illness prevention program.

The detailed medical policies are online and a link at the end of this general section.

LIGHTNING/THUNDER POLICY

The District or Region Manager of any outdoor sports or activities, or indoor sports with non-grounded pools, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in regard to lightning and thunder.

All competitions shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

The detailed medical policies are online and a link at the end of this general section.

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.

A link to the medical policies is included at the end of this general section.



The detailed medical policies are online and a link at the end of this general section.

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 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.

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](#)



2023-24 Instructions for Postseason Tournaments

- 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)
- [Sports Medicine Policies from KHSAA Board Policies](#)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [Media Credential Requests and Guidelines](#)
- [GoFan Training Page](#)



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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
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Administrative Support Specialist Jeanie Molloy
Physical Plant Director Roy Tatum



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2023 Golf Region Tournament Instructions

GOLF SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for golf is Assistant Commissioner Joe Angolia (jangolia@khsaa.org).

If Mr. Angolia for some reason is not available, Associate Commissioner Butch Cope (bcope@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in 12 regions as detailed in the Competition Rules.

The current alignment is available on the golf page of the KHSAA website and included as a link at the end of this section.

Only schools on the list of aligned teams are eligible to enter a regional 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

Boys'/Coed and Girls' Regional Golf Tournaments may be played Sept. 18-20 provided both genders from the same region are not scheduled on the same day.

ENTRIES, SUBSTITUTIONS, PAIRINGS, SCORING

REQUIREMENTS FOR ENTRY

Region entrants are to have competed in at least one (1) 18-hole match representing the high school during the regular season.

Coaches should be able to verify through match results that this requirement has been met in case of a challenge.

All other requirements for postseason entry, in terms of match experience, are coaching decisions at the local level.

INSTRUCTIONS FOR TOURNAMENT ENTRY

All initial entries for the regional tournament must be submitted using Form GF101Boys (Boys Regional Golf Entry Form) or GF101Girls (Girls Regional Golf Entry Form) no later than 9 p.m., four (4) days prior to the event. Both forms are listed in the important links at the end of this section.

By 9 p.m., three (3) days prior to the regional tournament, the region manager shall distribute a list of entrants to all competing schools.

By 9 p.m., two (2) days prior to the regional tournament, all coaches desiring to challenge the validity of an entry shall have notified the regional manager as to the objection. The region manager shall thereafter make a final determination.

From that point forward, all entries are considered final.

SUBSTITUTIONS

Any school desiring to make a substitution following the submission of Form GF101Boys or GF101Girls must contact Assistant Commissioner Joe Angolia (jangolia@khsaa.org).

All substitution requests must comply with the competition rules.

PROCEDURE FOR REGIONAL TOURNAMENT PAIRINGS

When the initial entry report is submitted by 9 p.m., four (4) days prior to the regional tournament, the Region Manager shall place the competitors into groups (threesomes/foursomes) based on average scores.

No two (2) golfers from the same school shall play in the same group.

SCORING SYSTEM

The team champion of each regional tournament is the four (4) or five (5) person team with the lowest aggregate score for four (4) golfers playing 18 holes.

The individual champion at the regional tournament is the golfer with the lowest score.



2023 Golf Region Tournament Instructions

TIEBREAKER

Ties for first and second team and the 10th at large spot advancing to State First Round will be broken by a hole-by-hole, sudden-death playoff immediately upon completion of play.

Individual scoring (including playoffs) should include a single individual placing 11th in both genders.

A team playoff will precede an individual playoff if both are required.

The best 4 of 5 individual scores, with respect to par, will determine a team's playoff score.

The holes to be used shall be predetermined by the Region Manager prior to the tournament beginning.

- For a two-team tie, pairings will be as follows, with player numbered order determined by tournament scores:
 - o Group I: Team A (Players 3-4-5), Team B (Players 4-5)
 - o Group II: Team A (Players 1-2), Team B (Players 1-2-3)
- For a tie with three (3) or more teams, the tiebreaker will proceed as follows:
 - o Hole #1: Player #1 from each team
 - o Hole #2: Player #2 from each team
 - o Hole #3: Player #3 from each team
 - o Hole #4: Player #4 from each team
 - o Hole #5: Player #5 from each team

POINTS OF EMPHASIS

FORMAT OF EVENT

Region tournaments are single-day, 18-hole events. In the event of inclement weather, play will resume at the point of interruption.

COURSE SPECIFICATIONS

The regional course distance must be set up for girls with no less than 5,000 yards and no greater than 5,700 yards. For boys/coed, it shall be set up with no less than 6,200 yards and no greater than 6,800 yards.

APPROPRIATE DRESS

Participants and coaches MUST be appropriately dressed during the practice and tournament rounds per American Junior Golf Association guidelines.

COACHING ADVICE

Coaching advice may be given by individuals that meet Bylaw 25 KHSAA Coaching requirements.

No more than one coach may coach an individual player at any one time following the parameters within the KHSAA Hard Card.

- For Example: Full team of five enters the tournament the program has three (3) coaches that meet requirements.
- Any one of those three may give advice, but a player can receive advice from only one at a time.
- Coaching advice may not hinder pace of play as determined by the officials.

CARRY/CART RULE

Each golfer shall carry his/her own clubs or pull a cart.

The use of motorized carts by coaches is a local tournament committee decision.

HARD CARD

Review the Local Rules and Conditions of Competition for KHSAA Events, also known as the Hard Card, which is included as a link at the end of this section.



2023 Golf Region Tournament Instructions

Points of emphasis on the card include: the coaching advice rule, rules regarding distance measuring devices and the rules and restrictions regarding communication devices.

PROCEDURE FOR GETTING OFFICIALS AND FEES

Each Region Manager shall designate a KGA Rules Official and contact MacKenzie Peyton (mpeyton@kygolf.org), Golf House of Kentucky Director of Junior Golf, at 502-243-8295 for verification.

If unable to identify one, Ms. Peyton may be able to assist finding an available official.

This official shall be responsible for all rulings and is a requirement for KHSAA Golf Region Tournaments.

There is an approximate fee of \$165 for the official, which can be shared by the schools in the region.

POST EVENT

REGIONAL RESULTS SUBMISSION

Complete KHSAA Form [GF106](#) (Regional Tournament Results) immediately following completion of the event.

- Note, a fine may be assessed for late submissions of results.

Results will be posted as received from the Region Manager.

Ensure that the actual names of participants are listed for each team as this will be how state tournament qualifiers are entered.

STATE TOURNAMENT QUALIFIERS

The top two finishing teams from each girls' region and the top ten (10) individuals with the lowest score that are not on those two teams, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Girls' First Round State Golf Tournament on Sept. 25-27 at one of the three locations, determined by region.

- Site #1, Regions 1-4, Calvert City Country Club;
- Site #2, Regions 5-8, Kenton County Golf Courses (Willows Course); or
- Site #3, Regions 9-12, Winchester Country Club.

The top two finishing teams from each boys'/coed region and the top ten (10) individuals with the lowest score that are not on those two teams, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Boys'/Coed First Round State Golf Tournament on Sept. 25-27 at one of the three locations, determined by region.

- Site #1, Regions 1-4, Calvert City Country Club;
- Site #2, Regions 5-8, Kenton County Golf Courses (Willows Course); or
- Site #3, Regions 9-12, Winchester Country Club.

STATE ENTRY

Contestants qualifying for the Leachman Buick•GMC•Cadillac/KHSAA State Tournaments are entered into the event based upon region entries/results. There is no entry form required.

STATE PAIRINGS

State tournament pairings will be published once all regional results have been received and the tee times have been assigned.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2023-24 tournaments.

The cost of trophies and awards are the responsibility of the regional tournament.

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

Immediately open and inspect trophies and medals.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email riherds@riherds.com.



2023 Golf Region Tournament Instructions

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$181.96 per gender, not including shipping.

Your 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
- One (1) individual champion gold medal
- One (1) individual runner-up silver medal
- Six (6) bronze medals for individual finishers 3-8
- The trophy company will contact you with an option to purchase ribbons to add to the medals on behalf of your region and to purchase carry/storage boxes. You are under no obligation to order these items.

IMPORTANT WEBSITE LINKS

- [Golf Website](#)
- [Competition Rules](#)
- [KHSAA Hard Card](#)
- [Boys'/Coed and Girls' Golf Alignment](#)
- [GF101 \(Boys'/Coed Regional Golf Tournament Entry Form\)](#)
- [GF101 \(Girls' Regional Golf Tournament Entry Form\)](#)
- [GF106 \(Regional Golf Tournament Online Results Form\)](#)



2023 Field Hockey Region Tournament Instructions

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KHSAA Staff

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2023 Field Hockey Region Tournament Instructions

FIELD HOCKEY SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for field hockey is Assistant Commissioner Joe Angolia (jangolia@khsaa.org).

If Mr. Angolia is for some reason not available, Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) is the backup contact.

PRE-TOURNAMENT MATERIALS FOR STATE FIRST ROUND

Each regional manager has been shipped a large box in advance of the tournament.

Directions for handling the contents of this box are below:

- The box should be opened, and the envelope labeled "Region Runner-Up" should be held separately and given to the team that does not win the region championship contest.
 - o Contained in this envelope are the Team Party Passes (non-player and non-uniformed personnel) with instructions for use detailed in the First Round State instruction as to their use.
 - o Also contained in this box will be commemorative participant passes for each team member and others on the roster for state championship participation.
- In addition, the envelope labeled "Region Winner" should be held separately and given to the team that wins the region championship contests.
 - o Contained in this envelope are the Team Party Passes (non-player and non-uniformed personnel) with instructions for use detailed in the First Round State instruction as to their use.
 - o Also contained in this box will be commemorative participant passes for each team member and others on the roster for state championship participation.
- The remainder of the items in the larger box are to be given to the Region winner for use in managing the State First Round.
- Once opened by the Region winning team, there will be an additional box labeled "Quarterfinal winner", which should not be opened, and should simply taken to the State First State game to be given to the winning team.
 - o Contained in this box are the Team Party Passes (non-player and non-uniformed personnel) with instructions for use detailed in the State Final Rounds (both semifinals and finals) with instruction as to their use.
- The remainder of the material in the larger brown box is for the Region winner to use in managing the State First Round Game and contains:
 - o Copies of instructions;
 - o Opening Round banners to be posted in a conspicuous location along with ties to hang them;
 - o An allocation of State First Round Staff Passes to clearly identify those that are front line and customer facing for the event;
 - o An allocation of State First Round Media Passes to clearly identify those that are properly credentialed.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into four (4) regions as detailed in the competition rules.

The current alignment is available on the field hockey page of the KHSAA website and included as a link at the end of this section.

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

The regional field hockey tournament dates are Oct. 13-17.

All schools fielding a team are permitted to play additional contests before Monday of the week of the state championship



2023 Field Hockey Region Tournament Instructions

provided teams don't exceed the contest limit.

ENTRY, SUBSTITUTIONS, DRAW

TOURNAMENT ENTRY

All eligible teams participate in a regional tournament.

The winner and runner-up from each region advance to the state tournament.

LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players per contest.

Those 24 selected can rotate each match as long as they appear on the postseason roster.

No other players outside of the 24 designated as eligible for each match may be in uniform.

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

PROCEDURES FOR REGIONAL TOURNAMENT DRAW

Review the Competition Rules concerning regional drawings and adhere to that draw procedure.

The Region Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

POINTS OF EMPHASIS

FORMAT OF EVENT

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

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the NFHS Field Hockey Rule Book.

A link to the field diagram is included at the end of this section.

BALL CHASERS

A minimum of two (2) ball chasers must be provided by the competing teams for each game to not disrupt the flow of the action.

PLAYERS IN UNIFORM

No players other than the 24 designated as eligible for the match shall be in uniform.

There is no procedure or possibility to waive this requirement.

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

CONTEST COMPLETION REMINDER

Every contest must have a winner.

Games tied at the end of regulation will continue with a sudden-victory overtime as detailed below:

- 10 MINUTE, 7-VS.-7 SUDDEN VICTORY (SIX FIELD PLAYERS PLUS A GOALKEEPER)
 - o Five (5) minute intermission after regulation.
 - o Flip coin for pass back, teams keep same ends.
 - o Any seven (7) players may play, substitutions are unlimited during this overtime period.
 - o Three (3) defenders plus the goalkeeper may be back on corners during 7-vs.-7.
- FIRST SET OF PENALTY STROKES (NOT SUDDEN VICTORY)
 - o Five (5) minute intermission after 7-vs.-7.
 - o Flip coin for who will defend/stroke first.



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- o The five (5) stokers can come from any player on your roster.
- o Coaches must turn in the order of their stokers, which cannot change when play resumes.
- o The teams will alternately stroke and defend.
- o Strokes shall be terminated if one team has a goal advantage that cannot be overcome by the opposing team.
- o The official shall first ask the goalkeeper, and then the stoker, to verbally verify that they are ready.
- o A lack of response shall indicate readiness.
- o The stroke begins with the official's whistle.
- o The stoker must take the stroke within five (5) seconds of the whistle being blown.
- o The stoker may take one step with either foot toward the goal.
- SECOND SET OF PENALTY STROKES (NOT SUDDEN VICTORY)
 - o Five (5) minute intermission.
 - o The team that defended in the first set shall stroke first in this set.
 - o The stokers and/or their order may be changed for the second set and can come from any player on the roster.
- THIRD SET OF PENALTY STROKES (SUDDEN VICTORY)
 - o Five (5) minute intermission.
 - o The team that defended in the first set shall defend first in this set.
 - o The stokers and/or their order may be changed for the third set and can come from any player on the roster.
 - o Each team gets an equal number of strokes until someone wins.
 - o If no one wins after five (5) stokers for each team, you repeat this until one team wins.
- ALL PERIODS
 - o The officials will choose the goal that will be used for the strokes.
 - o All varsity games will go into overtime.

MERCY RULE

If a team has a 10 goal lead at the end of the first half or at any point in the second half, the game will be terminated.
If a team has a five (5) goal lead at any point in the game, the clock will not stop when additional goals are scored.
This rule is to be observed in both regular season and postseason play.

PROCEDURE FOR GETTING OFFICIALS AND FEES

The assigning secretary, who normally services the regional tournament hosts, will assign the respective officials.
Contact assigner Erin Maguire by email (emaguire@gmail.com) or phone (502-797-0261) immediately with tournament information, schedules and needs.
Each official shall be paid a flat fee of \$65 per game.
No mileage expenses will be added for any official.

POST EVENT

REPORTING RESULTS

Game scores should be reported to the Riherd's.com/KHSAA Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, emailing scheduleentry@khsaa.org, 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.



2023 Field Hockey Region Tournament Instructions

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2023-24 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 Riherds at 1-800-274-4373 or email at khsaa@riherds.com.

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

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

- One (1) team champion trophy
- One (1) team runner-up trophy

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

- The estimated region cost is \$162.52, not including shipping.

INSTRUCTIONS FOR TEAMS ADVANCING AND PROVIDED TO THE REGION MANAGER

Region champions and runners-up will be contacted by KHSAA officials in regard to their participation at the state championship and conference call participation.

IMPORTANT WEBSITE LINKS

- [Field Hockey Website](#)
- [Current Alignment](#)
- [Field Diagram](#)
- [Competition Rules](#)
- [Region Tournament Managers](#)
- [Site Selection Plan Recommendations](#)
- [KHSAA Brackets](#)



2023 Soccer District/Region Tournament Instructions

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Assistant Commissioner	Sarah Bridenbaugh
Assistant Commissioner	Joe Angolia
General Counsel.....	Chad Collins
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Event Services Coordinator	Kara Howard
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Administrative Support Specialist	Jeanie Molloy
Physical Plant Director	Roy Tatum



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2023 Soccer District/Region Tournament Instructions

SOCCER SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for soccer is General Counsel Chad Collins (ccollins@khsaa.org).

If Mr. Collins is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into districts and regions as developed by the Commissioner and approved by the Board of Control.

The current alignment is available on the soccer 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 Mr. Collins prior to accepting the entry.

ALLOWABLE COMPETITION DATES

The district soccer tournament dates are Oct. 2-7.

- District tournament play may begin as early as Saturday, Sept. 30 by agreement of the teams.

The regional soccer tournament dates are Oct. 9-14.

- Region tournament play may begin as early as Saturday, Oct. 7 by agreement of the teams.

ENTRY, SUBSTITUTIONS, DRAW

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

The winner and runner-up from each district advance to a region tournament.

LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players per contest.

Those 24 selected can rotate each match as long as they appear on the postseason roster.

No other players outside of the 24 designated as eligible for each match may be in uniform.

- There is no procedure or possibility to waive this requirement.

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

PROCEDURES FOR DISTRICT TOURNAMENT DRAW

Each district shall draw or place seeded teams into the appropriate bracket depending upon how many teams are in the district according to the KHSAA Competition Rules.

The District Manager is to email the bracket to the KHSAA (brackets@khsaa.org) immediately following the draw.

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

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

Any withdrawal after that date is a bye/forfeit and the team will not be replaced.

PROCEDURES FOR REGION TOURNAMENT DRAW

Review the Competition Rules concerning region drawings and adhere to that draw procedure.



2023 Soccer District/Region Tournament Instructions

The Region Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

POINTS OF EMPHASIS

FORMAT OF EVENT

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

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the NFHS Soccer Rules Book.

Ensure that the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason, are met by the site. A link to the minimum requirements is included at the end of these instructions.

REQUIRED BALL TYPE

The Select Royale with the National Federation authenticating mark displayed is the official ball for all rounds of the postseason.

Use of any other game ball is contractually prohibited by the KHSAA and will subject the tournament and its participants to possible penalties.

Schools or the site may provide balls for warm-up that are not the official brand or model, but once play begins, game balls must be the Select Royale with the NFHS authenticating mark.

BALL BOYS/GIRLS

A minimum of two (2) ball boys/girls must be used for each game and should be identified before kickoff.

It is recommended that each participating team provide at least one (1) ball boy/girl to not disrupt the flow of the action.

CONTEST COMPLETION REMINDER

Every contest must have a winner.

Games tied at the end of regulation time will continue with two sudden-victory overtime periods of five (5) minutes each.

There shall be a two (2) minute break between the overtime periods, if necessary.

If sudden victory is not reached after two overtime periods, the contest will be decided by penalty kicks.

A detailed copy of the tiebreak procedure can be found in the KHSAA Competition Rules.

PROCEDURE FOR GETTING OFFICIALS AND FEES

The regional/local officials' association that services the District and Region Tournament hosts will assign the respective officials.

- Tournament Managers shall work with the assigning secretary to schedule officials for the tournament.
 - o A listing of assigning secretaries can be found on the KHSAA website and is included as a link at the end of this section.
 - o Contact your assigner immediately with tournament information, schedules and needs.

For a district contest, the referee and two assistant referees shall each be paid a flat fee of \$70.

- A licensed fourth official may be used for each district contest and be paid a flat fee of \$49.

For a region contest, the referee and two assistant referees shall each be paid a flat fee of \$80.

- A licensed fourth official shall be used for each region contest and be paid a flat fee of \$56.

No mileage expenses will be added for any official.

POST EVENT

REPORTING RESULTS

Game scores should be reported to the Riherd's.com/KHSAA Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, emailing scheduleentry@khsaa.org 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.



2023 Soccer District/Region Tournament Instructions

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2023-24 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 Riherds at 1-800-274-4373 or email at khsaa@riherds.com.

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

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

- One (1) team champion trophy
- One (1) team runner-up trophy

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

- The estimated district cost is \$153.52 per gender and the estimated region cost is \$162.52 per gender, not including shipping.

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 regarding their participation in the first rounds.

IMPORTANT WEBSITE LINKS

- [Soccer Website](#)
- [Current Alignment](#)
- [Minimum Facility Requirements](#)
- [Competition Rules](#)
- [District Tournament Sites](#)
- [Boys' District Tournament Managers](#)
- [Girls' District Tournament Managers](#)
- [Region Tournament Sites](#)
- [Boys' Region Tournament Managers](#)
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2280 Executive Drive | Lexington, Ky., 40505 | 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
Event Services Coordinator	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	Jeanie Molloy
Physical Plant Director	Roy Tatum



2023 Cross Country Region Meet Instructions

CROSS COUNTRY SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for cross country is Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org). If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

ALLOWABLE COMPETITION DATES

Boys'/coed and girls' region meets are to be held the week of Oct. 15-21.

Assistant Commissioner Bridenbaugh, in consultation with Region Managers, will assist in determining dates.

PRE-MEET MANAGER RESPONSIBILITIES

MEET ADMINISTRATOR

The KHSAA requires a meet 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.

Strongly consider a corral director to supervise the finish corral and assist in distancing finishers.

JURY OF APPEALS

This is also the time to begin assembly of the Jury of Appeals. The jury must consist of three (3) head coaches and one (1) alternate head coach (in case an appeal involves an athlete of a coach on the jury).

This information must be submitted to xc@khsaa.org.

APPEAL FORM

Make copies of KHSAA Form [XC110](#) (Meet Appeal) to be prepared in case of an appeal at the meet.

ENTRIES, DECLARATIONS, SCORING

MEET ENTRY TIMELINE

Entries for the KHSAA Region Cross Country Meets must be made electronically utilizing <https://ky.milesplit.com/> no later than 9 p.m. ET four (4) days prior to the scheduled date of the meet (Tuesday, Oct. 17).

By 9 p.m., three (3) days prior to the region meet, the Region Manager shall distribute a preliminary performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA (xc@khsaa.org) for posting on the website.

By 9 p.m., two (2) days prior to the region meet, all coaches challenging an entry shall have notified the Region Manager of the objection to be resolved.

By 9 p.m., one (1) day prior to the region meet, the Region Manager shall distribute a final performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA (xc@khsaa.org) for posting on the website.

SUBMITTING ENTRIES

CREATE A USERNAME

- Go to <https://ky.milesplit.com/> and select "login" in the upper, right-hand corner.
- Select "sign up" and enter the requested information (username, email, password), follow by selecting "join now."

CLAIM YOUR TEAM

- At the top of the <https://ky.milesplit.com/> home page, select "Teams."
- Find your team on the list and select "Claim Team."
- Choose the appropriate "Claim As" option between coach or admin (both roles allow you to enter a meet and edit entries).



2023 Cross Country Region Meet Instructions

- Complete the box with your identifying information. This is what the KYtrackXC webmaster will see when approving coach or administrator rights.
- Select "Sign Me Up," and wait for approval by webmaster Chris Hawboldt. This will not be an instant process as turnaround typically takes up to 24 hours.
- Once approved, you will receive email notification and will be able to complete any actions required for your entry, including adding athletes.

REGISTERING FOR THE MEET

- At the top of the <https://ky.milesplit.com/> homepage, select "Calendar."
- Select the meet you want to register for from the list.
- On the meet page, select "Register Online Now", followed by selecting "Next". Choose your team, and select "Next", again.
- Enter your contact information (First Name, Last Name, Phone Number).
- Choose the divisions to enter (Varsity Boys or Varsity Girls), and select "Next".
- Select the navy colored "Add Entries", button next to the correct meet.
- A list of your athletes will appear on the right side. Put a check next to those you want to enter (max of 10), and select "Save Changes".
- You will be brought back to the master list of events. Repeat the above process for each meet you want to enter.
- Once your entries are complete, they will be available for review.
- Select "Done", when finished editing.
- Coaches should be aware that sending their entries electronically via Milesplit is the only required method. There is no need to fill out and send a paper entry form to the KHSAA if your electronic entry is successfully received. In the event you do need a manual form, [XC102](#) (School Team and Individual Entry) is included as a link at the end of this section.

SUBSTITUTIONS

There are no substitutions allowed following the deadline for entry to a regional meet unless for a documented injury or illness. Those circumstances must be submitted in writing to Assistant Commissioner Bridenbaugh for approval.

A fine of \$100 will be imposed by the KHSAA against any school attempting to enter athletes after a published deadline.

DECLARATION FORM

On the day of the region meet, the Region Manager or Hytek operator must print the declaration form from Hytek.

Coaches must sign the form after declaring which seven (7) of the maximum 10 entered runners will compete by using a check mark, X or circle.

Meet officials will be given these declaration forms prior to the start of the race.

The 10 names on the Region Entry Form will also be forwarded to the State Meet Director, should they qualify, as the official state entries. A declared athlete that DIDN'T run at the region meet could compete as one of the seven (7) entries at the state meet.

Athletes competing for schools with fewer than five (5) declared runners will only be eligible for individual awards and advancement.

SCORING SYSTEM

See the KHSAA Competition Rules for cross country regarding the team scoring system.

POINTS OF EMPHASIS

FORMAT OF EVENT

The hosts shall set the starting times for each race, boys/coed and girls, and send to all schools involved and the KHSAA for approval.



2023 Cross Country Region Meet Instructions

COURSE SPECIFICATIONS

The course will be approximately 5,000-meters for the boys/coed and girls as detailed in the Competition Rules, Section VIII section B.

It is the obligation of the Region Manager and host school to ensure safety of the participants is the primary concern.

If doubts arise about the safety of a particular course, contact the KHSAA and attempts will be made to have on-site inspections to help in course planning.

There must be a restricted area at the finish that keeps spectators away so they do not interfere with the "quick exit" of each athlete.

NO MINIMUM MEET REQUIREMENT

Since the 2018 season, there is no longer a requirement to have competed in at least four (4) regular-season meets to be entered in the postseason.

COACHING LIMIT

Schools are strongly encouraged to not allow coaches on the course.

If permitted, no more than two (2) coaches per team can be on the course during competition. Abuse of this rule will result in forfeiting the privilege to coach on the course in the future.

RULE 9-3-3

Be mindful of National Federation Cross Country Rule 9-3-3 which states that once teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted.

This rule must be reinforced by coaches as violations are to be addressed by warning on the first violation, followed by disqualification on the second violation.

LEAD/TRAIL VEHICLES

Region Managers are reminded that lead vehicles shall not be used on the course.

Trail vehicles are recommended to follow the final runner.

NON-VARSITY MEET DEADLINE

Many regions hold successful non-varsity meets. If such events are held, they must be completed by the day prior to the region championships in accordance with KHSAA Bylaw 23 (Limitation of Seasons).

PROCEDURE FOR GETTING OFFICIALS AND FEES

Region Managers will be sent officials assignments from Assistant Commissioner Bridenbaugh. All assignments will come from the pool of licensed KHSAA officials.

Contact the officials immediately to ensure they know your meet specifics and confirm with State Meet Director Tim King (teejayking@gmail.com) the assignment of officials after verification from the KHSAA.

It is the responsibility of the Region Manager to make the necessary contact with Mrs. Bridenbaugh regarding the officials as she will be assisting with the recommended assignments.

The assigned officials are to be paid \$40 per race for 2023.

- For example, if a school hosts the Class 1A Region for boys/coed and girls, the official should receive \$80. If the school was hosting the Class 1A and 3A Regions for boys/coed and girls, the fee should be \$160.

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

Additional allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved by the KHSAA.

Refer all conflicts regarding mileage or other payments to Mrs. Bridenbaugh.

MEDICAL PROVISIONS

INHALER

National Federation rules allow for the use of an inhaler in the area of a cross country meet, but only with the written permission of a physician.



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If an athlete must use an inhaler or have one available, KHSAA Form [XC120](#) must be completed and presented to the referee during the pre-race meeting.

This form should be duplicated as the officials have been instructed to keep one on file to have documentation at the end of the event, if needed.

POST EVENT

REGION RESULTS SUBMISSION

Attach the data file from Hytek and email to it to xc@khsaa.org.

- Normally, the data file is located in the TFMETS subdirectory on your computer. It is a large file, so please give time for the email to send.
- Be sure you have the Hytek program closed before you attempt to email the file.
- When submitting your results, please use the following as an example of how to submit and include in the body of the email:
 - o Boys/Coed teams 6 entered 4 advance
 - o 1. Jackson County
 - o 2. Williamsburg
 - o 3. Somerset
 - o 4. Barbourville
 - o # place of 5th individual #9 John Doe of Pineville

This is the preferred method for submitting meet results.

You may find that your school's network restricts the sending of files with an MDB extension, the format used to store Hytek files.

If this is the case, you will have to utilize the backup option detailed below.

Perform a complete backup of the results using the following steps on Hytek:

- Select FILE
- Select BACKUP
- Choose the A: drive (or other drive if that is where you saved the file).
- Select OK
- Choose NO for message unless you would like to send us a note.
- Select OK
- The computer will then create a backup file and dump it to the drive you specified.
- Select OK
- Attach the backup file you just created and email it to xc@khsaa.org.

If your school blocks zip files from being attached, you will have to use the previous option and contact State Meet Director Tim King (859-653-5907) or Assistant Commissioner Bridenbaugh (740-607-7217) to confirm it has been done.

These are the most important tasks you have to do post meet and must be done immediately.

Once you receive confirmation of receipt of these files, no written reports are necessary.

Only if you have trouble with these functions and cannot send the file will you have to compile KHSAA Forms [XC104](#) (Regional Official Results) and [XC105](#) (Managers Regional to State Entry) which are included as links at the end of this section.

Your only remaining obligation would be the mandatory submission of the other listed forms to the Meet Referee prior to their departure.

If you end up having to compile Forms [XC104](#) and [XC105](#), scan and email them to xc@khsaa.org immediately following the event.



2023 Cross Country Region Meet Instructions

STATE MEET QUALIFIERS

State qualifiers will be released by the KHSAA office on the Sunday following the conclusion of all regional events.

State qualifiers, team or individual, will receive State Championship instructions prior to the event.

The State qualifying process will be:

- One (1) full team enters the Regional Meet, one (1) team advances.
- Two to three (2-3) full teams enter the Regional Meet, two (2) teams advance.
- Four to five (4-5) full teams enter the Regional Meet, three (3) teams advance.
- Six to seven (6-7) full teams enter the Regional Meet, four (4) teams advance.
- Eight (8) to 10 full teams enter the Regional Meet, five (5) teams advance.
- 11 or more full teams enter the Regional Meet, six (6) teams advance.

After the teams qualifying for State are determined, the top five (5) individuals from teams NOT advancing to State will qualify for the State Meet as individuals.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2023-24 events.

The cost of trophies and awards are the responsibility of the regional meet.

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

Immediately open and inspect trophies and medals.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. CT or email Riherds at khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$181.96 per gender, not including shipping.

Your package, shipped directly to your school from Riherds.com, should consist of the following per gender:

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

ELECTRONIC DATA INSTRUCTIONS FOR REGION MANAGERS

PROCEDURES FOR OBTAINING DATA FILE/RECEIVING ENTRIES

Each Region Manager or Hytek operator will find the link to the event file for the meets at (khsaa.org/sports-activities-events/fall/cross-country) under the Region Meet Information & Instructions tab.

- Do not use your own data.
- The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries.
- Once you retrieve this file, save the region attachment to an external drive or the desktop.
- Files can be made simpler by downloading the MBD version, which will not require decompression.
- The MBD file should be saved directly into the c:\tfmeets directory.

If you are using a ZIP file (and have renamed it if needed), follow these steps:



2023 Cross Country Region Meet Instructions

- Select FILE
- Select RESTORE
- Select second dot UNZIP and copy database to c:\tfmeets (You can check the last box and rename your database whatever you want, but you don't have to)
- Select OK

Look in A: drive (or wherever you saved the file)

- Select the correct TfmBkup file
- Select OPEN
- Select OK
- Select OK again once the file has been saved or unzipped
- Select FILE
- Select OPEN\NEW

Look in \tfmeets in the C: drive for the database file name

- Select the correct file name
- Select OPEN and now you can use the database for your meet

Once you receive the information file, you will need to make a few changes to your setup by following these steps:

- Go to MEET SETUP
- Select SETUP

In GROUPS/SUBGROUPS/CODES, select SCHOOL YEAR, EDIT or ADD codes for two-digit grades listed below

- Select OK

In MEET SETUP Input the name, location and date of your Region Meet

In ATHLETE/RELAY PREFERENCES

- Check "Enter school year" and make sure you enter the school year for each athlete
- Make sure all athletes have a grade and it is a two (2) digit number
 - o 07 for 7th grade, not 7
 - o 08 for 8th grade, not 8
 - o 09 for 9th grade, not 9 or FR
 - o 10 for 10th grade, not SO
 - o 11 for 11th grade, not JR
 - o 12 for 12th grade, not SR

SCHOOLS MENU

Make sure teams have used their proper School Name, Short Name and ABBR per the KHSAA master list (Track and Cross Country Abbreviations).

You must enter all team members, including alternates (total of 10 individuals).

- Do not delete alternates so all the team member names will transfer to the state meet disk; this is imperative.

Email meet backup file to xc@khsaa.org.

A Hytek support team has been assembled that you can contact with any questions:

- Linda Sarrett, (C) 502-396-4740, sarrett1@gmail.com
- Vicki Hiestand, (C) 606-305-4126, hiestand1@windstream.net
- Frank Miklavcic, (C) 502-320-2264, fmiklavcic@aol.com



2023 Cross Country Region Meet Instructions

- Leslie Smith, (C) 859-325-5626, leslielsmith@att.net

HYTEK REQUIREMENTS FOR HOSTING

Host schools must own a Hytek license for Meet Manager 3.0 (or greater) with the cross country option, which is essentially the silver package, downloadable at <https://hytek.active.com/store/track/tfmm6.html>.

- The current 6.0 version is recommended, as it will be used by the KHSAA at the state championships.

Schools should contact Hytek by phone (1-866-456-5111) to ask if Hytek Meet Manager was previously purchased as different coaches in the past could have bought a license and misplaced the CD.

- If the school has purchased version 2.0 or lower, then the upgrade to 6.0 will be \$169.

A new license costs anywhere from \$265 - \$685 (prices are estimates and subject to change).

IMPORTANT WEBSITE LINKS

- [Cross Country Website](#)
- [Competition Rules](#)
- [Current Alignment of Teams](#)
- [Boys'/Coed Region Managers](#)
- [Girls' Region Managers](#)
- [XC102 \(School Team and Individual Entry\) - \(DOCX\) \(PDF\)](#)
- [XC104 \(Regional Official Results\) \(only if Hytek email fails\) - \(DOCX\) \(PDF\)](#)
- [XC105 \(State Meet Qualifiers\) \(only if Hytek email fails\) - \(DOCX\) \(PDF\)](#)
- [XC110 \(Regional Meet Appeal Form\) - \(DOCX\) \(PDF\)](#)
- [XC120 \(Medical Information - Inhaler\) - \(DOCX\) \(PDF\)](#)



2023 Volleyball District/Region Tournament Instructions

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KHSAA Staff

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[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



2023 Volleyball District/Region Tournament Instructions

VOLLEYBALL SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for volleyball is Associate Commissioner Butch Cope (bcope@khsaa.org). If Mr. Cope is for some reason not available, Assistant Commissioner Joe Angolia (jangolia@khsaa.org) is the backup contact.

ENTRY, DRAW, FORMAT

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

The winner and runner-up from each district advance to a region tournament.

LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 15 players per contest.

Those 15 selected can rotate each match as long as they appear on the postseason roster.

No other players outside of the 15 designated as eligible for each match may be in uniform or participate in warm-ups.

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

PROCEDURES FOR DISTRICT TOURNAMENT DRAW

Each district shall draw or place seeded teams into the appropriate bracket depending upon how many teams are in the district according to the KHSAA Competition Rules.

The District Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

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.

PROCEDURES FOR REGION TOURNAMENT DRAW

Review the Competition Rules concerning region drawings and adhere to that draw procedure.

The Region Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

MATERIALS FOR STATE FIRST ROUND

REGIONS 2, 4, 6, 8, 10, 12, 14 AND 16

These regions will receive a large brown box.

In that large box, there are two different white boxes that will be critical in managing the State First Round.

Directions for handling the contents of this box are as follows:

- The white box labeled "Region Winner" should be held separately and given to the team that wins the region championship contest.
 - o Contained in this box are the Team Party Passes (15) (non-player and non-uniformed personnel) with directions for use found in the State First Round instructions.
 - o Also contained in this box will be commemorative participant tags (24) for each team member and others on the roster for state championship participation.
- There will be a box labeled "First Round Winner", which should not be opened, and should simply be taken to the State First Round game and be given to the winning team of that contest. The winning team will open and the box contents are as follows:
 - o Championship Site (quarterfinals, semifinals and final) Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Final Rounds (both quarterfinals, semifinals and finals) instructions.



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The brown box also contains:

- o Copies of instructions;
- o Opening Round banner to be displayed in an obvious location along with the provided zip ties or command strips to hang them;
- o An allocation of State First Round Event Staff Passes (10) to clearly identify those individuals that are working the front line and customer facing for the event;
- o An allocation of State First Round Media Passes (15) to clearly identify those individuals that are properly credentialed.

REGIONS 1, 3, 5, 7, 9, 11, 13 AND 15

These regions will receive a white box.

The white box is labeled "Region Winner" and is to be given to the team that wins the region championship contest.

This box contains the following:

- First Round Team Party Passes (15) (non-player and non-uniformed personnel) with directions for use found in the State First Round instructions;
- Commemorative participant tags (24) for each team member and others on the roster for state championship participation;
- Copies of instructions.

In the box is a white envelope labeled "First Round Winner", which should not be opened, and should simply be taken to State First Round game and be given to the winning team of that contest. The winning team will open and the envelope contents are as follows:

- o Championship Site (quarterfinals, semifinals and final) Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Final Rounds (quarterfinals, semifinals and finals) instructions.

POINTS OF EMPHASIS

FORMAT OF EVENT

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

COURT SPECIFICATIONS

Prepare the facility for tournament play, making sure that the court, net standards and net meet the proper specifications according to the NFHS Volleyball Rules Book.

REQUIRED BALL TYPE

The Baden Perfection VX5EC-210 (leather or composite) with the National Federation authenticating mark displayed is the official ball for all rounds of the postseason.

Use of any other game ball is contractually prohibited by the KHSAA and will subject the tournament and its participants to possible penalties.

Schools or the site may provide balls for warm-up that are not the official brand or model, but once play begins, game balls must be the Baden Perfection VX5EC-210 (leather or composite) with the NFHS authenticating mark.

CONTEST COMPLETION REMINDER

Every contest must have a winner.

Rally scoring shall be used for all postseason play.

Match format is the best three (3) out of five (5) sets to 25 points, win by two, with no cap. The fifth set, if necessary, will be to 15 points, win by two, with no cap.

WARM-UP TIME

The Volleyball Competition Rules outline a standard warm-up time. Refer to the link at the end of this section.



2023 Volleyball District/Region Tournament Instructions

MEDIA ACCESS

Media are not permitted in live ball/play areas.

PROCEDURE FOR GETTING OFFICIALS AND FEES

The regional/local officials' association that services the District and Region Tournament hosts will assign the respective officials.

- Tournament Managers shall work with the assigning secretary to schedule officials for the tournament (R1, R2, and two (2) line judges). Additional table staff such as scorer, tracker and timer would be a local decision with regard to assignments.
 - o A listing of assigning secretaries can be found on the KHSAA website and is included as a link at the end of this section.
 - o Contact your assigner immediately with tournament information, schedules and needs.

For the district tournaments, officials (R1, R2, Line Judges) shall be paid a flat fee of \$60.

- Any compensation for scorers, trackers and timers shall be determined by the participating schools. Districts are required to use licensed officials to call lines and be compensated.

For the regional tournaments, officials (R1, R2, Line Judges) shall be paid a flat fee of \$70.

- Any compensation for scorers, trackers and timers shall be determined by the participating schools.

No mileage expenses will be added for any official.

Please note that the host school is required to provide two (2) flags for the line judges.

POST EVENT

REPORTING RESULTS

Match scores should be reported to the Riherd's.com/KHSAA Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, emailing scheduleentry@khsaa.org 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.

TROPHIES

The KHSAA Board of Control has contracted with Riherd's.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2023-24 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 Riherd's at 1-800-274-4373 or email at khsaa@riherds.com.

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

Your district/region package, shipped directly to your school from Riherd's.com, should consist of the following:

- One (1) team champion trophy
- One (1) team runner-up trophy

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

- The estimated district cost is \$153.52 and the estimated region cost is \$162.52, not including shipping.

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 in the State First Round, held at local host sites.

IMPORTANT WEBSITE LINKS

- [Volleyball Website](#)



2023 Volleyball District/Region Tournament Instructions

- [Current Alignment](#)
- [Competition Rules](#)
- [District Tournament Sites](#)
- [Regional Tournament Sites](#)
- [District Tournament Managers](#)
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2023 State Football Playoffs - Rounds 1-4 Instructions

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KHSAA Staff

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FOOTBALL SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contacts for football are Commissioner Julian Tackett (jtackett@khsaa.org) and Associate Commissioner Butch Cope (bcope@khsaa.org).

You may reach both contacts by using the email fb@khsaa.org and ensure a timely response.

Media, broadcast/webcast and statistics inquiries should be directed to Publications and Media Relations Director Connor Link (clink@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into eight (8) districts within six (6) enrollment based classes.

The current alignment is available on the football page of the KHSAA website and included as a link at the end of this section.

Only schools on the list of aligned teams are eligible to enter the playoffs.

If a school is not on the current list of teams and desires to be entered, contact Commissioner Tackett.

PLAYOFF PAIRINGS, BRACKETS, HOME TEAMS

PLAYOFF GAMES - DATES, SITES, TIMES

DATES

Playoff competition is scheduled to begin on the weekend of Nov. 2-4.

TIMES

All playoff contests shall be held on Friday at 7 p.m. unless there exists a mutual agreement between the schools to hold the game on another day due to field conditions or availability, availability of officials, or with the mutual agreement of the competing teams.

In the case of multiple consecutive games, games are to be scheduled with not less than three hours between starting times.

BRACKETS

A complete bracket of each Class is regularly updated and posted on the KHSAA website.

The parameters for developing the playoff brackets are contained in these instructions and in the KHSAA Competition Rules.

A complete "bracket builder" to help clarify the brackets is listed on the KHSAA website at the link listed at the end of this section.

SITES

The home team determinations, to help guide the pairings, are listed on the KHSAA website at the link listed at the end of this section.

All playoff contests shall be played at sites that meet any adopted required field standards approved by the Board of Control.

The home team shall be responsible for designating the host site for each playoff game.

PLAYOFF BRACKETS - FIRST ROUND, ALL CLASSES

FIRST ROUND BRACKET DEVELOPMENT

The top four (4) teams in each district, as determined by intra-district records, after all tiebreakers have been applied, will qualify for the championship playoffs.

The finishing position within the regular season district shall hereinafter be referred to as the "seed."

The team finishing as the top seed after all tiebreakers are applied will be deemed the district champion.

The team finishing as the second seed after all tiebreakers are applied will be deemed the district runner-up.

FIRST ROUND CROSS-BRACKETING (ALL CLASSES EXCEPT 1A AND 6A)



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The first round games in all classes will be "cross-bracketed", with districts 1 and 2 paired, 3 and 4 paired, 5 and 6 paired and 7 and 8 paired.

Within the cross-bracket pairings:

- The first place team in the odd numbered district will be designated as the home team to play against the fourth place team from the other district,
- The second place team in the odd numbered district will be designated as the home team to play against the third place team from the other district,
- The third place team in the odd numbered district will be designated as the visiting team to play against the second place team from the other district, and
- The fourth place team in the odd numbered district will be designated as the visiting team to play against the first place team in the other district.

FIRST ROUND CROSS-BRACKETING (APPROVED BRACKETING FOR 1A AND 6A)

For postseason competition, in Class 1A, for 2023 and 2024, the fifth place team in District 7 will become the fourth place team in District 7 for the purpose of playoff cross-bracketing.

For postseason competition, in Class 6A, for 2023, Districts 4 and 6 will be cross-bracketed for playoffs and Districts 3 and 5 will be cross-bracketed for playoffs.

For postseason competition, in Class 6A, for 2024, Districts 3 and 6 will be cross-bracketed for playoffs and Districts 4 and 5 will be cross-bracketed for playoffs.

PLAYOFF BRACKETS - SECOND ROUND, ALL CLASSES

In the second round, the winner of the game between slots one (1) and two (2) will play the winner of three (3) and four (4), and so on through the bottom of the original 32-team bracket.

In all second-round games, the team with the highest seed position (finishing position in district) shall be designated as the home team for the game.

PLAYOFF BRACKETS - THIRD ROUND, ALL CLASSES

For the region championship (third round), the pairings will be bracketed based on the Final Regular Season RPI of the remaining teams as determined at the end of the regular season in all classes with pairings as follows:

- Highest remaining Final Regular Season RPI in regions 1-4 will be the home team for the fourth-highest remaining Final Regular Season RPI in regions 1-4;
- 2nd highest remaining Final Regular Season RPI in regions 1-4 will be the home team for the third-highest remaining Final Regular Season RPI in regions 1-4;
- Highest remaining Final Regular Season RPI in regions 5-8 will be the home team for the fourth-highest remaining Final Regular Season RPI in regions 5-8;
- 2nd highest remaining Final Regular Season RPI in regions 5-8 will be the home team for the third-highest remaining Final Regular Season RPI in regions 5-8.

PLAYOFF BRACKETS - FOURTH ROUND, ALL CLASSES

For the semi-state round (fourth round), the pairings will be based on the Final Regular Season RPI of the remaining teams as determined at the end of the regular season in all classes with pairings as follows:

- Fourth round playoff games, for the purpose of determining the home team, will be based on Playoff RPI in all classes.
 - o Highest remaining Final Regular Season RPI will be the home team for the fourth highest remaining Final Regular Season RPI;
 - o 2nd highest remaining Final Regular Season RPI will be the home team for the third highest remaining Final Regular Season RPI.



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Winners of the fourth-round games will play for the class championships.

PRE-EVENT LOGISTICS

GAME MANAGER

The home team shall determine a Game Manager, although the Principal of the home school is ultimately responsible.

The Game Manager shall determine the site for the game in accordance with any published criteria.

Each week, as soon as it is known and prior to 10 a.m. ET Monday, complete the information via Form FB106 using the link at the end of these instructions to submit your game date and time to the KHSAA.

The Game Manager should review the KHSAA Competition Rules for football available on the KHSAA website and as a link at the end of this section.

Prior to contacting the visiting team, the Game Manager should be familiar with this manual and the Competition Rules.

Be prepared to contact the Commissioner's office to resolve any disputes.

Game contacts shall review the Competition Rules for football and be familiar with them to eliminate any disputes.

ADMINISTRATIVE AND FIELD SETUP (NOT SUBJECT TO AGREEMENT)

Rules revisions regarding the team box extending to the 10-yard line for both teams should be marked for each contest with either temporary or permanent markings.

ROSTERS

Postseason rosters are restricted to a limit of 80 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 area.

Everyone should have a drink container that is not shared.

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

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

The number of non-essential personnel who are on the field level throughout the contest should be limited.

PLAYER EQUIPMENT

SPLASH SHIELDS, FACE SHIELDS, AND HELMETS WITH FACE MASKS (SECTIONS ADAPTED FROM THE NFHS SPORTS MEDICINE ADVISORY COMMITTEE, POSITION STATEMENT, AUGUST 2020)

Splash Shields may be attached to the inside of the helmet and inside of the face mask.

A splash shield attached inside a football helmet covering both the upper and lower parts of the inside of the helmet to cover the nose and mouth complies with the requirement provided the helmet is being worn.

Face shields may be of a commercial brand or third-party created but must be absent of tint as concussion recognition remains critical.

Cloth masks/face coverings (that tie to the head or loop around the ears under the helmet) are permissible to be worn under the face mask.

Plastic shields covering the entire face (unless integrated into the face mask and attached to the outside of the mask of the helmet and clear without the presence of any tint) are not allowed during the contest per NFHS rules.

The helmet/faceguard manufacturer has the ultimate final say as to what can and cannot be attached to their face mask.

Please be aware of this information from the NOCSAE as it does apply to products that were not made by the manufacturer of the helmet and/or face mask: <https://ly.khsaa.org/jemq>.

OFFICIALS

For the first round, the use of seven (7) or five (5) officials is permitted.

For all other rounds, the assignment of officials will be for a seven-person crew.



2023 State Football Playoffs - Rounds 1-4 Instructions

OFFICIATING (MECHANICS)

The position of the Umpire in a 5- and 7- person postseason crew shall have the initial position in the offensive backfield, on the side of the center opposite the Referee (permitted to be labeled as Center Judge but with NFHS Umpire responsibilities).

The repositioning of the Umpire does not change any responsibilities and coverage assignments..

OFFICIATING (RULES)

Per NFHS Rule 1-2-3G, the team box is extended on both sides of the field to the 10-yard lines (for both teams) for more space for the teams.

The coaches' area (sideline to two yards off the field) is eliminated due to the extension of the team box and is a restricted area at all times except for a charged time-out to allow for freedom of movement and social distancing by officials, chain crews, and ball runners.

REQUIRED BALL TYPE

Spalding balls will continue to be provided to the championship teams for their use.

Participating teams shall use any legally approved Spalding brand football in all playoff games if sufficient inventory is available.

The game balls used must contain the NFHS authenticating mark and must be a Spalding brand football if inventory is available.

Violations of this policy will result in penalties under Bylaw 27 including but not limited to, a maximum fine for the school in noncompliance.

There is no requirement that the ball contain a KHSAA logo.

For the championship games, Spalding will be providing four (4) footballs which will be sent to the participating schools.

Each participating school in the finals may choose to utilize the provided balls, or any other Spalding brand ball in the championship game.

AWARDS PRESENTATION PROTOCOL OPTIONS

Teams should remain in separate areas on each side of the field and remain there throughout the presentation.

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.

GAME ARRANGEMENTS - MUTUAL AGREEMENT REQUIRED

The representatives of the two schools involved shall discuss and must agree in advance on all items incidental to playing the game as detailed below.

GAME SCHEDULE

The representatives of the two schools involved shall discuss and must agree in advance on the starting date and time, which shall be on Friday night at 7 p.m. local time, unless the two schools mutually agree to a change.

EXPENSES

The representatives of the two schools involved shall discuss and must agree in advance on mileage and other travel allowances (if any) for the visiting team.

For the fourth round, schools are encouraged to consider a mileage allowance to be paid to the visitors prior to the gate split due to substantial travel distances involved regardless of the method for dividing the gate.

TICKETS

The representatives of the two (2) schools involved shall discuss and must agree in advance on the price of admission, number of passes given to each school, and the distribution of any reserved seats.

Contact the KHSAA through Mr. Tackett or Mr. Cope if you desire to use GoFan through the KHSAA account and have this managed by KHSAA with all proceeds returned to the school following trophy and officials cost.



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CONCESSIONS

The representatives must agree in advance on the concession rights, which are commonly given to the home team in exchange for use of the field.

INSURANCE

The representatives of the two schools involved must agree in advance on the purchasing of additional liability insurance if needed.

CEREMONIES

The representatives of the two schools involved shall agree in advance on any activities or functions proposed by the home team to recognize individuals, groups or sponsors that are not indicative of the game being played at a neutral site.

This consideration includes the option to extend halftime to 20 minutes once per season.

OFFICIALS CREW

The representatives of the two schools involved shall agree in advance as to the choice of five (5) or seven (7) officials (for the first round only) and such determination has a deadline of the Monday prior to inform the KHSAA representatives.

Schools desiring to use seven officials in the first round should strongly consider playing on Thursday or Saturday.

Seven officials will be assigned to all games following the first round.

AGREEMENT ON FINANCES AND GAME PROCEEDS

The schools shall reach agreement on the division of game proceeds, including the method of dividing net proceeds.

Per the Constitution of the Association, the proceeds of all playoff games through the third round shall remain with the schools.

Per Board of Control action and unless otherwise altered, the proceeds of all fourth round games shall remain with the schools.

If no other agreement is reached, and a required facility rental fee is to be paid, the home team shall take the cost of rental from its share of proceeds after the division of proceeds and payment of approved expenses.

There are two common methods of dividing the proceeds from playoff games:

METHOD 1:

- The first and more commonly used method is to simply split the gate receipts after the payment of the trophy bill and the cost of officials.
- In addition, for the fourth round, many schools agree to follow a fixed rate mileage allowance for the traveling team prior to making this division of the gate or a lodging allowance due to cross-state travel.
- This method of dividing proceeds encourages the visiting team to minimize travel expenses and the home team to control game costs and eliminates the perception of inflated costs by either the traveling team or home management.

METHOD 2:

- The second method is a split of the gate after agreed expenses, which would involve the following:
- Allowing for the cost of the trophies and the game officials.
- Determining and agreeing in advance on the expenses of the home team for staging the game, including charges for police and security, ticket sellers and takers, P.A. announcer, dressing room attendants, parking, ushers, statistics, etc.
- Determining and agreeing in advance on the expense allowance for the visiting team for mileage, meals and lodging if applicable.
- If no other agreement on mileage or visiting team travel can be reached, using the state expense allowance is recommended (\$5 per meal per player, \$2 per mile for travel).
- Split the balance between the two teams after payment for the items listed above.

If no agreement exists in advance, the Method 1, as detailed above, shall govern the finances.

All expenses not agreed to by the two schools PRIOR to the game will not be allowed to be included prior to the division of net



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proceeds.

PLAYOFF OFFICIALS, FEES AND REQUIREMENTS

ALL ROUNDS

Officials are assigned to each contest by the KHSAA.

There is no mileage paid to football playoff officials as a mileage allowance is built-in to the fee to be paid.

Officials are normally not assigned to work a contest in or for their "home" association for any round, but the Commission may make exceptions in the first two rounds for those contests with both teams normally serviced by the same association based on the needs of other games being played.

The names of the officials and the amount of their fees will be posted on the school subdomain of the KHSAA website by 10:00 a.m. ET on Wednesday of the week of the contest.

The manager will pay the officials from the game receipts.

Payment to officials should be made on game night unless prohibited by published Board of Education policy.

The use of Arbiterpay for postseason payments is strongly recommended.

All assignments, regardless of the association servicing the contest, are available through the KHSAA member school system and via the school view on the arbitersports.com website using the links at the end of these instructions.

FIRST ROUND

A crew of five (5) officials will be assigned to each first round playoff game, unless a seven-person crew is requested by the home team following mutual agreement.

Requests for a seven-person crew for a first round game shall be submitted to the KHSAA on the playoff information form FB106 that is submitted using the link at the end of these instructions by the home team no later than noon on Monday of the week of the contest.

Each official is to be paid a game fee of \$120 for the first playoff round for a five-person crew.

If a seven-person crew is requested for the first playoff round, the fee per official shall be \$100.

SECOND ROUND

A crew of seven (7) officials will be assigned to each second round playoff game

Each official is to be paid a game fee of \$110 for the second playoff round for a seven-person crew.

THIRD ROUND

A crew of seven (7) officials will be assigned to each third round playoff game.

Each official is to be paid a game fee of \$120 for the third playoff round for a seven-person crew.

FOURTH ROUND

A crew of seven (7) officials will be assigned to each fourth round playoff game.

Each official is to be paid a game fee of \$130 for the fourth playoff round for a seven-person crew.

MEDICAL PROVISIONS

It is recommended that an ambulance be present at the game.

A doctor (M.D. or D.O.) must be present at each playoff game.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.



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Violators are subject to removal.

TEAM VIDEOTAPING

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the Game Manager.

The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements.

The film cannot be broadcast in any form, including internet and social media.

Press box taping access, angle and availability shall be the same for both teams.

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

All videotaping shall comply with the adopted video standards in the Competition Rules as follows:

- All Visiting teams will be given the same area to record from as the home team.
- All exchange video should be recorded digitally with a digital camera.
- All exchange video should be recorded in DVD format or Online.
- All exchange video shall be recorded using a tripod.
- All exchange video shall be recorded from the highest possible point in the stadium.
- All exchange video shall be recorded so that the teams' numbers are visible.
- All exchange video shall be recorded from the huddle to a few seconds past the end of the play (5-10 seconds).
- If the team is a no huddle team, the video shall begin recording before any shifts or motions and continue past the end of the play (5-10 seconds).
- If there is a penalty, the video shall continue to record until the penalty has been enforced.
- All exchange video shall be recorded from the deepest offensive back to the safety to begin the play, then zoom in closer to the play in order to see the numbers on the players as the play progresses.
- On all punts and punt returns, the video should NOT follow the ball.
- On all punts and punt returns, the video should begin with a wide view showing both the punt and punt return teams, and then zoom in to the return team after the ball is punted and received.
- On all kickoffs and kick returns, the video should NOT follow the ball.
- On all kickoffs and kick returns, the video should begin with a wide view of both the kickoff and return teams and then zoom in to the return team after the returner has received the ball.
- The video shall show the down and distance with a short shot of the downs marker between plays.
- The video shall show the scoreboard after every score, at each timeout, and between quarters.
- All teams shall make available at least two (2) copies to exchange (choice made by the opponent).
- All teams shall exchange an updated roster, clearly indicating offensive and defensive starters.
- All video shall be available by 8 a.m. on the day following the game if online exchange is utilized, or by noon on the day following the game if there is a physical exchange of video.

TROPHIES

The home school will receive trophies for the first, third and fourth rounds, which should be inspected upon arrival.

FIRST ROUND

The team finishing as the top seed after all tiebreakers are applied will be deemed the district champion.

The team finishing as the second seed after all tiebreakers are applied will be deemed the district runner-up.

A trophy labeled District Champion or a trophy labeled District Runner-up will be sent to the appropriate manager of the first round games.



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This trophy should be presented before the first round game.

The trophy bill is to be paid for from the proceeds of the first round game and the check shall be made directly to the trophy company.

The invoice is emailed under separate cover to allow for accurate shipping costs.

The trophies should arrive no later than Wednesday.

For planning and budget purposes, the cost of the trophies for district winner and runner-up is approximately \$153.52 for the two trophies plus shipping.

SECOND ROUND

There are no trophies for the second round.

THIRD ROUND

A trophy for each Region winner and runner-up is being sent to the manager of each of the third round games.

This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company.

The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs.

The trophies should arrive no later than Wednesday.

For planning and budget purposes, the cost of the trophies is \$162.52 for the two trophies plus shipping.

Please notify the Association by 9 a.m. ET on Monday if you desire an alternative shipping location due to the holiday.

FOURTH ROUND

A trophy for each semifinal winner and runner-up is being sent to the manager of each of the fourth round games.

This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company.

The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs.

The trophies should arrive no later than Wednesday.

For planning and budget purposes, the cost of the trophies is \$168.50 for the two trophies plus shipping.

POST EVENT RESPONSIBILITIES

REPORTING RESULTS

Game scores should be reported using the provided link, or, only in an emergency, to the Riherd's.com/KHSAA Scoreboard through email at scheduleentry@khsaa.org or by calling 1-800-453-6882.

Contact your local media with score after you contact the KHSAA Scoreboard.

If your team wins, the individual stats for that game must be entered via the KHSAA website within 48 hours.

Any questions or issues with the reporting of results can be sent to the KHSAA via (fb@khsaa.org).

FINANCES AND FINANCIAL REPORT

Complete the Financial Report form FB102 using the link included at the end of these instructions and submit it to the KHSAA via email at fb@khsaa.org within one (1) week of the game.

NFHS STATISTICS SURVEY

Complete the National Federation survey form FB105 using the link included at the end of these instructions and submit to the KHSAA within one (1) week of the game.

VIDEO SUBMISSION

Arrange for your coaching staff to send the video of the contest immediately following the game to the KHSAA via Hudl.com by creating an exchange and searching for KHSAA as the destination team.

FUTURE HOME TEAMS IN LATER ROUNDS

If you advance and are to be designated as the home team for the next week, as soon as an agreement has been reached and



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prior to 10 a.m. ET Monday, submit Form [FB106](#) using the link at the end of these instructions to submit your next round game date and time to the KHSAA.

DISPUTES

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

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

Contact Commissioner Tackett or Mr. Cope, or call (859) 299-5472 if you need help resolving a dispute.

IMPORTANT WEBSITE LINKS

- [KHSAA Football Website including Brackets, Cross Bracketing Charts and Bracket Builder Guides](#)
- [Required KHSAA/NFHS Network Media Rights Minimum Fee Schedule](#)
- [Football Broadcast Fee Payment Portal](#)
- [KHSAA Handbook, Policies Section](#)
- [FB102 - Financial Report - \(PDF\)](#)
- [FB102 - Financial Report - \(DOCX\)](#)
- [FB105 - NFHS Stats Report](#)
- [FB106 - Game Time and Date Submission](#)
- [Officials Assignments on KHSAA subdomain](#)
- [Officials Assignments via arbitersports.com](#)