



SPRING CHAMPIONSHIPS



POSTSEASON INSTRUCTIONS





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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
Administrative Assistant/Office Manager Kara Howard
Administrative Support Specialist Jeremy Ison
Administrative Support Specialist Jeanie Molloy
Administrative Support, Accounting Marilyn Mitchell
Supervisor of Officials Licensing Scott Bottoms
Physical Plant Director Roy Tatum



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2024 Archery Region Championships Instructions

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ARCHERY SPORT SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for archery is Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org).

If Mr. Bilberry is not available, General Counsel Chad Collins (ccollins@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 11 regions.

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

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

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

ALLOWABLE COMPETITION DATES

The regional archery championship dates are March 4-23.

If you have not already been contacted by the host school, please see the list of Region Managers on the KHSAA website and linked at the end of this section of these instructions.

The dates and location of your region tournament can be found on the site as well under Regional Managers Listing.

ENTRY, LANE ASSIGNMENTS

TOURNAMENT REGISTRATION, ROSTERS AND ENTRY RESTRICTIONS

There is no minimum number of contests needed to be eligible to compete in the postseason.

Registration for both the regional and, if advancing, state championships takes place online at the Online Tournament Registration link (NASP) listed at the end of this section of these instructions.

The team entry shall be entered into the Online Tournament Registration system a minimum of four (4) days before the tournament.

Coaches must ensure through the Athletic Director that the postseason roster is current on the KHSAA website and should include ALL archers that could potentially participate on their KHSAA Regional and/or State teams.

Teams in the region girls' team tournament:

- Are limited to seven (7) to 12 female (as defined in KRS 156.070 (2)(g)(2)) archers only.

Teams in the region boys'/coed team tournament:

- May include seven (7) to 12 archers who may be male or female.
- Any female entered in the boys'/coed team tournament may not also be entered in the girls' tournament, and shall compete in the boys'/coed event for the remainder of the postseason.

A school entering a team may not enter additional competitors as individuals in the same tournament.

The girls' region individual tournament:

- Is limited to female (as defined in KRS 156.070 (2)(g)(2)) archers only with no more than six (6) archers from a school.

The boys'/coed region individual tournament:

- May include up to six (6) male competitors from a school, or may include a combination of up to six (6) males and females from the same school.
- Any female entered in the boys'/coed individual tournament may not also be entered in the girls' tournament, and shall compete in the boys'/coed event for the remainder of the postseason.



2024 Archery Region Championships Instructions

FLIGHT AND RANGE ASSIGNMENTS

Range assignments shall be random, made ahead of time and given out to the coaches before arriving at the regional tournament.

The range assignments shall be final.

This shall be sent to all schools before the date of the competition and guides teams and fans to know where to go when they arrive at the site.

FORMAT OF EVENT

The KHSAA will sponsor boys'/coed and girls' competition for both teams and individuals.

The team score for the regional tournament shall be the best seven (7) scores from those entered.

Each team entered in the team tournament will shoot one (1) flight (three 10-meter scoring ends and three 15-meter scoring ends).

The top seven (7) scores will be combined to determine the team score.

The winning and runner-up team at each regional competition shall advance to the state competition.

In addition, the top three (3) scorers in both the boys'/coed and girls' divisions that are not advancing with a team, shall advance to the state competition as individuals.

SCORING PROTOCOL

The KHSAA utilizes the NASP scoring protocol.

It is important to teach and practice this process with your archers so they can complete it quickly and accurately, and to make sure that scoring is consistent for all competitions.

A link to the complete scoring protocol is provided at the end of this section of these instructions.

TEAM COMPETITION TIEBREAKER FOR ADVANCING

Tiebreaking shall begin by counting the number of 10s, 9s, 8s, etc., for the top seven (7) archers of each tied team.

The team that has more 10s will be the winner.

If a tie persists, compare the number of 9s, and so on, through the 1s.

If a tie still persists, it shall remain and all tied teams in an advancing position shall qualify for the state competition.

INDIVIDUAL COMPETITION TIEBREAKER FOR ADVANCING

Tiebreaking shall begin by counting the number of 10s, 9s, 8s, etc.

The archer who has more 10s will be the winner.

If a tie persists, compare the number of 9s, and so on, through the 1s.

If a tie still persists, it shall remain and all tied archers in an advancing position shall qualify to the state competition.

TIEBREAKING PROTOCOL FOR STANDINGS

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

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

For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows:

- 1st place, three in 2nd place and the next team in the standings would be in 5th place.

POINTS OF EMPHASIS

WARM-UP TIME

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



2024 Archery Region Championships Instructions

PROCEDURE FOR GETTING OFFICIALS

It is the discretion of the Region Manager, in consultation with the participating schools, as to the use of an official for the regional tournament.

This person could likely be a NASP liaison who will assist the host school manager with the competition/scoring aspects of the tournament.

If you would like assistance in acquiring an official, please contact Lisa Frye (lisa.frye@ky.gov).

POST EVENT

REPORTING RESULTS

It is the Region Manager's responsibility to post the standings and results throughout the tournament.

Please refer to the Electronic Procedures for Managers section of these instructions for details on reporting results.

Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations.

AWARDS PRESENTATION PROTOCOL

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

TROPHIES

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

Your region package, which was shipped directly to your school from Rihards.com, should've consisted of the following:

- Two (2) region team champion trophies (one (1) per gender)
- Two (2) region team runner-up trophies (one (1) per gender)
- Two (2) champion medals (one (1) per gender)
- Two (2) runner-up medals (one (1) per gender)
- Two (2) each of third and fourth place medals (one (1) per gender for both)

The original cost of the trophies was paid by the Region Manager on behalf of the tournament.

An invoice was included with the shipment.

The estimated region cost is \$344.48, not including shipping.

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

INSTRUCTIONS FOR TEAMS ADVANCING TO STATE CHAMPIONSHIP

The winning and runner-up teams at each regional competition advance to the state competition.

Additionally, the top three (3) scorers in both the boys'/coed and girls' divisions, not advancing with a team, shall advance to the state competition as individuals in their respective divisions if such an event is able to be held.

Region results and state qualifiers will be released as soon as all region results are verified through the KHSAA office.

The state championship is scheduled to for April 16 at Central Bank Center in Lexington.

Qualifying teams for the state championships will be able to download instructions to ensure you know the rules and regulations of the state tournament prior to the event.

IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Current Alignment](#)
- [Online Tournament Registration](#)
- [Tournament Entry Tutorial](#)



2024 Archery Region Championships Instructions

- [Online Scoring Guide](#)
- [Region Managers Listing](#)
- [Regional Tournament Hosting Criteria](#)

ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

SETTING UP THE ONLINE LISTING

You will need to set up two (2) regional tournaments for your region on nasptournaments.org.

- 2024 KHSAA Region ## Boys'/Coed Tournament
- 2024 KHSAA Region ## Girls' Tournament

Add Lisa Frye, lisa.frye@ky.gov, as an assistant tournament manager in your tournament listing on NASP. She will be assisting the KHSAA with data management in the postseason.

The events must be listed as local events.

You must limit registration to one (1) team per division.

Team size should be restricted to 7-12 archers.

You can only list a high school division (no elementary, middle or individual).

You will need to determine your flight schedule since you will be conducting two (2) events at the same time.

The recommendation would be to alternate flight times (girls' flight then boys'/coed flight) or to conduct all flights for one (1) gender than conduct all flights for the other.

SETTING UP THE NASP PRO PARAMETERS

After you import your participant file ([nasparchers.csv](#)) into the nasp pro software, go to Set Tournament Parameters and set the parameters as specified below (for both events), (you will have two (2) copies of the nasp pro program, one (1) for boys/coed and one (1) for girls).

- Parameter_Name - Parameter_Value - Parameter_Description
- MaxTeamSize - 12 - Maximum number of shooters allowed on a team
- MinTeamSize - 1 - Minimum number of shooters allowed on a team
- MinSizeQualify - 7 - Minimum number of shooters needed to qualify as an official team
- MinMales - 0 - Minimum number of male shooters needed to qualify as an official team
- MinFemales - 0 - Minimum number of female shooters needed to qualify as an official team
- TotForScore - 7 - Total number of shooters used for the Team Score
- MinForScoreMale - 0 - Minimum number of male scores used for the Team Score
- MinForScoreFemale - 0 - Minimum number of female scores used for the Team Score
- MinGrade - 7 - Minimum School Grade allowed to Shoot - valid values are 1 through 12
- MaxGrade - 12 - Maximum School Grade allowed to Shoot - valid values are 1 through 12

MANAGING REGISTRATION

You will need to monitor registration for each event.

- Registration for the girls' tournament is limited to female archers.
- Registration for the boys'/coed tournament is limited to male archers.
- Female archers may be added to the boys'/coed team, but will be scored in the boys'/coed division for all individual awards and advancement.
- As a sanctioned KHSAA event, 7th and 8th graders are eligible to compete in the Regional Tournament.



TOURNAMENT DAY MANAGEMENT

Be aware that you have two (2) events going at the same time.

If possible, run each tournament on a separate computer.

If that is not possible, make sure the events are separated in different folders.

Substitutions are allowed on site, but the archer must be listed on the school's KHSAA postseason roster detailed earlier in these instructions.

You can use the team standings by division to determine the winning teams for the events.

Since the girls can advance as individuals from the boys'/coed tournament, you will use "Indiv Standings Overall – All Genders" to determine individual winners from the boys'/coed event.

You can use the Individual Standings Overall from the girls' tournament to determine the girls' individual winners.



2024 Bass Fishing Regional Tournament Instructions

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Supervisor of Officials Licensing.....Scott Bottoms
Physical Plant Director.....Roy Tatum



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BASS FISHING SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for bass fishing is Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org).

If Mr. Bilberry is for some reason not available, Event Services and Social Media Director Jenny Elder (jelder@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into four (4) regions.

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

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

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

ALLOWABLE COMPETITION DATES

The date for the four (4) regional bass fishing tournaments is Saturday, April 27, but is subject to change based on current events.

Tournament information for each regional site is available on the KHSAA website, and included as links at the end of these instructions.

All regional competition will be held on Saturday, April 27

- Region 1 - Lake Barkley, Kuttawa
- Region 2 - Lake Cumberland, Jamestown
- Region 3 - Green River Lake, Campbellsville
- Region 4 - Herrington Lake, Harrodsburg

PRE-EVENT LOGISTICS

ON-SITE CHECK-IN

Team check-in at each regional site will take place between 5:30-7 p.m. Friday, April 26

Check-in locations for each region:

- Region 1 - Kuttawa Harbor Marina, 1709 Lake Barkley Drive, Kuttawa, KY, 42055
- Region 2 - Halcomb's Landing, East of Wolf Creek Dam on US 127, Jamestown, KY, 42629
- Region 3 - Green River Lake State Park, 179 Park Office Road, Campbellsville, KY, 42718
- Region 4 - Chimney Rock Rd., 250 Chimney Rock Rd., Harrodsburg, KY 40330

Anglers, coaches and captains must attend.

TAKEOFF AND WEIGH-INS

Participating teams are reminded that takeoff for Regions 1 and 2 is scheduled for 6:30 a.m. and Regions 3 and 4 will takeoff at 7 a.m.

Coed competition will takeoff immediately following the female-only competition takeoff.

Weigh-ins for female only is slotted for 2:30 p.m. that afternoon for Regions 1 and 2, and at 3 p.m. for Regions 3 and 4. Weigh-ins for coed is scheduled for 2:45 pm that afternoon for Regions 1 and 2, and 3:15 pm for Regions 3 and 4.

CONTEST COMPLETION REMINDER

All regions will be scheduled for at least five (5) hours of fishing and cannot exceed eight (8) hours on the water.

A regional tournament is considered complete if half of the scheduled competition time has been fished in the event of inclement



weather or other stoppages.

REGISTRATION AND ROSTERS

TOURNAMENT REGISTRATION

Registration links as well as tournament information for the regional tournaments are online at the links listed in the Important Links at the end of this section of instructions.

To register, you will select the "Regional" as the type of event, and then select the specific region.

When registering, select the "Division" to indicate whether this boat is female-only or coed. There will be a separate registration form for each division.

The link is the same for registering for each of the four regions.

Register using your high school name, regardless of whether or not your team goes by a different name at non-KHSAA events.

The registration deadline is 5 p.m. CT on Monday, April 22.

Regional information for the four different tournaments is also located in the Important Links section.

Schools can enter up to six (6) boats in coed regional competition and up to four (4) in female-only regional competition.

- Each boat may have up to four (4) contestants from the online roster designated as members of that boat entry, of which only two (2) may be in the boat at one time.

No student may be on more than one (1) boat roster.

SUBSTITUTIONS/LIMITATIONS

An angler may be substituted on a team for only the boat for which they have been designated.

- Individual entries (four (4) per boat) may be adjusted by the coach prior to the regional entry deadline.
- Substitutes for qualifying boats in the state competition cannot change from what was submitted prior to regional competition.

FORMAT OF EVENT

FEMALE DIVISION COMPETITION

- In order for a regional female-only division to occur, there has to be a minimum of one launched female-only division boat on the day of competition.
- For female-only division a school may enter a maximum of four boats.
- These four shall not count against the limit of six in the coed division.
- All athletes assigned to boats in female division, including substitutes, must be female as defined in KRS 156.070(2)(g).
- All boats entered in the female-only division are not eligible for the coed division.
- Entries in the coed division can be all male, all female, or a combination of both genders, including all substitutions.
- Substitutes cannot be assigned to boats in both divisions.

SCORING AND TIES

Each boat is limited to bringing in its best five (5) fish, whose one-day total weight will determine the team tournament results.

Ties at regionals will be broken:

- First, total number of live bass.
- Second, total number of bass.
- If a tie remains, the big bass will be used to break the tie.
- If the tie still remains, a blind draw will be utilized to determine the final standings.



2024 Bass Fishing Regional Tournament Instructions

Individual weight will be recorded for the top fish designated by each boat.

POINTS OF EMPHASIS

Each participating team will receive a blue ribbon to be placed on their trolling motor as evidence of participation in the tournament.

All participants must wear a coast guard approved life jacket the entire time they are on the water.

Protective eye wear is mandated for all participants in the boat, including the captain.

The speed limit shall be 45 miles per hour.

The minimum length limit for bass is 12 inches unless the state or lake limit is more than 12 inches, in which case the state limit prevails.

- Bass presented for weigh-in that fail to measure the minimum length will be penalized at the rate of one (1) pound for each short bass presented.

PROCEDURE FOR GETTING OFFICIALS

The tournament official will be assigned by Major League Fishing and shall be introduced at the coaches' meeting and will settle any disputes about bass fishing rules and weigh-in procedures.

POST EVENT

REPORTING RESULTS

It is the Tournament Manager's responsibility to report the results immediately upon conclusion of the event for all division - coed and female-only. Links for each will be available.

Forms should be filled out electronically as soon as possible following the event and returned via email so the results may easily be posted to the KHSAA website.

Forms filled out by hand will not be accepted.

For the sake of weigh-ins/results, each boat represents a team and not the cumulative weight of all the boats representing the same school.

Results should be posted using the school name versus any club names that may be used by teams during non-KHSAA events.

Managers, please ensure alternate anglers are listed on boats.

Email the results to bf@khsaa.org.

TROPHIES

The KHSAA Board of Control has contracted with Rihards.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 Rihards at 1-800-274-4373 or email at khsaa@riherds.com.

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

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

- The estimated region cost is \$368.78, not including shipping, per gender.

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

- One region champion trophy (per division)
- One region runner-up trophy (per division)
- Four region champion medals (per division)
- Four region runner-up medals (per division)



2024 Bass Fishing Regional Tournament Instructions

- One largest bass medal (per division)

INSTRUCTIONS FOR TEAMS ADVANCING

Each coed division regional will continue to advance a minimum of 16 boats to the state championship.

The number of qualifying boats from each coed division region was based on a minimum of 16 boats from each region with the remaining 26 boats qualifying based on the ratio of boats entering the water at the regional competition to the number of total boats in all of the regions.

For the female-only division, the number of qualifying boats will advance to the KHSAA State Championship based on ratio of female-only boats entering the water at the regional championship to the number of total female-only boats in all the regions.

In order to advance in either division, a boat must catch a minimum of one legal fish.

Once regional entries are complete on the morning of the regional, staff will advise the managers of the number of advancing boats per region so that all competitors are fully aware at the close of the competition.

It may become necessary due to expansion within regions, to revise this advancement formula, including minimums per region, in the future.

FINANCES

TOURNAMENT COSTS

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

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

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

IMPORTANT WEBSITE LINKS

- [KHSAA Bass Fishing Website](#)
- [Current Alignment of Teams](#)
- [Regional Managers Listing](#)
- [Region 1 - Tournament Information](#)
- [Region 2 - Tournament Information](#)
- [Region 3 - Tournament Information](#)
- [Region 4 - Tournament Information](#)
- [Region 1-4 - Tournament Registration](#)
- [Release of Liability Form](#)



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Physical Plant Director	Roy Tatum



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



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





TRACK AND FIELD SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for track & field 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.

Tim King will serve as the Head Rules Official for both the region and state meets, as well as serving as State Meet Director, and can be reached via email at teejayking@gmail.com or by cell at 859-653-5907.

Patricia Rouse will serve as Rules Official for both the region and state meets and can be reached via email at coachpattyrouse@gmail.com or by cell at 270-872-8257.

Chris Hawboldt, the webmaster for KYTrackXC.com, will coordinate electronic entries, and can be reached by email at kymilesplit@gmail.com.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in three (3) classes with seven (7) regions in each.

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

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

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

ALLOWABLE COMPETITION DATES

The dates for the regional track & field meets are May 6-22.

Coaches and Region Managers should be aware of busy spring schedules and attempt to work with schools to select a date.

- If no agreement can be reached due to conflicts, the KHSAA will mediate disputes.

If a weekday is selected to hold the meet, and any school is in session that day, the meet shall be held after 3 p.m., to avoid conflict with instructional time.

Efforts should be made to avoid conflict with the actual graduation exercises.

The host shall set the starting time for each regional meet and send to all schools involved for them to agree to. Each regional meet shall be conducted in one (1) session.

All field events shall begin at the same time, with the exception of pole vault if your region has alternate plans.

- If your region plans to do pole vault at an alternate time, please notify Tim King and Assistant Commissioner Bridenbaugh by email prior to your regional.

It is impossible to avoid all conflicts, but Region Managers are to afford member schools the same courtesy they would expect.

A complete list of tournament sites and managers is available on the KHSAA website using the link at the end of this section of the instructions.

Each region must follow the strict time schedule sent from the KHSAA.

With the regional schedule, the games committee has determined that 12 minutes is the check-in/out time limit.

No meet may be conducted by the schools after the region is complete.

The state track & field championships are scheduled for May 30 - June 1 at the University of Kentucky in Lexington.

Class 1A will compete on May 30, 2A on the May 31 and 3A will round out the event on June 1.

PRE-MEET MANAGER'S RESPONSIBILITIES

JURY OF APPEALS

Each Region Manager shall appoint and announce the three (3) members of a Jury of Appeals, to handle those duties set forth in the track & field rules.



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The Meet Referee, or officials, should not sit on this jury.

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).

The scope of the limits of what can be appealed is detailed on KHSAA Form TR110, which is included as a link at the end of this section of the instructions.

Each Region Manager may use that form for the regional meet, with copies of this form available in case of an applicable situation.

The names of your Jury of Appeals should be emailed to Assistant Commissioner Bridenbaugh.

APPEAL FORM

Make copies of KHSAA Form TR110 (Meet Appeal) to be prepared in case of an appeal at the meet.

HY-TEK ENTRY

Using the step-by-step instructions for Hy-Tek, a section in these instructions linked in the table of contents or found starting after the important web links at the end of this section, each Hy-Tek Operator will download the appropriate class data file from the KHSAA website, and email the entries to trresults@khsaa.org prior to your regional meet.

ENTRY, ROSTERS, UNIFIED/ADAPTED

MEET ENTRY TIMELINE

Region Managers shall compile entries submitted electronically by schools.

- It is the duty of the Region Manager to verify that the following timetable is followed as it relates to the entries and seed times for the regional meet.
- There shall be an opportunity to challenge an entry time.
- The deadline for sending regular season meet results to the Kymilesplit.com site is four (4) days prior to your scheduled regional meet.
- All initial entries for the region are due electronically (using Milesplit), no later than 9 p.m. four (4) days prior to the regional meet.
- By 9 p.m., three (3) days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, submit the list via the UK listserve, and also submit to the KHSAA for posting on the KHSAA website, please send regional entries to trresults@khsaa.org.
- By 9 p.m., two (2) days before the region, all coaches desiring to challenge a particular time shall have notified the regional manager as to the objection, and the regional manager shall thereafter resolve and determine the entry time.

Only in the case of documented medical emergency, can these deadlines be waived by the Commissioner's office.

Any late entries are to be approved by Assistant Commissioner Bridenbaugh in advance.

The KHSAA will impose a fine of \$100 against any school attempting to enter athletes after any published deadline which will be paid to the meet manager, and the manager may not waive this fine.

After the 4-day entry deadline, seed times cannot be changed without approval from Assistant Commissioner Bridenbaugh.

SUBSTITUTIONS

Any contestant whose name is listed on the postseason roster and entered into the regional meet may be substituted for the original entry prior to the deadline for scratch/add.

After the region meet deadline, a substitution would only be permitted if the original entry is prevented from participating in the event because of circumstances beyond their control and with medical documentation, which is required to be approved by the KHSAA office and Assistant Commissioner Bridenbaugh.

Only in the case of documented medical emergency can the meet entry deadlines be waived or a substitution be allowed.

Each manager is responsible for forwarding the entries for the region meet to all competing teams in accordance with the adopted schedules.



2024 Track & Field Regional Meet Instructions

For relay events, coaches should enter up to eight (8) student-athletes (includes four (4) alternates).

If an athlete is not listed in the regional meet entries, that athlete cannot be added for the state meet should the relay team qualify.

There are no substitutions for non-relay qualifiers at the state meet.

TEAM SUBMISSION OF ENTRIES

All entries for KHSAA regional track & field meets shall be submitted electronically and all athletes entered shall come from the online postseason rosters.

The required protocol is to utilize ky.milesplit.com for all regional entries.

Creating a Username

- 1. Go to ky.milesplit.com
- 2. Select "Login" in the upper right hand corner.
- 3. Select "Sign Up"
- 4. Enter the information that is requested: Username, Email Address, Password.
- 5. Select "Join Now"

Claim Your Team

- 1. On the top of the home page (ky.milesplit.com), select "TEAMS."
- 2. Find your team on the list and select the team name.
- 3. Select "Claim Team"
- 4. Select the appropriate "Claim as" option. You can choose to be a "Coach" or "Admin." Choose the appropriate role.
 - o Both roles will give you the permissions to enter into a meet and edit the entries.
- 5. Complete the box with your identifying information.
 - o This is what Chris Hawboldt (the KYtrackXC webmaster) will see when approving or declining coach and administrator rights.
- 6. Select "Sign Me Up!"
 - o From here the claim will need to be approved by Chris Hawboldt.
- This will not be an instant process.
- The turnaround usually takes at most 24 hours.
 - o Once you have been approved, you will receive email notification immediately and will then be able to complete any actions required for your team entry.

Register for a Meet

- 1. On the top of the home page (ky.milesplit.com), select "CALENDAR."
- 2. Find the meet that you want to register for in the list of meets on the calendar.
- 3. Select the meet name.
- 4. On the meet page, select "Register Online Now."
- 5. Select "Enter School"
- 6. Enter the required information to complete the online entry: Contact Name, Contact Home/Work Phone, Contact Cell Phone and Contact Email.
- 7. Select "Next"
- 8. Choose the divisions you would like to enter.
 - o The division names are on the left and there is a check box for male and female.
 - o For region contests, there will be three divisions: Varsity, Unified, and Wheelchair.



2024 Track & Field Regional Meet Instructions

- o Choose the genders that your team will enter in each of those divisions by checking the box.
- o For Unified, teams will be mixed in some instances, so you can check both gender boxes and then enter into the events with both genders.
- o Select "Enter Team"
- 9. The list of events will then show. For each event that you want to enter athletes, select the blue "Edit Entries."
- 10. For individual events, check the box next to the athlete(s) that you want to enter. A time will automatically populate from their season best. Once you have chosen the athlete(s) that you want to enter into that event select "Done Editing."
- 11. You will be brought back to the master list of events and repeat the process for every event that you want to enter.
- 12. For relays, first select "Edit Entries" as you do for any event to start entering the event. Then select "Add New Relay." A seed time will automatically populate. Choose a minimum of four (4) and maximum of eight (8) athletes. This is your opportunity to enter alternates, there will not be another chance to change these once the regional deadline has passed. This will also serve as your state meet entry should your relay team advance.
- 13. Once you have entered all events, the entries will be available for review. There is not an extra step to finalize the entries. They will automatically lock when the deadline passes.

VERIFICATION OF ENTRY TIMES

Nothing is more important to the integrity of the seeding process than accurate entry times.

Member schools are responsible for ensuring that accurate times are entered and times can only be used from a high school meet.

The following procedure will be used to ensure the validity of entry times:

- All coaches shall be able to verify times that are entered for an athlete in the regional meet.
- Entry times for the regional meet may be FAT (Fully Automated Timing) or HT (Hand Times).
- All HT times shall be properly converted per NFHS Rule 3-9-4.
- If any HT is recorded in hundredths, it shall be rounded up to the nearest tenth of a second, and properly noted as a HT.
- Any time which cannot be verified, cannot be used.
- The only acceptable verification of meet results will be submission by using the link listed in these instructions.
- Entries shall only be verified by using this link to the site.
- All meet result submissions shall include the name of the meet official (Referee) and the meet date.
- All seed times must come from a high school meet and seed times cannot be changed after the deadline for entry.

TEAM DATA ENTRY INFORMATION

You shall send your entries electronically to the Region Manager through Milesplit using the directions previously discussed.

You do not need to send an entry form to the KHSAA and do not need to fill out a paper entry form if your electronic entry is successfully received.

Any results, including pole vault, that have not been uploaded using the link listed in these instructions (four (4) days before the scheduled regional) are void for purposes of meet verification.

By entry into the member school's regional meet, the coach and athletic director of the member school certifies that all pole vault competitors have participated in the required number of meets from the regular season as previously distributed.

Coaches should maintain and have available copies of all results for the Region Manager to verify in case of a challenge to the required participation minimums by any pole vault athlete.

Milesplit has preloaded the regional alignment into its database to prevent coaches from entering the incorrect region.

As a coach, you are expected to bring copies of meet results to help determine that the athlete has had his/her four (4) meets in the pole vault event only.

A school may enter one (1) or two (2) contestants in each event and one (1) team in each relay race at the regional meet.



UNIFIED ROSTERS/FORMAT

Unified Track rosters shall be entered into the KHSAA school subdomain under Unified Track.

Please see the Unified page on the Track website to see qualifications for entering into the Unified division.

No student-athlete that competes as a Special Athlete shall be an entry into the regional for the varsity track team.

Unified events by Partner Athletes shall not count against a student-athlete's four event maximum per meet and participation shall not count against the school's allowed number of meets.

Unified events are exhibition and are non-scoring.

Unified track members shall be in pairs (one partner athlete/one special athlete).

Unified Events for the regional meet will contain the following:

- 2x50m Dash (one partner/one special athlete).
 - o Partner athlete shall start at the 100m dash start line, special athlete waits at the 50m line.
 - o Partner shall race 50m to the athlete, exchange the baton, and then the special athlete will race the final 50m to the finish.
- 2x200m Dash (one partner/one special athlete).
 - o Partner athlete shall start at the 400m dash start line; special athlete waits at the 200m start line exchange zones.
 - o Partner shall race 200m to the special athlete, exchange the baton, and then the special athlete will race the final 200m to the finish.
- 4x100m Relay (two partners/two special athletes).
 - o This event will include two (2) athletes and two (2) partners that shall compete in this order: partner athlete, special athlete, partner athlete, special athlete.
- Long Jump (one partner/one athlete).
 - o Unified partner athlete jumps first, then the special athlete jumps.
 - o Each participant gets two (2) jumps and the best jump for each athlete will be added together to determine final distance.
- Shot Put (one partner/one athlete).
 - o Boys in this division (athletes and partners) will throw a 4k or 8.8 lb. shot.
 - o Girls in this division (athletes and partners) will throw a 6 lb. shot.
 - o Unified partner athlete throws first, then the special athlete throws.
 - o Each participant gets two (2) throws and the best throw for each athlete will be added together to determine final distance.

Unified Shot Put and Unified Long Jump could be slated at the same time in the regional and the state schedule.

Coaches shall make entry decisions to avoid conflict or have athletes prepared for the "check-out" procedure in order to compete in both events.

No unified entries will be allowed at the starting line of the regional meet; entries shall be submitted via Milesplit by the published deadlines.

Coaches are encouraged to enter an alternate partner athlete in Milesplit in case needed.

ADAPTED ROSTERS/FORMAT

Adapted track is for students with physical disabilities.

Adapted rosters shall be entered into the KHSAA school subdomain under Adapted Track.

Milesplit can handle the regional entries for an adapted athlete (under wheelchair events).

Adapted events are exhibition and are non-scoring.

Please contact Assistant Commissioner Bridenbaugh at the KHSAA offices immediately if your region has an adapted athlete wanting to participate in the postseason, to ensure your athlete has medallions at the regional.



ADAPTED 100M WHEELCHAIR

The athlete must utilize a racing wheelchair.

ADAPTED DISCUS

Athletes will have three (3) throws in the preliminaries and three (3) throws in the finals.

Boys and girls in the discus division will throw the 1 kg discus.

ADAPTED SHOT PUT

Athletes will have three (3) throws in the preliminaries and three (3) throws in the finals.

Girls in the shot put division will throw the 6 lb shot. Boys in the shot put division will throw the 4 kg shot.

After the entry deadlines, based upon entries received, heats/divisions/classes will be determined if necessary.

SUBMITTING UNIFIED/ADAPTED ENTRIES

All unified athletes shall have a Partner Athlete in each event to compete.

Please be sure that your unified and adapted roster are complete on the KHSAA school subdomain database prior to entering the regional meet.

Begin by submitting entries via TR124 (Regional Unified/Adapted Athlete Entry Form) - <https://bit.ly/3vagnNS>

Coaches can list one (1) alternate in each event for the partner athlete (two (2) for the unified 4X100).

In addition, unified entries must be submitted via Milesplit ([ky.milesplit.com](https://www.milesplit.com))

Please consult with your head track coach about Milesplit entries as the unified entries will be entered with the high school entries, the Google Form is only a backup for state entries.

For Milesplit: enter your unified special athletes and their partners into your regional roster.

Once they are on your roster; you can select to enter them into the unified events.

Each special athlete can only compete in four (4) total events.

If you have an adapted athlete wanting to enter the regional meet, you must also submit your entries on Milesplit and via the TR124 form.

For 2024, each school will be limited to entering a maximum of six (6) pairs in each running event (2x50, 2x200, and 4x100) and a maximum of four (4) pairs in each field event (long jump and shot put).

POINTS OF EMPHASIS

FORMAT OF EVENT

NFHS rules will be used without exception.

The Region Manager has the discretion as to which gender will compete first in each event.

Make sure athletes are aware of the "check-out" procedure should they need to compete in another event.

Following the closing of the pit/ring and the announcing of the finalists, the finals would begin within the 10-minute time period.

HYDRATION REMINDER

Coaches should remain aware of the need for proper hydration of athletes prior to the beginning of competition.

Coaches and athletes are reminded to bring their own water bottles.

DECLARATION AND ENTRY OF PARTICIPANTS

Listing a student-athlete on the entry form does not count as one of their events unless they actually report to the clerk.

Being listed as an alternate in a relay does not count as one of the events for the athlete against the four-event limit.

Being listed as an alternate does not count as one of the athlete's events unless that athlete reports to the clerk for that relay.

Only those relay contestants who actually participate will be considered official entries.

All scratch/add provisions at the regions shall adhere to the published state deadlines.

In the Regional Meet, a contestant may not be substituted for the original entry prior to the time of the event involved, unless the reason for change is justified by injury or illness only and approved by the Assistant Commissioner.



NOTES ABOUT RELAYS

Eight (8) participants may be named to a relay team, any four (4) of whom may be used in the preliminaries or in the finals.

The same eight (8) individuals are the only athletes eligible to be entered in that relay race at the state meet.

Coaches should list a maximum of eight (8) individuals on the relay entry, and then shall declare the runners that will run prior to each race.

Relay entrants shall be the same from the Regional Meet to the State Meet.

No other names can be added after the deadline for regional entries.

The four (4) athletes that run in the trials and the finals do not have to be the same, they simply have to be four (4) of the eight (8) athletes that are listed on the relay entries.

CONDUCT OF MEET AND ADVANCEMENT

Any race where the initial leg (or total race) is 400 meters or less shall be started with blocks, and all competitors shall be required to properly use them.

All individuals placing sixth or higher in each event shall score team points in the regional meet, with values 10-8-6-4-2-1.

The regional meet shall be made up of all of the events on the regional entry form.

No preliminaries will be conducted.

All running events will be timed-final events, broken into sections according to NFHS rules.

The fast section in all races shall be full, even if this leaves a single competitor in the slower heat.

If a runner in the fast heat failed to report or was scratched, the regional manager is to re-fill the lanes in the fast heat.

The hurdle height for the girls 100m hurdles is 33", the boys 100m hurdles is 39".

The hurdle height for the girls 300m hurdles is 30", the boys 300m hurdles is 36".

In the case of a tie in field events, if all tie breaking procedures fail to break the tie, according to the National Federation Rule Book, competitors tying for second in the regional shall advance to the state meet.

WIRELESS COMMUNICATION

Coaches shall comply with all NFHS rules regarding communication during meets.

The use of wireless communication devices by coaches and competitors is prohibited.

This includes cell phone usage at the site between competitors and competitors, competitors and coaches, coaches and coaches, as well as all participants and fans.

REFEREE BRIEFING

All referees shall conduct a briefing before the meet as required by rule as one of the most important roles of the referee is to make sure all information is imparted to the coaches and participants.

This briefing should involve an explanation of sportsmanship expectations as well as other points required by rule.

The Region Manager, referee and all officials should have a constant emphasis on safety.

DISQUALIFICATIONS AND UNSPORTSMANLIKE INCIDENTS

Referees are to report all disqualifications (from the meet) for unsportsmanlike conduct (resulting in ejection) in regional meets by turning them in via the KHSAA website.

Event disqualifications related to the competition should be reported by the referee using KHSAA Form TR117 and should be emailed to the KHSAA immediately following the meet (dqs@khsaa.org).

FIELD EVENT NOTES

POLE VAULT

Any athlete desiring to enter the pole vault competition is required to have competed in four (4) meets in the pole vault prior to entering the regional meet.

***IMPORTANT*:** Schools desiring to enter athletes in the pole vault shall have a coach with proof of completion of the Pole Vault



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Coaching Certification Course managed through pvscb.com or NFHSLearn.com.

An updated list of current pole vault coaches can be found on the KHSAA website.

The manager shall contact the KHSAA office if you have entries from schools without a certified coach.

The manager and referee shall make sure that all safety rules are followed.

The contestants in pole vault shall weigh-in and their weight shall be at or below the manufacturer's pole weight limit.

The head field judge and/or referee will have a scale, provided by the host school, and check weight when the pole vaulters check-in.

Officials are to ensure that pole vaulters are not oversized for the poles they use.

Pole ratings shall be visible in a one-inch contrasting color, as well as a one-inch circular band indicating the maximum top hand hold position.

Pole rating markings are to be located above the hand hold.

Variable weight poles are not permitted.

Training poles shall not be used in warm-ups or competition in the pole vault.

Any pole not properly marked will be considered illegal equipment.

If a vaulter attempts to use an illegal pole, the individual will not be allowed to compete until a legal pole is secured.

If during competition a vaulter is discovered using an illegal pole, the vaulter shall be immediately disqualified from the event.

Illegal poles will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.

The Region Manager, in agreement with all competing teams, shall make a decision on a pole vault coaching box based on the site. The state meet will not have a "coaching box" inside the track.

At the regional, meet management can make the decision on whether to have the coaching box based on their pole vault location and venue set-up.

SHOT PUT AND DISCUS

The manager and referee shall check to make sure that the 34.92-degree sector is used and that the discus cage meets specifications.

Contestants may use their own shot put or discus at the regional meet provided they pass inspection.

Implements shall be checked-in, weighed and marked prior to the event (to be published by the regional manager, typically 30 minutes).

Illegal implements will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.

A legal shot and discus shall be provided for use by competitors, in the case that athletes do not have their own.

The manager and Referee shall make sure that spectators cannot get near the throwing areas and that athletes stay behind the cages.

Referees are to make sure that all throwing implements are weighed correctly.

If an athlete weighs-in his/her implement, it then becomes a "common" implement and may be used by any athlete in the competition.

If an athlete misses the weigh-in/inspection period of their implement, they shall use a common implement provided by the host school or another athlete.

PROCEDURE FOR GETTING OFFICIALS AND FEES

A minimum of three (3) KHSAA assigned meet officials, two (2) referees and one (1) starter, will be assigned from the pool of licensed KHSAA officials.

Each Region Manager will be sent the assignments from Assistant Commissioner Bridenbaugh, which will also be published on the KHSAA website.

Each regional referee that is assigned, along with the meet starter, shall be a licensed KHSAA Track & Field official.

The primary meet officials (referees) are to be paid \$115 per classification (one (1) region, boys and girls).



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For regional meets having to conduct satellite site field events (i.e. Pole Vault), a separate and nominal fee shall be charged to compensate the officials.

Additional fees may be necessary for the starter bullets as well.

Those regional officials traveling greater than 100 miles one way would be paid an additional \$30.

Additional postseason allowances for lodging, etc., shall be at the discretion of the meet manager and shall be approved by the Commissioner prior to the meet.

Refer all conflicts regarding mileage or other payments of officials to the KHSAA office.

MEDICAL PROVISIONS

INHALER

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

If an athlete must use an inhaler or have one available, KHSAA Form TR120 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

MANAGER'S ARE REQUIRED TO IMMEDIATELY REPORT RESULTS

When the meet is completed, results should be sent immediately to trresults@khsaa.org. Use the latest version of Hy-Tek to compile results and confirm with the Hy-Tek operator as to who will submit the results to the KHSAA.

You need to include an attachment with the backup file of the meet.

Keep in mind that this is more than just printing results.

Once you receive confirmation of receipt of these files, no other written reports are necessary with respect to results.

- Results should also be sent to the media.

The referee at the meet shall develop, with the Regional Manager, a plan for the return of information to the KHSAA in a timely manner IMMEDIATELY following the regional.

The following items shall be collected and returned:

- Copies of any Disqualification Forms (TR117) from the regional meet.
- Copies of each TR120 Form, used to validate use of an inhaler or other medical report.

IMMEDIATELY following the meet, a package containing these items should be sent by the Head Official to the KHSAA at 2280 Executive Drive, Lexington, 40505, Attn: Sarah Bridenbaugh or scanned and emailed to Assistant Commissioner Bridenbaugh.

As an alternative, the materials may be brought to the KHSAA offices no later than Tuesday prior to the state meet.

Once all are received, the regional results and state meet entries will be posted on the KHSAA website.

All running events will be conducted at the regional meets with each athlete participating once in each event, and the final results will be determined by times from each section.

If regional results are turned in promptly, the entries for the state meet will be posted by 10:00 p.m., on the Friday prior to the state meet.

Any information prior to Friday evening with respect to at-large qualifiers is strictly preliminary and should not be considered official until it appears on the KHSAA website.

TROPHIES

The KHSAA Board of Control has contracted with Rihards.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.



2024 Track & Field Regional Meet Instructions

Duplicate awards necessary by ties will be ordered by the KHSAA to be invoiced to the region manager after the event.

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.

The total cost for regional items is \$599.92 per gender, not including shipping.

Your package should consist of the following:

- One (1) team region champion trophy
- One (1) team region runner-up trophy
- Medals for the top six (6) placers in all regional events
 - Note that regional medals do not include ribbons. If you would like to add ribbons, you may do so by contacting Riherds ahead of the meet and paying for that additional expense.

If duplicate medals and/or trophies (due to ties) are to be ordered by the Region Manager following the meet, please contact Assistant Commissioner Bridenbaugh.

If adapted and/or unified athletes are entered, these awards will be shipped to the region manager separately after regional unified/adapted entries have been determined.

STATE MEET QUALIFIERS

The state meet shall include:

- The top two (2) competitors in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The next 10 best times/heights/marks from the state at-large per class shall automatically qualify for the state meet.

For Unified events, the state meet shall include:

- The top two (2) competitors in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large per class shall automatically qualify for the state meet.

For the Adapted events, the state meet shall include:

- The top two (2) adapted athletes in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large per class shall automatically qualify for the state meet.

There is no additional, formal entry process for individual or team state qualifiers as regional results shall serve as entries for the state championships.

FINANCES

As you plan for your event, be mindful of the cost of officials, trophies and medals.

- All net proceeds after expenses approved by the participants (including a loss) shall be divided among the teams in a region based on a plan approved by majority vote.
- Any entry fees charged by hosts to help offset costs are to be included in event revenue prior to any determination about the division of proceeds.

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

IMPORTANT WEBSITE LINKS

- [Track & Field Website](#)
- [Current Alignment of Teams](#)
- [Region Managers](#)
- [TR110 \(Regional Meet Appeal Form\)](#)



2024 Track & Field Regional Meet Instructions

- [TR120 \(Medical Information - Inhaler\)](#)
- [TR124 \(Regional Unified/Adapted Athlete Entry Form\)](#)
- [Standard Abbreviations for Track Schools](#)
- [Meet Manager Class 1A](#)
- [Meet Manager Class 2A](#)
- [Meet Manager Class 3A](#)
- [Site Specifications](#)



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

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Associate Commissioner Butch Cope
Assistant Commissioner Darren Bilberry
Assistant Commissioner Sarah Bridenbaugh
Assistant Commissioner Joe Angolia
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Event Services Kara Howard
Administrative Support Specialist Jeremy Ison
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TRACK AND FIELD HY-TEK INSTRUCTIONS FOR REGION MANAGERS

ELECTRONIC DATA INSTRUCTIONS FOR REGION MANAGERS

HY-TEK SUPPORT TEAM

Many individuals have assembled a Hy-Tek support team for regionals.

You should feel free to contact any of these managers with your questions.

This is by no means an exhaustive list and there are many individuals willing and able to help.

Name	Cell Phone	E-Mail Address
Linda Sarrett Mathis	502-396-4740	sarrettl@gmail.com
David Flaughner	502-664-7427	dflaughner@dcracetiming.com

HY-TEK TIPS AND SUGGESTIONS FOR REGIONAL MANAGERS

All regions must use Hy-Tek and must download the data files from the KHSAA website.

The data files and event files are available on the track page of the KHSAA website.

Do not use your own data file or change the team/school names.

The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries.

Save the file to your local drive (remember where you save it).

This is made simpler by downloading the mdb version of the file, which will not require de-compression.

The mdb file should be saved directly into the c:\tfmeets directory.

If you are using a ZIP file:

- File
- Restore
- Click 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)
- OK
- Look in: A: drive or wherever you saved the file
- Click the correct Tfmmbkup file
- OPEN
- OK
- OK
- Once the file has been saved or unzipped
- FILE
- OPENNEW
- Look in \TFMEETS for the database file name
- Click on the correct file name
- 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 and use these suggestions.

Meet Setup

- Go to SETUP
- Meet Setup Input the name, location and date of your regional
- For those regions who are hand-timing ONLY BECAUSE OF AUTOMATED TIMING FAILURE



2024 Track & Field Hy-Tek Instructions for Region Managers

- Entry/Scoring Preferences Click on Entries/Results Check "round up results to tenths for reports"
- Entry Limits check "Maximum entries per athlete including relays" enter 4
- Since all regions will be using FAT times, it is imperative if the automatic timing system fails, backup times should be entered with an "h" on the end of the time

Scoring Setup

- You should need to make no changes to the data file regarding scoring

IMPORTANT DATA NOTES ABOUT RELAY ENTRIES

Enter ALL relay team members, including alternates.

Do not delete alternates!

This procedure will ensure the full listing of available athletes is incorporated into state meet entries.

DOWNLOAD ENTRIES FROM MILESPPLIT

Step 1: Go to your region's meet page on ky.MileSplit.com and click the 'Meet Manager' button in the upper right corner.

Step 2: Click on the 'Download Entries' button in the bottom left of the black header.

Step 3: Click the link on the right-hand side that says 'Download to Hy-Tek'.

Step 4: Choose the option that says 'Athletes and Entries'. Clicking that link will automatically trigger a download.

Step 5: In the Hy-Tek database downloaded from the KHSAA site, click on File -> Import-> Semi-colon Delimited Roster/Entries.

Step 6: Browse your computer and open the entries file you downloaded and click 'Open'. Hy-Tek may ask you two questions, answer "No" to each.

ADDITIONAL MINI-CHECKLIST FOR HY-TEK

Step 1: Save your region backup to a selected drive.

- The files are available on the KHSAA website
- Save email attachment to a selected drive
- The file will look like TfmmBkupAAA Regional 2024-001.zi or TfmmBkupA Regional 2024-001.zi or TfmmBkupAA Regional 2024-001.zi depending on your class

Step 2: Load your region backup on Meet Manager.

- Open Meet Manager
- Click OK
- Click File
- Click Restore
- Check Unzip and copy database to C:\tfmeets
- Click OK
- Look in: (drive you saved region backup to), click once on file to highlight (file looks like: TfmmBkupAAA Regional 2024-001.zip), click Open, Click OK
- Click OK

Step 3: Open your Meet.

- Click File
- Click Open/New
- Look in C:\tfmeets
- Your file will now look like AAA Regional 2024.mdb Highlight the file and click Open
- Click OK

Step 4: Customize your Meet.



- Click Setup
- Click Meet Set-up
- Change Meet Name to Class and Region #, i.e. Class AAA Region 6
- In Meet Name 2, add school host
- Add location
- Change dates
- Click OK

Step 5: The meet files are available on the KHSAA website, however you may export Meet Events for Team Manager to a selected drive.

- Click File
- Click Export
- Click Meet Events for Team Manager
- Select a drive and directory (remember where you send it)
- Click OK
- A message box will pop up saying "Zipped Meet Events file successful!" Click OK
- Minimize Meet Manager

Step 6: Email to your regional teams.

- Go to the drive you sent the meet event export file
- Find the file you exported and highlight it
- This file will look like tfmm2024-05-9-MeetEvents-AAA Regional 2024-001.zip
- Email this file to your regional coaches
- Step 7: Save team entry files from coaches
- Your regional coaches will email you a team entry file
- Save email attachment to a selected drive (remember where you save it)
- The file will look like FRAN-Entries-001.zi where FRAN (the first four (4) places) is the team code of the school you are receiving
- Repeat for all team event files

Step 8: Import the team entry files.

- Open Meet Manager back up
- Click File
- Click Import
- Click Entries
- In the pop up box: Open File for Import, look in: (where you saved the team entry file)
- Find team entry file FRAN-Entries-001.zip and click once to highlight it
- Click Open
- It will tell you that the file has been unzipped
- Click OK
- Another pop up box will appear:
- Open File for Import, click once on HFILE001.tcl to highlight
- Click Open



2024 Track & Field Hy-Tek Instructions for Region Managers

- A Commlink file Information box will pop up
- Click OK
- An Import Entries box will pop up
- No need to make any changes in this box
- Click OK
- Click Yes
- Click OK
- Repeat for all team entry files

Step 9: Enter manual team entries (There should be none for the region).

Step 10: Run a performance list and check entries.

Step 11: Seed your meet.

Step 12: Run meet as usual.

Step 13: Make a backup of the meet.

Step 14: E-mail meet backup to the trresults@khsaa.org email address immediately.

INSTRUCTIONS FOR HY-TEK UNIFIED ENTRIES

Check your database to make sure that:

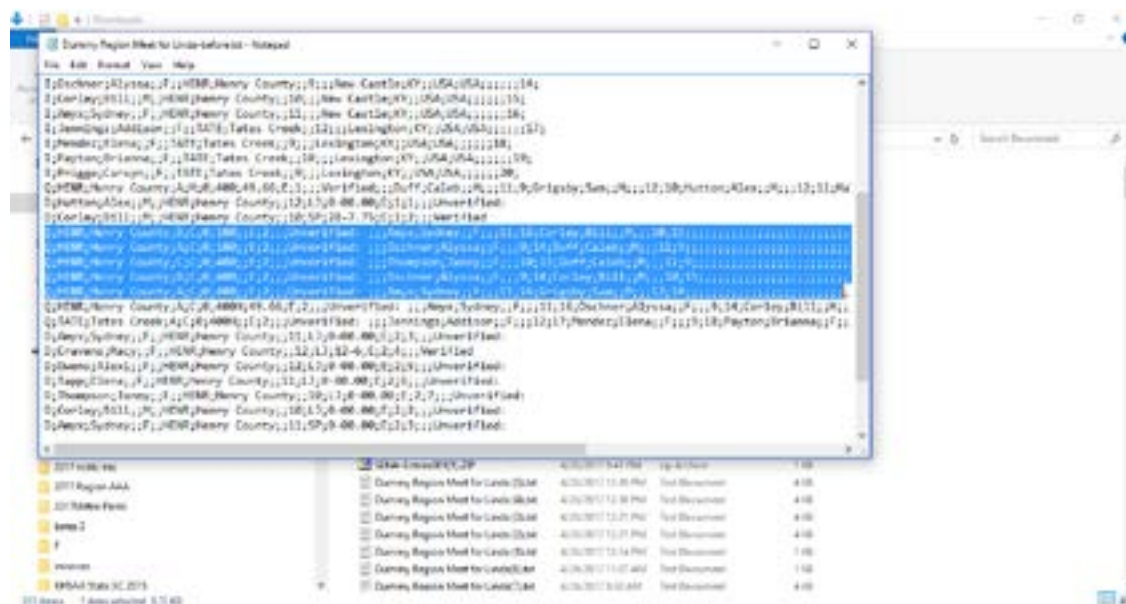
- In athlete/relay preferences: allow A relays only should be unchecked
- In Division/Region Names – Divisions: 1) HS High School; 2) UN Unified; and , 3) WH Wheelchair
- Event 44 says 400 m Shuttle Relay (after import- go to the event and change it to just regular relay)

Make sure you get the required [Form TR124](#) from each team that has entries in Milesplit Unified division that includes the special athlete/grade and the partner athlete/grade for each event entered. If you do not have this, contact Assistant Commissioner Bridenbaugh.

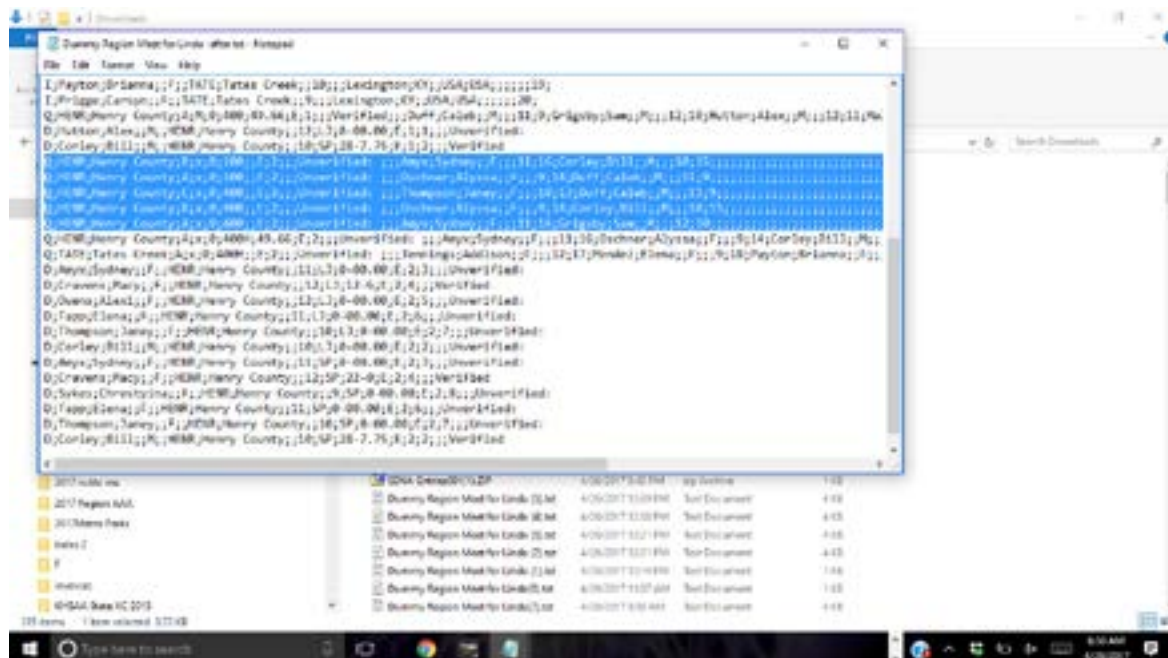
Special athletes cannot compete in more than four (4) events (there is no restriction on the partner athlete in unified).

- Import the Milesplit file normally as Semi-Colon Delimited Rosters/Entries
- If you get an exception on the unified relays (C - sex missing) open the text import file from Milesplit and change the C's (after the relay name A, B, C. etc.) to x
- Then import again.
- See the before and after practice test files below:

Before:



After:



After you seed the events, you will need to rearrange the unified shot put and long jump as it does NOT keep the pairs together. Using the Google Form, put the special athletes in the odd numbered slots, with their matching partners in the even numbered slots

Then, if you want to, you can move the pairs down to separate them as seen below:

The screenshot displays the NWEA MAP 2015 Student Data Report for Henry County High School. The report is organized into several sections:

- Header:** Shows the report title "Henry County High School" and the date "10/10/2015".
- Filtering:** A section for filtering data by "Grade" (11) and "Subject" (English Language Arts).
- Student Data Table:** A table listing individual students with columns for Student ID, Name, Score, and Status. The table includes a search bar and a "Print" button.
- Summary Table:** A table summarizing scores by subject area, including English Language Arts, Math, Science, and Social Studies. It includes a bar chart for English Language Arts scores.
- Footer:** A page number "Page 1 of 1" and a "Print" button.

As for the unified relays, don't be alarmed if you see teams with multiple entries there – A, B, C, etc.; this is allowed for unified. Just make sure you don't have teams with multiple entries in the regular relays.

When the unified long jump and shot put are finished, add the distances of the special athlete and the partner pairs (sometimes the officials have already done this).

Put the result under the special athlete's name and put the partner's name in the "result note."



2024 Track & Field Hy-Tek Instructions for Region Managers

Right click in the finals mark area of that special athlete's line to access the result note.

Put DNS for each of the partners. DO NOT DELETE THE PARTNERS:

The screenshot shows the Hy-Tek Manager software interface. The top menu bar includes options like 'Results', 'Reports', 'Preferences', 'Interface', 'OCBS', 'Web Mobile', and 'Help'. The main window displays a list of events for 'Kentucky High School'. The 'Event List' tab is active, showing a table with columns for 'Event', 'Date', 'Time', 'Status', 'Score', and 'Remarks'. The 'Results' tab is also visible, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'. The 'Team Scores' tab is also visible, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'. The 'Results' tab is currently selected, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'. The 'Results' tab is currently selected, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'.

When printing results from the Reports Menu, make sure that you have "no shows" UNCHECKED.

When printing from the Run Screen, go to the Preferences Menu and click "Results for List and Score."

"No shows" should be UNCHECKED.

For web results, go to the Preferences Menu and click "Web Real Time."

Again, "no shows" should be UNCHECKED as seen in the samples below:

The screenshot shows the Hy-Tek Manager software interface with the 'Preferences' menu open. The 'Preferences' menu has several tabs: 'General', 'Results', 'Reports', 'Interface', 'OCBS', 'Web Mobile', and 'Help'. The 'Results' tab is selected, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'. The 'Results' tab is currently selected, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'. The 'Results' tab is currently selected, showing a table with columns for 'Rank', 'Score', 'Team', and 'School'.



2024 Track & Field Hy-Tek Instructions for Region Managers

When the meet is completed, email all results with the backup to trresults@khsaa.org.

****Remember, do not delete ANY of the relay names or partners.**

If you have any problems, feel free to email (sarrett1@gmail.com) or call (502-396-4740 –Leave a message if no answer and she will get back to you as quick as possible).

ADDITIONAL INSTRUCTIONS TO PREPARE FOR YOUR MEET

After the meet is over, you are to email the results of your meet to the KHSAA, using the link in these instructions after using the applicable Hy-Tek functions to make a backup.

When the meet is completed, you need to send an attachment with the backup file of the meet to trresults@khsaa.org.

Keep in mind that this is more than just printing results as you might do if you were going to post your information on the listserv.

Please go through the following listing and ensure that the proper steps have been taken and data adjusted.

SET-UP MENU

Change the meet name, date and location.

Meet Set-up



Edit Meet Name to include region.

Add location.

Change dates to the two (2) dates of your region.

Regional Data meet files are set for nine (9) lanes.

If you have a different number of lanes at your facility:

- Setup
- Options
- Global Changes
- Check change number of lanes for all in-lane race final rounds to: enter # of lanes

ATHLETES MENU

After importing your entries from your teams, please make sure all athletes have a grade and it is a two (2) digit number:

- 07 for 7th grade, not 7;
- 08 for 8th grade, not 8;
- 09 for 9th grade, not 9 or FR;
- 10 for 10th grade, not SO;
- 11 for 11th grade, not JR;
- 12 for 12th grade, not SR

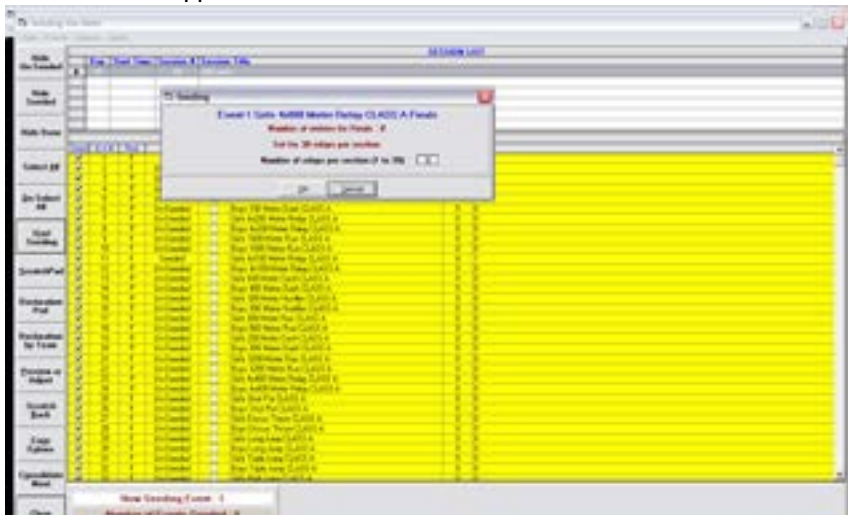
SCHOOLS MENU

Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA as listed in the links at the end of this document.

SEEDING MENU

After all entries have been imported:

- Select all
- Start seeding
- Click no to pick break points.
- This box appears:



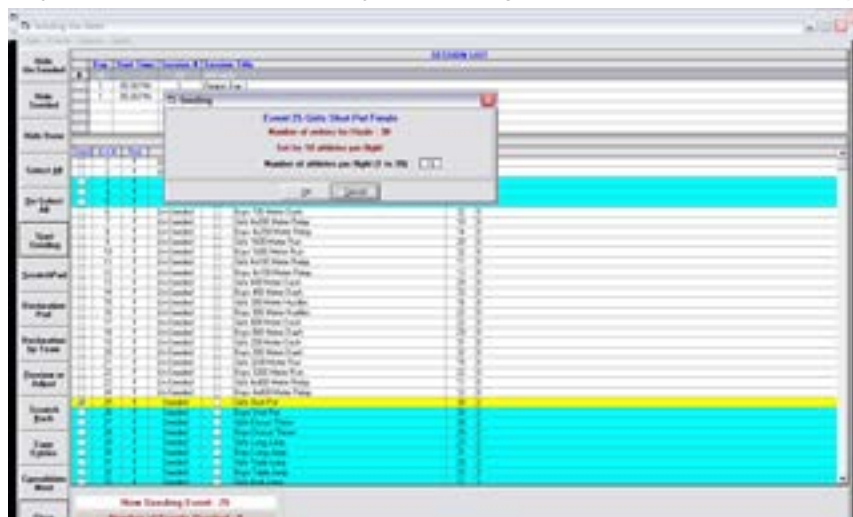
Check the validity, then click ok.

For field events, you can change the number of athletes per flight.



The region files all have 18 set up for number in each flight.

If you have 30 athletes entered, you can change the box "Number of athletes per flight" in seeding to 15 to even up your flights:



RELAY NAMES

Move the four (4) competed at region up to the first four (4) positions.

It is imperative that the other four (4) remain in the relay so they will be imported to the state meet.

DO NOT DELETE RELAY NAMES, EVEN ALTERNATES.

For scratches, enter R for SCR.

Do not delete non-competitors.

For DQ or JD comments, right click on the person's name to enter a comment.

Sometimes when using Finish Lynx, it locks up.

Try clicking Next Event, then Previous Event.

Also, try clicking List before Score.



2024 Tennis Regional Tournament Instructions

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TENNIS SPORT SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

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

If Mr. Angolia is for some reason unavailable, Associate Commissioner Butch Cope (bcope@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in 16 regions.

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

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

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

ALLOWABLE COMPETITION DATES

The planned regional tennis tournament dates are May 6-22.

New for this year, all region tournaments are to conduct the individual and doubles competition as well as a separate team competition to determine qualifiers for state championships.

If a region or group of schools desire to start regional competition earlier than that window, ensure that all schools are in agreement.

A complete list of tournament sites and managers is available on the KHSAA website using the link at the end of this section instructions.

The Tennis State Individual and Doubles Championships are scheduled for May 28-30 at various sites.

The Tennis State Team Championships will be June 3-4 at various sites.

ENTRY, ROSTERS, SEEDING, DRAW

POSTSEASON ROSTERS

Remember rosters in UTR are separate from those in the KHSAA system.

FORM TN103 - INDIVIDUAL & DOUBLES ENTRY

Form TN103 must be completed and submitted to your respective Region Manager for the individual and doubles tournament. The form is included as a link at the end of this section of the instructions.

All initial entries for the region must be submitted using Form TN103 no later than 9 p.m., four (4) days prior to the regional meet.

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

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

PLAYER PROFILE FORM FOR SEEDING

All information (season results, scores, etc.) used for consideration of seeds must be entered through UTR.

COMPILATION OF ENTRIES

It shall be the duty of the manager to compile entries submitted by the participating teams and supervise the conduct of the seeding and draw in accordance with the wishes of the competing schools.

It is advised that each region have an individual assigned with the responsibility of entering bracket information in the UTR system as well as updating it with results as the event progresses.



2024 Tennis Regional Tournament Instructions

SEEDING AND PROCEDURES FOR REGION TOURNAMENT DRAW

For each region singles and doubles tournament, the number of players seeded shall equal a power of two (For example 2, 4, 6, 8, 16) based on the number of entries in each individual tournament.

The maximum ratio of players seeded shall be one to three. A draw with 12-23 entries shall have 4 seeds. A draw with 24-47 entries shall have 8 seeds.

Number of Players/Teams in Draw	Number of Seeds Allowed
2-11	2
12-23	4 (or 2)
24-47	8 (or 4, 2)
48-64	16 (or 8, 4, 2)

UTR information shall be used to gather necessary initial information for seeding consideration.

Seeding shall be based on the All-Factors Method, considering each entrant's chances of winning the tournament and shall consider all reasonably available information, including UTR, recent results, and particularly, head-to-head competition.

UTR is a tool to assist in consideration of seeding.

The Region Manager shall ensure the contestants are seeded.

BRACKETS/DRAW

The Region Manager shall be responsible for the proper placement of the seeded players in the appropriate bracket, and shall randomly draw the remaining places in the tournament.

The regional draw should follow the regulations set forth by the USTA "Friend at Court" book for seed lines and draw procedure, including the appropriate placement of seeded competitors into the bracket.

In region singles and doubles play, entries from the same school shall be placed in opposite brackets.

Regional tournaments will utilize a 32-position bracket.

When more than 32 singles or doubles participants are entered, play-in matches will be utilized to advance to the opening round of 32.

- Any necessary play-in matches shall be played prior to the start date of the regional tournament for the round of 32.
- Entrants for the play-in matches will be decided by a blind draw from the non-seeded players.
- The bracket line at which the play-in match or matches feed into the 32-position bracket will be decided by a blind draw at the time the bracket is created.

FORM TN115 - TEAM ENTRY

Form TN115 must be completed and submitted to your respective Region Manager for the team tournament. The form is included as a link at the end of this section of the instructions.

This roster of team members may not be changed once submitted to the regional manager.

Members playing in the singles and doubles championships may also represent the member school in the team championship series.

This form must be completed prior to the regional draw meeting.

The regional manager shall conduct a blind draw for pairings among the participating teams for regional competition.

Coaches are to rank (based on strength) their entrants, from 1 to 10 (1 being the strongest).

You must have a minimum of five (5) players to enter the team tournament.

The default format of the event is three singles and two doubles matches.

Teams may enter that can only fill four of the slots, but will forfeit the open match.

KHSAA FORM TN112 - TEAM LINE-UP CARD FORM

This form must be submitted to the regional and/or state tournament Director one hour prior to play.

Using the TN112, please list those participants that will play both singles and doubles for that particular match.



2024 Tennis Regional Tournament Instructions

Be careful to remember the strength of participants must be consistent on both the TN115 and TN112 forms.

ORDER OF PLAY

Your strength of roster should be consistent with lineups played through the season.

Stacking is not permitted.

- Documented cases of "stacking" to gain an advantage will be penalized under Bylaw 21 (Sportsmanship) against the head coach.

For doubles play, the combined total of each pairing must be played in order of strength (i.e., players submitted 4/6 could not play behind a pairing ranked 5/7).

UTR information shall be used to gather necessary initial information for Strength of Roster, but can be reviewed during the region seeding meeting if challenged and examined with consideration of additional factors (results, outliers, injuries, etc.).

FORFEIT

Should a team forfeit a court during the team tournament, it would be either the No. 3 singles or No. 2 doubles.

If a team forfeits a court when submitting a lineup prior to the match, the opposing team can resubmit its lineup with the knowledge that the other team is forfeiting the court (but cannot view the other team's lineup).

POINTS OF EMPHASIS

FORMAT OF EVENT

All tournaments shall be played using the rules as established by the United States Tennis Association (USTA), unless modified by the KHSAA.

COURT SPECIFICATIONS

Prepare the facility for tournament play, making sure that it meets the proper specifications according to the most recent copy of USTA "Friend at Court" book.

For Team Tournament play, your facility **MUST** have a minimum of five (5) courts as you **MUST** be able to accommodate all three singles and both doubles matches at the same time.

COACHING

For individuals and doubles as well as team tournament play, any certified coach (hired by the school and meeting all of the KHSAA coaching requirements (KHSAA Bylaw 25) may give instruction or advice to his/her team.

For individuals and doubles as well as team tournament play, only two certified coaches may sit on the bench, but both may give advice.

MATCH PLAY, SCORING SYSTEM, & ADVANCEMENT

All match play, individual and doubles as well as team tournament, shall be best two-out-of-three sets, with the third set played as a super tiebreaker.

For individuals and doubles, in the event of inclement weather and with the approval of the KHSAA, the manager may implement "No-Ad" scoring provided such is used in a symmetrical pod of matches.

In case of inclement weather, during the team tournament, play may be moved indoors and the implementation of "No-Ad" scoring used.

Guidelines for "No-Ad" scoring may be found in the "Friend at Court" publication.

As players win, they advance on in the bracket to determine who is the region champion and region runner-up and state qualifiers.

TEAM TOURNAMENT FORMAT

Regional and State team format shall be three (3) singles and two (2) doubles.



2024 Tennis Regional Tournament Instructions

The winner shall be declared when one team has won three (3) matches and all other play shall stop at that time.

With the addition of the team tournament, this year individuals and doubles will be played strictly head-to-head with no need to record or accumulate points from matches to apply to team scores.

PROCEDURE FOR GETTING OFFICIALS AND FEES

All tournaments, individuals and doubles as well as team tournament play, shall be played using the rules as established by the United States Tennis Association (USTA), unless modified by the KHSAA.

It is the discretion of the Region Manager, in consultation with the participating schools, as to the use of a USTA registered official for the regional tournament.

There is no established fee for regional tennis officials as this is negotiated between the manager, the USTA representative and the official.

POST EVENT

REPORTING RESULTS

Region managers are responsible for results to be entered in UTR on a daily basis.

Failure to report results could result in a fine to the Region Manager.

TROPHIES

The KHSAA Board of Control has contracted with Rihersds.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 Rihersds at 1-800-274-4373 or email at khsaa@riherds.com.

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

The total cost for regional items is \$220.84 per gender.

Duplicate awards necessary by play within the tournament will be ordered by the KHSAA to be invoiced to the region manager after the event.

Your package should consist of the following:

- One (1) Region Champion Trophy
- One (1) Region Runner-up Trophy
- One (1) Champion Medal for Individuals and two (2) Champion Medals for Doubles
- One (1) Runner-up Medal for Individuals and two (2) Runner-up Medals for Doubles
- Two (2) Semifinalist Medals for Individuals and four (4) Quarterfinalist Medals for Individuals
- Four (4) Semifinalist Medals for Doubles and eight (8) Quarterfinalist Medals for Doubles

INSTRUCTIONS FOR STATE TOURNAMENT QUALIFIERS

For team tournaments, the region winning team shall advance to a 16-team state tournament to be held June 3-4.

For individuals and doubles, the champion, runner-up and other two semifinalists in both the singles and doubles regional tournaments advance to the state tournament to be held May 28-30.

Regional qualifiers will fill a 64-place, single-elimination state tournament bracket, for both singles and doubles.

The Commissioner shall conduct a blind draw for pairings among the 16 region winners for the State Tournament Team Competition.

The team championship will be conducted in a 16-school, single-elimination bracket for boys'/coed and a 16-school, single-



elimination bracket for girls.

FINANCES

TOURNAMENT COSTS

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

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

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

IMPORTANT WEBSITE LINKS

- [KHSAA Tennis Site](#)
- [Current Alignment](#)
- [Regional Sites](#)
- [Boys'/Coed Regional Tournament Managers](#)
- [Girls' Regional Tournament Managers](#)
- [TN103Boys - Regional Tennis Entry Form](#)
- [TN103Girls - Regional Tennis Entry Form](#)
- TN115 - Team Entry Form
- TN112 - Team Lineup Form



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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 Kara Howard
Administrative Support Specialist Jeremy Ison
Administrative Support Specialist Jeanie Molloy
Administrative Support, Accounting Marilyn Mitchell
Administrative Assistant Sara McClain
Supervisor of Officials Licensing Scott Bottoms
Physical Plant Director Roy Tatum



@KHSAA



@KHSAAEvents





BASEBALL SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for baseball is Associate Commissioner Butch Cope (bcope@khsaa.org).

If Mr. Cope is for some reason unavailable, Assistant Commissioner Joe Angolia (jangolia@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions.

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

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

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

ALLOWABLE COMPETITION DATES

District Tournament may begin May 20.

District members can vote by majority to play the weekend prior should they choose.

Region Tournament may begin as early as May 27 and are to be concluded no later than Saturday, June 1.

In addition, regions can vote majority to play the weekend prior should they choose.

ENTRY, ROSTERS, LIMITATIONS AND DRAW

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

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

PLAYERS IN UNIFORM AND IN DUGOUT

Up to 21 players may be designated as eligible for each postseason game from the roster submitted online and no other players may be in uniform.

Substitutions to the twenty-one (21) that dress may be made, but they must be listed on the postseason roster.

Only the twenty-one (21) players in uniform for that game and the team's coaches are permitted on the field for warm-ups and infield practice.

The Tournament Manager at each site may limit the total number of participants in the dugouts which may not exceed thirty (30) for any postseason contest to include all players, coaches and staff.

No Tournament Manager or group of schools may vote to waive these restrictions.

PROCEDURE FOR DISTRICT TOURNAMENT DRAW

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

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

If a tournament is seeded, the highest seed shall be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Monday, May 20 and only in the event of facility conflicts.

Schools are reminded that the Heat Index Program is to be followed.

Heat issues should be considered in regard to scheduling contests and the time of day.

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

A link to all KHSAA brackets is available at the end of this section of the instructions.



PROCEDURE FOR REGIONAL TOURNAMENT DRAW

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

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

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

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

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

The team in the upper half of the bracket will be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Tuesday, May 28 and only in the event of facility conflicts.

Schools are reminded that the Heat Index Program is to be followed. Heat issues should be considered in regard to scheduling contests and the time of day.

The Region Manager is to email the bracket to the KHSAA (brackets@khsaa.org) and media outlets immediately following the draw.

A link to all KHSAA brackets is available at the end of this section of the instructions.

POINTS OF EMPHASIS

FORMAT OF EVENT

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

District tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw.

Regional tournament pairings are conducted as outlined above.

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Baseball Rules Book.

Ensure the site is compliant with the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason. A link to the postseason site specs is available at the end of this section of the instructions.

In addition, host sites are not precluded from host specifications that were not known prior to the decision of the schools when the site rotation plan was approved.

PLAYING REGULATIONS

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

Due to this regulation, tournaments shall not start prior to 3:30 p.m. on a school day.

REQUIRED BALL TYPE

Spalding is the official baseball of the KHSAA.

For district, regional, and state tournament play, a Spalding ball must be used that also includes the NFHS Authenticating mark (this is different from the KHSAA logo).

There is no requirement that the ball contain a KHSAA logo, however all NFHS rules must be complied with regardless of brand.

The Spalding WC4100HS with the NFHS authenticating mark and the NOCSAW mark (NFHS Playing Rule) is a legal ball for play in postseason.

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



2024 Baseball District/Regional Tournament Instructions

PITCH COUNT REGULATION

There will be no adjustment to the pitching limitation as published on the KHSAA website.

The host site is responsible for the designated pitch count recorder.

It is advisable that the pitch count recorder be the same individual throughout the tournament.

If one is not assigned, then the home team is responsible for tabulating pitches thrown and the unaltered home book shall be considered the official count.

Pitch counts should be verified each half inning as that is the last opportunity to challenge the pitch counts.

Local managers, at the approval of those in the tournament, may choose to make this a paid position (like PA, scorer, gate worker, etc.).

Game totals shall be submitted following the game through the use of GameChanger, as was the practice during the regular season, and may only be altered in the case of documented clerical errors after consultation with the KHSAA.

INFIELD PRACTICE

There will be a limit of 10 minutes per team for infield practice.

Teams are restricted to their dugout area while the opposing team is taking infield practice.

SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS

In accordance with National Federation Baseball Rule 4-2-2 and the Board adopted policies, the game shall end when the losing team is behind 10 or more runs and has had at least five (5) turns at bat, or behind 15 runs after 2 1/2 or three (3) innings.

The speed-up rule allowing for a courtesy runner for the pitcher and catcher when they reach base will be used in all postseason games.

PITCHER WARM-UP AREA

If the pitcher's warm-up area is in live ball territory, only those individuals specified by NFHS playing rules (pitcher-catcher-personal protector) may be in the live ball area during any warm-up period.

Only members of the team and adult coaches may serve as personal protector, and all persons serving in that role shall wear a properly fitted helmet.

USE OF ELECTRONIC DEVICES

Electronic devices may only be used in accordance with NFHS playing rules.

DEADLINE TO START CONTEST

No game shall be started in the postseason after 11 p.m. local time at any site.

CONTEST COMPLETION REMINDER

Postseason games (District, Region, and State) must be played to completion or completed per run rule.

All seeded district, district tournament, region tournament, and/state tournament games will be seven (7) innings unless a run rule is in effect.

If the entire game cannot be played due to weather or other issues, it is a suspended game and shall be completed.

Any completion of a suspended game shall resume at the point of interruption, including substitutions, ejections, etc.

PROCEDURE FOR GETTING UMPIRES AND FEES

TOURNAMENT UMPIRES, FEES AND REQUIREMENTS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner, the Associate Commissioner and the Assistant Commissioners will assign all umpires.

A link to the listing of Baseball Assigning Secretaries is listed at the end of this section of instructions.

DISTRICT TOURNAMENT UMPIRES

District Managers are to contact the assigning secretary who normally services the games of the host school to obtain your



2024 Baseball District/Regional Tournament Instructions

umpires' names and game assignments, as this has been coordinated by the KHSAA staff.

Each district tournament umpire shall receive a fee of \$70 per game (this includes mileage) for a crew of three (3) or four (4) umpires.

No additional fees or additional mileage may be added.

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

REGION TOURNAMENT UMPIRES

Region Managers are to contact the assigning secretary who normally services the games of the host school to obtain your umpires' names and game assignments, as this has been coordinated by the KHSAA staff.

Each region tournament umpire shall receive a fee of \$80 per game (this includes mileage) for a crew of three (3) or four (4) umpires.

No additional fees or additional mileage may be added.

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

POST EVENT

REPORTING RESULTS

Game scores should be reported to the [Riherd's.com/KHSAA](https://riherd.com/KHSAA) Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

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

TROPHIES

The KHSAA Board of Control has contracted with [Riherds.com](https://riherd.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](https://riherd.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 total cost for district tournament trophies is \$153.52, not including shipping.
- The estimated total cost for regional tournament trophies 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 advance to State First and Second Rounds to be played June 6-8.

FINANCES

TOURNAMENT COSTS

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



2024 Baseball District/Regional Tournament Instructions

As you plan for your event, be mindful of the cost of officials, trophies and medals.

IMPORTANT WEBSITE LINKS

- [KHSAA Baseball Site](#)
- [Current Alignment](#)
- [District Managers and Sites](#)
- [Region Managers and Sites](#)
- [District Site Selection Plans](#)
- [Region Site Selection Plans](#)
- [Site Specifications](#)
- [KHSAA Brackets](#)



2024 Softball District/Regional Tournament Instructions

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Administrative Assistant Sara McClain
Supervisor of Officials Licensing..... Scott Bottoms
Physical Plant Director Roy Tatum



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



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





SOFTBALL SPECIFIC INSTRUCTIONS

KHSAA CONTACT LIST

The primary contact for softball is Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org)

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

Media related questions should be directed to the Media Relations and Publications Director, Connor Link (clink@khsaa.org).

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions.

The current alignment is available on the softball 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 school that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

District Tournament may begin May 20.

District members can vote by majority to play the weekend prior should they choose.

Region Tournament may begin as early as May 27 and are to be concluded no later than Saturday, June 1.

In addition, regions can vote majority to play the weekend prior should they choose.

ENTRY, ROSTERS, LIMITATIONS AND DRAW

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

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

PLAYERS IN UNIFORM AND IN DUGOUT

Up to 21 players may be designated as eligible for each postseason game from the roster submitted online and no other players may be in uniform.

Substitutions to the twenty-one (21) that dress may be made, but they must be listed on the postseason roster.

Only the twenty-one (21) players in uniform for that game and the team's coaches are permitted on the field for warm-ups and infield practice.

The Tournament Manager at each site may limit the total number of participants in the dugouts which may not exceed thirty (30) for any postseason contest to include all players, coaches and staff.

No Tournament Manager or group of schools may vote to waive these restrictions.

PROCEDURE FOR DISTRICT TOURNAMENT DRAW

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

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

If a tournament is seeded, the highest seed shall be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Monday, May 20 and only in the event of facility conflicts.

Schools are reminded that the Heat Index Program is to be followed.

Heat issues should be considered in regard to scheduling contests and the time of day.

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

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



PROCEDURE FOR REGIONAL TOURNAMENT DRAW

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

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

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

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

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

The team in the upper half of the bracket will be the home team and wear light-colored jerseys.

You must get permission from the KHSAA to start later than Tuesday, May 28 and only in the event of facility conflicts.

Schools are reminded that the Heat Index Program is to be followed. Heat issues should be considered in regard to scheduling contests and the time of day.

The Region Manager is to email the bracket to the KHSAA (brackets@khsaa.org) and media outlets immediately following the draw.

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

POINTS OF EMPHASIS

FORMAT OF EVENT

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

District tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw.

Regional tournament pairings are conducted as outlined above.

FIELD SPECIFICATIONS

Prepare the facility for tournament play, making sure to use the proper specifications set forth in the National Federation Softball Rules Book.

Ensure the site is compliant with the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason. A link to the postseason site specs is available at the end of this document.

In addition, host sites are not precluded from host specifications that were not known prior to the decision of the schools when the site rotation plan was approved.

PLAYING REGULATIONS

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

Due to this regulation, tournaments shall not start prior to 3:30 p.m. on a school day.

REQUIRED BALL TYPE

The official softball for District, Regional and State Tournament play is Spalding's Dudley SB12 (4K-147).

For district, regional, and state tournament play, a Dudley ball must be used that also includes the NFHS Authenticating mark (this is different from the KHSAA logo).

There is no requirement that the ball contain a KHSAA logo, however all NFHS rules must be complied with regardless of brand.

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

INFIELD PRACTICE

There will be a limit of 10 minutes per team for infield practice.



Teams are restricted to their dugout area while the opposing team is taking infield practice.

SPEED-UP RULES - RUN RULES AND COURTESY RUNNERS

The game shall end when the losing team is behind 15 or more runs and has had at least three (3) turns at bat, or the losing team is behind 10 or more runs and has had at least five (5) turns at bat.

The speed-up rules provisions allowing for a courtesy runner for the pitcher and catcher when they reach base will be used in all postseason games.

The International Tiebreaker shall not be used in the postseason.

PITCHER WARM-UP AREA

If the pitcher's warm-up area is in live ball territory, only those individuals specified by NFHS playing rules (pitcher-catcher-personal protector) may be in the live ball area during any warm-up period.

Only members of the team and adult coaches may serve as personal protector, and all persons serving in that role shall wear a properly fitted helmet.

USE OF ELECTRONIC DEVICES

Electronic devices may only be used in accordance with NFHS playing rules.

DEADLINE TO START CONTEST

No game shall be started in the postseason after 11 p.m. local time at any site.

CONTEST COMPLETION REMINDER

Postseason games (District, Region, and State) must be played to completion or competed per run rule.

All seeded district, district tournament, region tournament, and state tournament games will be seven (7) innings unless a run rule is in effect.

If the entire game cannot be played due to weather or other issues, it is a suspended game and shall be completed.

Any completion of a suspended game shall resume at the point of interruption, including substitutions, ejections, etc.

PROCEDURE FOR GETTING UMPIRES AND FEES

TOURNAMENT UMPIRES, FEES AND REQUIREMENTS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner, the Associate Commissioner and the Assistant Commissioners will assign all umpires.

A link to the listing of Softball Assigning Secretaries is listed at the end this manual.

DISTRICT TOURNAMENT UMPIRES

District Managers are to contact the assigning secretary who normally services the games of the host school to obtain your officials' names and game assignments, as this has been coordinated by the KHSAA staff.

Each district tournament umpire shall receive a fee of \$65 per game (this includes mileage) for a crew of three (3) umpires.

No additional fees or additional mileage may be added.

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

REGION TOURNAMENT UMPIRES

Region Managers are to contact the assigning secretary who normally services the games of the host school to obtain your officials' names and game assignments, as this has been coordinated by the KHSAA staff.

Each region tournament umpire shall receive a fee of \$75 per game (this includes mileage) for a crew of three (3) umpires.

No additional fees or additional mileage may be added.

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



the Commissioner.

POST EVENT

REPORTING RESULTS

Game scores should be reported to the [Riherd's.com/KHSAA](https://riherd.com/KHSAA) Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

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

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 total cost for district tournament trophies is \$153.52, not including shipping.
- The estimated total cost for regional tournament trophies 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 advance to State First and Second Rounds to be played June 6-8.

FINANCES

TOURNAMENT COSTS

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

As you plan for your event, be mindful of the cost of officials, trophies and medals.

IMPORTANT WEBSITE LINKS

- [KHSAA Softball Site](#)
- [Current Alignment](#)
- [District Managers and Sites](#)
- [Region Managers and Sites](#)
- [District Site Selection Plans](#)
- [Region Site Selection Plans](#)
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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 detailed 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

Please 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 basketball, 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

Please 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.

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

For basketball, 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 competitive cheer, bowling, swimming and wrestling, Region Managers need to fill out GE51, online and linked at the end of this general section, and submit to the KHSAA.

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, 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 PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

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

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether



or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies.

- 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.



2023-24 Instructions for Postseason Tournaments

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](#)



2023-24 Instructions for Postseason Tournaments

- District Tournament Site Selection Plan Form, [GE57](#)
- Region Tournament Site Selection Plan Form, [GE58](#)
- Application for Hosting (Archery, Bass Fishing, Competitive Cheer, Cross Country, Dance, Golf, Swimming, Tennis, and Track and Field), [GE59](#)
- Athletic Participation Form, [GE04](#) (English)
- Athletic Participation Form, [GE04](#) (Spanish)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [Media Credential Requests and Guidelines](#)
- [GoFan Training Page](#)