



SPRING CHAMPIONSHIPS



POSTSEASON INSTRUCTIONS





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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](#)



2024 Archery Region Championships Instructions

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





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](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [Online Tournament Registration](#)



2024 Archery Region Championships Instructions

- [Tournament Entry Tutorial](#)
- [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.