



# WINTER CHAMPIONSHIPS



# POSTSEASON INSTRUCTIONS





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### KHSAA Staff

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Associate Commissioner ..... Butch Cope  
Assistant Commissioner ..... Darren Bilberry  
Assistant Commissioner ..... Sarah Bridenbaugh  
Assistant Commissioner ..... Joe Angolia  
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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)



## GENERAL POSTSEASON AND COMPETITIVE CHEER SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## DUTIES SUMMARY STATEMENT

Refer to the materials previously distributed by Kentucky High School Athletic Association governing competitive cheer competitions, including the videos in the coaches' and rules clinics.

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

Any required forms for your reports are included at the end of this section of these instructions as links.

## KHSAA CONTACT LIST

The primary contact for competitive cheer is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is unavailable, Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT/DECLARATIONS

### ALIGNMENT

Teams are aligned into eight (8) regions from the member schools in the 16 basketball regions.

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

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

Only schools on the list of aligned teams are eligible to enter a region competition.

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

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

### DECLARATIONS

Schools were required to declare their competition division by Sept. 30.

No changes to divisions may be made after that date.

## ALLOWABLE COMPETITION DATES

The competitive cheer regional competition dates are Nov. 9 and Nov. 16.

- Nov. 9
  - o Regions 1 & 2 (at Barren County)
  - o Regions 5 & 6 (at Great Crossing)
- Nov. 16
  - o Regions 3 & 4 (at Shelby County)
  - o Regions 7 & 8 (at Shelby Valley)



## STATE COMPETITION

The 2024 KHSAA Competitive Cheer State Championships will be held on Dec. 13-14 at George Rogers Clark High School in Winchester.

## TICKETING

### TICKET POLICIES

All state championship tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at [khsaatickets.org](https://khsaatickets.org).

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets.

Schools already utilizing GoFan will have their school "tagged" as soon as the first round is over to help with the ticketing process.

Fans are encouraged to purchase their tickets before they arrive to help ensure a smooth entry.

GoFan's training page for buying and transferring the tickets is included as a link at the end of these instructions.

Ticket holders will access their tickets on their phones and can transfer them electronically to other members in their party when necessary.

Spectators are strongly encouraged to download the GoFan mobile app and save the tickets through that app prior to arrival.

Tickets can be purchased via credit card at the admission gate on site.

No tickets will be sold on site at the normal ticket gates using cash.

### FAN ENTRY

All non-competitors (individuals other than the properly qualified coaches and participants) must have their tickets validated by KHSAA staff.

All spectators must enter and exit through the admission gate which will open one (1) hour prior to the start of each contest.

Each game is its own ticketed event and the arena will be cleared of all patrons between matches.

### TICKET PRICING AND CONFIGURATION

All KHSAA events will be a fixed price that will include all applicable fees and charges, regardless of the ticket price.

No fees will be assessed to the customer in excess of the published price and all payment of applicable fees will be the responsibility of the KHSAA.

The price will be lower, all fees included, if purchased prior to midnight on day of the event.

The price increases by \$3, all fees included, after midnight on day of the event.

Kentucky Children's Hospital is sponsoring FREE tickets for all children 10-and-under.

- To receive these qualifying free tickets, you must "purchase" these through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.

### COMPLIMENTARY PASSES AND ENTRY

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest for the Superintendent, Principal and Athletic Director of each participating school.

No coaches' association cards or KHSAA officials' ID cards will be honored at any gate.

Any individual not in uniform as a participant or holding a Team Party credential will be required to have a ticket for admittance.

No passes, other than those produced by the Association for the championships, will be honored at the pass gate.

Examples of passes NOT accepted include, principal passes and cards (other than the Commonwealth Card and only for the participating teams), coach passes and cards, athletic director passes, official passes and any other type of identification.



Complimentary admission is not provided for college coaches or scouts.

## VENUE LOGISTICS

### ENTERING HOST SITE

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

This will allow for more organization on the day of the competition.

### SOUND SYSTEM

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

Managers should send a list of available adapters/music options to competing teams.

Test the system with a technician and note any volume settings or adjustments.

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

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

### ADDITIONAL WORKERS

In addition to gate workers, medical staff and security, the Region Manager shall provide workers for these specific positions:

- Scorer/Tabulator
- Scorer/Tabulator Runners
- Public Address Announcer
- Warm-up Area Workers for transition stations

### OUTSIDE PROVIDERS/VENDORS

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

## ENTRY, ORDER, SCORING

### INSTRUCTIONS FOR COMPETITION ENTRY

Schools declared their competition division by Sept. 30 using KHSAA Form CC101 (Division Declaration Form).

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

No adjustments will be permitted for any reason once entries are posted.

Region Managers will be sent a list of participating schools with their declared divisions from the KHSAA as posted on the Association's website.

### SQUAD SIZES/DIVISIONS

A school may enter no more than a total of two squads in not more than one division each (see crossover athlete details below).

- All-Girls Small - minimum of 5, maximum of 15
- All-Girls Medium - minimum of 16, maximum of 19
- All-Girls Large - minimum of 20, maximum of 23
- All-Girls Super-Large - minimum of 24, maximum of 30
- Co-Ed - minimum of 5, maximum of 30; 1 or more males
- Game Day
  - o Game Day Small - minimum of 5, maximum of 19
  - o Game Day Large - minimum of 20, maximum of 30

As of 2023, a school can enter the same competitor on two squads (crossover) as long as one is the Game Day Division. A school cannot enter the same competitor on any other two squads (i.e. Student A on All-Girls Medium cannot also be on the Co-Ed



squad, or Student B on the All-Girls' Large cannot also be on the All-Girls Small Squad).

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

## PROCEDURE FOR ORDER OF APPEARANCE DRAW

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

## SCORING

Eight (8) UCA licensed judges will be used to score each division as outlined in the Competition Rules.

## FORMAT OF EVENT

### DIVISIONS AND ROUTINE LENGTH

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

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

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

### TIME SCHEDULE

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

### JUDGING AND SCORING

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

One of the eight (8) assigned judges will serve as the supervisor of judges that will resolve questions at each regional.

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

All scores by judges are final.

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

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

Region Managers have 48 hours to distribute copies of the scoresheet to competing schools.

### TIES

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

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

### TIEBREAKING PROTOCOL FOR STANDINGS

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

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

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



2nd place and the next team in the standings would be in 5th place.

## POINTS OF EMPHASIS

### COACHING BOX

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

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

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

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

### OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UCA scoring software.

Coaches will receive an electronic copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

### EXHIBITION PERFORMANCES

There will be no outside group exhibition performances.

## PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UCA will handle the assignment of judges.

Region Managers will receive the listing from the KHSAA.

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

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

## POST EVENT

### REGIONAL RESULTS SUBMISSION

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

### STATE COMPETITION QUALIFIERS

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

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for 2024-25.

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](mailto:khsaa@riherds.com).

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

- The cost for regional trophies is \$82.97 for each winner and runner-up per division. If a region has all eight (8) divisions, the total cost will be \$1,161.58, not including shipping.

If a school withdraws after Sept. 30, the region is responsible for the cost of any unused trophies. They cannot be shipped back to prevent being billed the full amount.

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



## 2024 Competitive Cheer Region Competition Instructions

- One (1) first place team trophy for each division, provided there are entries.
- One (1) second place team trophy for each division, provided there are entries.
  - o No additional awards, ribbons or banners are permitted.

### FINANCES

#### NET REVENUE

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

#### COMPETITION FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the competition by filling out Form GE51 (Regional Tournament Financial Report) which is linked in at the end of the general section of these instructions.

Forms may be emailed to [cc@khsaa.org](mailto:cc@khsaa.org).

#### COMPETITION COSTS

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

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

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

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

### IMPORTANT WEBSITE LINKS

- [KHSAA Competitive Cheer Website](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Competitive Cheer Alignment](#)
- [UCA Cheer Judging All-Girl Scoresheet](#)
- [UCA Cheer Judging Coed Scoresheet](#)
- [UCA Cheer Judging Pyramid Progressions](#)
- [UCA Judging Stunt Progressions](#)
- [UCA Game Day Score Sheet](#)
- [UCA Point Deduction Explanation](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)



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

## KHSAA Staff

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Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
Assistant Commissioner .....	Abby Jackson
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 Manager .....	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](https://twitter.com/KHSAA)



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



## GENERAL POSTSEASON AND DANCE SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## DUTIES SUMMARY STATEMENT

Refer to the materials previously distributed by Kentucky High School Athletic Association governing dance competitions, including the videos in the coaches' and rules clinics.

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

Any required forms for your reports are included at the end of this section of these instructions as links.

## KHSAA CONTACT LIST

The primary contact for dance is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is unavailable, Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT/DECLARATIONS

### ALIGNMENT

Teams are aligned into four (4) regions from the 16 basketball regions.

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

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

### DECLARATIONS

Schools were required to declare their competition division by Sept. 30.

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

## ALLOWABLE COMPETITION DATES

The dance region competition dates are Nov. 16 and 17.

- Site 1 - Nov. 16, Regions 1 & 2 (at duPont Manual)
- Site 2 - Nov. 17, Regions 3 & 4 (at Prestonsburg)

### STATE COMPETITION

The 2024 KHSAA Dance State Championships will be held on Dec.15 at George Rogers Clark High School in Winchester.

## VENUE LOGISTICS

### ENTERING HOST SITE

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

This will allow for more organization on the day of the competition.



## SOUND SYSTEM

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

## ADDITIONAL WORKERS

In addition to gate workers, medical staff and security, the Region Manager shall hiring workers for these specific positions:

- Scorer/Tabulator
- Scorer/Tabulator Runners
- Public Address Announcer
- Warm-up Area Workers for transition stations

## OUTSIDE PROVIDERS/VENDORS

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

## TICKETING

### TICKET POLICIES

All state championship tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at [khsaatickets.org](https://khsaatickets.org).

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets.

Schools already utilizing GoFan will have their school "tagged" as soon as the first round is over to help with the ticketing process.

Fans are encouraged to purchase their tickets before they arrive to help ensure a smooth entry.

GoFan's training page for buying and transferring the tickets is included as a link at the end of these instructions.

Ticket holders will access their tickets on their phones and can transfer them electronically to other members in their party when necessary.

Spectators are strongly encouraged to download the GoFan mobile app and save the tickets through that app prior to arrival.

Tickets can be purchased via credit card at the admission gate on site.

No tickets will be sold on site at the normal ticket gates using cash.

### FAN ENTRY

All non-competitors (individuals other than the properly qualified coaches and participants) must have their tickets validated by KHSAA staff.

All spectators must enter and exit through the admission gate which will open one (1) hour prior to the start of each contest.

Each game is its own ticketed event and the arena will be cleared of all patrons between matches.

### TICKET PRICING AND CONFIGURATION

All KHSAA events will be a fixed price that will include all applicable fees and charges, regardless of the ticket price.

No fees will be assessed to the customer in excess of the published price and all payment of applicable fees will be the responsibility of the KHSAA.

The price will be lower, all fees included, if purchased prior to midnight on day of the event.

The price increases by \$3, all fees included, after midnight on day of the event.



Kentucky Children's Hospital is sponsoring FREE tickets for all children 10-and-under.

- To receive these qualifying free tickets, you must "purchase" these through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.

## COMPLIMENTARY PASSES AND ENTRY

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest for the Superintendent, Principal and Athletic Director of each participating school.

No coaches' association cards or KHSAA officials' ID cards will be honored at any gate.

Any individual not in uniform as a participant or holding a Team Party credential will be required to have a ticket for admittance.

No passes, other than those produced by the Association for the championships, will be honored at the pass gate.

Examples of passes NOT accepted include, principal passes and cards (other than the Commonwealth Card and only for the participating teams), coach passes and cards, athletic director passes, official passes and any other type of identification.

Complimentary admission is not provided for college coaches or scouts.

## ENTRY, ORDER, SCORING

### INSTRUCTIONS FOR COMPETITION ENTRY

Schools declared their competition division by Sept. 30 using KHSAA Form DA101 (Division Declaration Form).

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

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

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

### SQUAD SIZES/DIVISIONS

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

- Jazz - minimum of 5, maximum of 40
- Game Day - minimum of 5, maximum of 40
- Pom - minimum of 5, maximum of 40
- Hip Hop
  - o Hip Hop Small - minimum of 5, maximum of 14
  - o Hip Hop Large - minimum of 15, maximum of 40

All teams must qualify at the region to advance to state. Teams advancing must compete in the same division at each level of the postseason.

### PROCEDURE FOR ORDER OF APPEARANCE DRAW

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

### SCORING

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

## FORMAT OF EVENT

### DIVISIONS AND ROUTINE LENGTH

For the Hip Hop, Jazz, and Pom divisions, the UDA time limit is two (2) minutes.

Beginning in 2024, KHSAA will align with UDA time limits of two (2) minutes for these divisions, and penalties will be assessed for exceeding the time limit.

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



## TIME SCHEDULE

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

## JUDGING AND SCORING

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

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

All scores by judges are final.

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

Managers are responsible for sharing judges' scoresheets to competing coaches within 48 hours, utilizing an electronic procedure as copies shall not be distributed at the site.

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

## TIES

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

## TIEBREAKING PROTOCOL FOR STANDINGS

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

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

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

## POINTS OF EMPHASIS

### COACHING BOX

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

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

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

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

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

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

### OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UDA scoring software.

Coaches will receive an electronic copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

### EXHIBITION PERFORMANCES

There will be no outside group exhibition performances.

## PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UDA will handle the assignment of judges.



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

## POST EVENT

### REGION RESULTS SUBMISSION

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

### STATE COMPETITION QUALIFIERS

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

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2024-25 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](mailto:khsaa@riherds.com).

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

- The cost for regional trophies is \$82.97 for each winner and runner-up per division. If a region has all divisions, the total cost will be \$829.70, not including shipping.

The following trophies will be awarded:

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

## FINANCES

### NET REVENUE

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

### COMPETITION FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the competition by filling out Form GE51 (Regional Tournament Financial Report) which is linked in the end of the general section of these instructions.

Forms may be emailed to [da@khsaa.org](mailto:da@khsaa.org).

### COMPETITION COSTS

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

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

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



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

## IMPORTANT WEBSITE LINKS

- [KHSAA Dance Website](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Dance Alignment](#)
- [Declarations by School](#)
- [Declarations by Style](#)
- [UDA/KHSAA Dance Rules and Interpretations](#)
- [UDA Scoresheet Explanations](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)



# 2025 Bowling Region Tournament Instructions

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## KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
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Administrative Support, Accounting.....	Marilyn Mitchell
Administrative Assistant .....	Sara McClain
Supervisor of Officials Licensing.....	Scott Bottoms
Physical Plant Director .....	Roy Tatum





## GENERAL POSTSEASON AND BOWLING SPECIFIC INSTRUCTIONS

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In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## KHSAA CONTACT LIST

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

If Mr. Bilberry is unavailable, Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

Teams are aligned into eight (8) regions.

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

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

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

## ALLOWABLE COMPETITION DATES

### SEASON LIMITATION AND CONTEST ADJUSTMENTS

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

### REGIONAL COMPETITION DATES AND MANAGERS

The window to conduct regional bowling tournament dates is January 20-February 4.

If you have not already been contacted by the host school, please see the list of regional managers on the KHSAA website using the link at the end of this section of these instructions.

The dates and location of each region tournament can be found on the Region Managers' list as well.

## ENTRY, ROSTERS, LANE ASSIGNMENTS

### TOURNAMENT ENTRY ELIGIBILITY AND FORMS

Use KHSAA Form [BW110](#) Bowling Entry Form to enter teams/singles entries into your regional tournament using the link at the end of this section of these instructions.

Use KHSAA Form [BW127](#) Bowling Unified/Adapted Entry Form to enter unified/adapted entries into your regional tournament using the link at the end of this section of these instructions.

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

### ROSTERS

The postseason roster should be entered through the school's Arbitor page prior to the region tournament to assist with planning.

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

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

### TEAM ENTRY

Entry for the team tournament should be submitted via BW110 to the Region Manager at least four (4) days before the



## 2025 Bowling Region Tournament Instructions

tournament date.

The ten (10) bowlers shall be designated from the postseason roster in order and on each lane to allow the bowling center to be ready for competition.

Schools may designate ten (10) female bowlers to represent their school in the girls team competition.

Please list as a line up for the region tournament as these will be used to enter into the programs and ready to begin competition.

If a girl participates on the boys/coed team for a school, she cannot also be on the girls team.

### **SINGLES ENTRY**

Entry for the singles' tournament should be submitted via BW110 to the Region Manager at least four (4) days before the tournament date.

For singles, a coach shall designate up to four (4) girls and four (4) boys to participate in the regional singles competition.

A school is not required to have enough bowlers to constitute a team on its roster in order to enter bowlers for the singles competition.

### **UNIFIED ENTRY**

Unified rosters must be submitted to the Arbitor system, as well as using BW127, at least four (4) days before the tournament date.

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

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

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

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

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

### **ADAPTED ENTRY**

Adapted bowling is for students with physical disabilities or in a wheelchair and can be entered into the postseason via form BW127.

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

### **SUBSTITUTIONS/LIMITATIONS**

Any bowler whose name is on a school's official KHSAA roster may be substituted prior to the time of the draw for the region tournament.

After the draw is final, a substitution from the postseason roster would only be permitted if the original entry is prevented from participating due to circumstances arising from a documented injury/illness.

No advantage may be gained by a substitution, if so, it will not be permitted.

Substitutions during Baker games are allowed and can occur between or during frames.

During a Baker game, once a bowler has been substituted for, they may not re-enter during that Baker game.

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

### **LANE ASSIGNMENTS**

Lane assignments shall be drawn ahead of time and sent electronically to the coaches before arriving at the regional tournament.

## **FORMAT OF EVENT**

### **TEAM FORMAT**

Teams will bowl one (1) game with two (2) groups of four (4) bowlers, dropping the low score on each lane.



## 2025 Bowling Region Tournament Instructions

The six (6) bowler total will be used to seed the team into a bracket.

The team will then bowl its seeded match.

Matches are Baker format with the first team to win three games being the winner. Teams will bowl the first baker game on the left lane, the next baker game on the right lane, and continue rotating back and forth in their pair.

The winner advances to the next round and rounds will continue until a winner and runner-up are established.

Region winners and runners-up advance to the state tournament.

### SINGLES FORMAT

Individuals shall be entered to the region by designation of their coach.

Each school may enter its top four (4) individual bowlers in each of the boys' and girls' singles competitions.

Bowlers shall bowl three (3) games and the top eight (8) will advance to the semifinals where they will bowl two (2) additional games.

At the conclusion of the two (2) semifinal round games, their five (5) game total will be used to determine the top four (4) bowlers to be seeded into a stepladder final.

This cut will also establish the fifth through eighth place finishers.

From that point on, the top four bowlers will compete in a ladder tournament until a champion is determined.

The stepladder final will establish the first through fourth place finishers.

The top four (4) bowlers in each region will advance to the state tournament.

### UNIFIED FORMAT

Scoresheet forms [BW118](#) Unified Bowling Tournament Scoresheet and [BW119](#) Unified Baker Scoresheet or approved, substitute electronic procedures, will be needed for any competitors in those divisions and are shown as a link at the end of this section of these instructions.

#### QUALIFYING ROUND

Partners must participate in two games while alternating frames.

- Partner athletes must bowl frames 1, 3, 5, 7 and 9.
- Special athletes must bowl frames 2, 4, 6, 8 and 10.

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

#### TOURNAMENT

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

The Baker format will continue for all remaining games.

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

Rounds will continue until a winner, runner-up and semifinalists are established.

The top two (2) unified pairs in each region will advance to state where the same format will be utilized.

### ADAPTED FORMAT

Adapted bowlers will bowl two (2) games and their total score will determine the top four (4).

Those top four (4) competitors will be placed in a stepladder format until a champion and runner-up are determined.

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

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

### TIEBREAKER

#### REGION AND STATE UNIFIED MATCHES TO DETERMINE SEEDS

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

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



## 2025 Bowling Region Tournament Instructions

and continued until a winner is determined.

### REGION AND STATE UNIFIED MATCHES IN TOURNAMENT

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

### REGION AND STATE SINGLES AND THE ADAPTED DIVISION

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

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

### REGION AND STATE TEAM

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

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

## POINTS OF EMPHASIS

### BOWLING CENTER SPECIFICATIONS

Any standards and specifications are to be approved by the Board of Control.

Host sites should be members of the Bowling Proprietors Association of America (BPAA) and be able to accommodate to the needs of the Unified and Adapted bowlers.

The Region Manager must ensure that the host bowling center can accommodate the size and needs of their region (number of lanes, ramps for unified/adapted, oil patterns, etc.).

### BOWLING BALLS

Bowlers are limited to six (6) balls per player.

All balls should be kept out of walkways and under the seats in the bowlers' area or under the bleachers as to allow for people to move throughout the center safely.

There must be sufficient room for all participants' bowling balls on the return.

Any balls with inappropriate words, logos or pictures are not allowed to be used in warm-up or competition.

### WARM-UP TIME

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

### OIL PATTERNS

#### REGION OIL PATTERNS

- The 2025 Regional Bowling Tournament oil patterns for singles and team competition will be listed on the KHSAA website prior to the first of the year, and confirmed via email to the member schools.
- The Region Manager may choose the oil pattern for the unified/adapted divisions.

#### STATE OIL PATTERN



## 2025 Bowling Region Tournament Instructions

- The 2025 Bowling State Tournament will also have a selected oil pattern and a color copy of it will be available for coaches/athletes at the check-in desk upon arrival at the state tournament.

### PIT NOISE

While it's acceptable to cheer, all bowlers, coaches and fans are to uphold good sportsmanship in regard to the other teams.

No noise-making devices will be allowed in the center and will be taken away if found.

Negative cheers made toward the opposition are not allowed and teams doing so face disqualification.

Please warn fans that they may not make negative chants or cheers toward the opponent or your team may face penalty.

Cheers and chants should be quick to not delay the match. Once the other team has stepped up on the approach, no new chants or cheers should be started.

When the other team is cheering or chanting, bowlers should be reminded to take their time and not jump up on the approach.

### FOUL LIGHT ISSUE

Foul lights will be checked before the start of competition, however, if there is disagreement, the tournament official will make the final ruling.

The foul lights will again be checked by the tournament official, and if they are found to be in working condition, the score will count.

### PIN FALL ISSUES

In the case of controversy on a pin fall, please find a tournament official.

Once the machine picks up pins, the count is official.

If a standing pin is knocked over, that pin must be corrected before the bowler continues.

If a bowler shoots a spare and a deadwood (pin in the gutter) is on the lane, that shot, by rule, is a foul and the bowler receives a 0.

Please call for a center employee or tournament official to clear all deadwood.

Do not go down the lanes to clear any deadwood or retrieve any bowling equipment.

### PROCEDURE FOR GETTING OFFICIALS

The tournament official will likely be the bowling center liaison who will assist the host school manager with the bowling aspects of the tournament.

The tournament official shall be introduced at the coaches meeting and will settle any disputes about bowling rules and scoring procedures.

### POST EVENT

#### REPORTING RESULTS

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

Region Tournaments must be concluded by Feb. 6.

The manager shall also report the results immediately upon conclusion of the event using the prescribed forms.

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

After the tournaments are completed, you are to save the completed Excel worksheet or Google Sheet and email the results of your tournaments to the KHSAA at the following address ([bw@khsaa.org](mailto:bw@khsaa.org)).

Make sure the results form is filled out completely with all scores included.

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

Support numbers are listed below:

- Darren Bilberry, 859-299-5472 ext. 229, 859-333-5411, [dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)
- Joe Angolia, 859-299-5472 ext. 235, 859-351-4576, [jangolia@khsaa.org](mailto:jangolia@khsaa.org)



## 2025 Bowling Region Tournament Instructions

- Rob Catron (IT issues related to results), 859-299-5472 ext. 249, [rcatron@khsaa.org](mailto:rcatron@khsaa.org)

You will receive confirmation of receipt of this file.

Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist).

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2024-25 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](mailto:khsaa@riherds.com).

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

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

The estimated region cost is \$176.02, not including shipping, per gender.

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

- One (1) team champion trophy
- One (1) team runner-up trophy
- Individual champion medal
- Individual 2nd-4th place medals

The KHSAA and Special Olympics of Kentucky (SOKY) will be sponsoring, at no cost to the Region Managers, the Unified/Adapted awards at the region tournaments (these awards will arrive separately).

The following awards will be presented if there are enough entries into each region:

- Unified Pairs (one partner athlete, one special athlete) – 1st, 2nd and semifinalists.
- Adapted Athletes – 1st, 2nd, 3rd and 4th.

### INSTRUCTIONS FOR TEAMS ADVANCING

The top two (2) teams from each region qualify for the state tournament.

The top four (4) boys' singles and the top four (4) girls' singles qualify for the state tournament.

The top two (2) Unified pairs and top four (4) adapted bowlers qualify for the state tournament.

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

The entries and lane assignments will be posted on the KHSAA website before the State Championships.

If your team or individual advances to the state tournament, there is not an additional entry process.

Be on the lookout for the State Team Participant and Tournament Information release to ensure you know the rules and regulations of the state tournament prior to the event.

### IMPORTANT WEBSITE LINKS

#### IMPORTANT WEBSITE LINKS

- [KHSAA Bowling Website](#)
- [Current Alignment](#)
- [Regional Site Selection Plan](#)
- [Current Year Region Managers](#)
- Regional Bowling Entry Form, [BW110](#)
- Unified Bowling Scoresheet, BW118 ([DOCX](#)) ([PDF](#))



- BW119 - Unified Baker Scoresheet, BW119 ([DOCX](#)) ([PDF](#))
- BW 120 - Regional Baker Scoresheet, BW120 ([DOCX](#)) ([PDF](#))
- BW 121 - Regional Team Scoresheet, BW121 ([DOCX](#)) ([PDF](#))
- BW 122 - Regional Singles Scoresheet, BW122 ([DOCX](#)) ([PDF](#))
- Regional Bowling-Unified and Adapted Entry Form, [BW127](#)
- [Bowling Event Results Spreadsheet](#)

### ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

#### EXCEL REGION INSTRUCTIONS - SINGLES

First, adjust the title to match the regional number of your tournament.

Check the dates and location as well as the lane assignments.

Input the names of the singles bowlers into the sheets titled, "Boy Sing" and "Girl Sing."

- Last name should be entered first, followed by the first name
- We suggest that you type the names into the lane assignment sheets first
- Then you can copy and paste the names into the standings sheets
- The excel sheet has the formulas in the game columns and they are locked
- Simply input the bowlers' scores for each game bowled next to their names
- Make sure to enter scores for all rounds/matches
- If there is a mistake, or you delete or type over a formula, there is a cheat sheet at the bottom of this document

#### ADMINISTRATION OF SINGLES TOURNAMENT

- Where possible, any reference to a paper scoresheet should be converted to an electronic version.
- Beforehand, print off the scoresheets and make copies
- Print a copy of the boys' and girls' standings sheet
- This will act as a scoresheet to record the scores
- As games are completed, have runners (or you) gather the scores by walking through the center and gathering the sheets from the players

#### EXCEL REGION INSTRUCTIONS - INDIVIDUAL

- Type the scores into the spreadsheets named "Boy Sing" or "Girl Sing"
- Copy this page for both Boys and Girls into the "Sort Pg" sheets that are adjacent to the "Boy Sing" and "Girl Sing" sheets
- You can do this by:
  - o Click on the darker gray square to the left of Column A and above Row one
  - o Then right click the mouse, select "copy"
  - o Then go to the "Sort Pg" click on the same button in the left hand corner
  - o Then right click "paste"
- Tip: By using two separate pages, you can expedite your results as you enter the scores into the "Boy or Girl Sing" page which have the competitors' names in alphabetical order
- Once the competitors and scores have been transferred into the "sort" page, you need to sort the bowlers by their total scores after the third game
- To do this, you need to:
  - o Highlight the Cells B5 to G5 all the way down to your last bowler



## 2025 Bowling Region Tournament Instructions

- o Right click the mouse
- o Select "Sort", then "custom sort"
- o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
- o Then click OK
- o Once you put in the 3rd game, sort and double check for any ties for 8th, do this as well after the 5th game for the top four
- o This will create your standings
- o You can then print this form and use to post/announce the cuts and standings
- Once you get to the Semifinals, you only want to sort the top eight bowlers in a similar method except that you highlight B5 to J5 and down to row 12 (you do not select the entire list of bowlers)
- Once this sort is complete, you will have your Top 4 to insert into the "Sing Step" worksheet tab
- When you type the Bowlers into the shaded cells on the "Sing Step" sheet, be certain to enter them in the following format  
- #4, John Doe – 214
- We have the # of the advancers already preloaded into the "Sing Step" brackets
- Continue filling in the advancers and scores as the stepladder continues

### EXCEL REGION INSTRUCTIONS - TEAM

- Type in the names of the schools in the "Schools" column
- Note: You must use the exact Team Names as provided online by the KHSAA at (<https://ly.khsaa.org/q4mq>)
- After the qualifying game, have one person double check the coach's math, then have another type the scores into the excel sheet
- Type in each team's left and right lane scores into the left and right lane columns
- The spreadsheet has formulas that will total the scores for you
- Once all the teams are entered, sort the score section of the sheet
  - o Highlight the Cells B5 to E5 all the way down to your last team listed
  - o Right click the mouse
  - o Select "Sort", then "Custom Sort"
  - o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, and then sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
  - o Then click OK
- After the teams are in order check for any ties
  - o If there is a tie, get the sheets out and add the dropped scores back in
  - o Add one pin to the total of whoever wins the tie breaker to break the tie and sort again
- Once sorting is complete, the formulas within the spreadsheet will feed the bracket to the right, and have the first round matchups completed for you
- Use the word "bye" for any blank team spots to help fill in your bracket
- After each round, you must manually type the winner into the next round (gray shaded cells on the bracket)
- Once a team champion and runner-up are announced please fill out the "rosters" tab for those teams
- Make sure to include scores for each match
- We will need the complete eight-person (8) roster for both the regional champion and the regional runner-up
- Please refer to the Reporting Results/Scores section of these instructions to read how to submit your results to the KHSAA



### EXCEL REGION INSTRUCTIONS - UNIFIED

- Type in the names of the schools in the "Schools" column. If you have more than one unified pair from the same school, we suggest numbering them (ex. Collins #1, Collins #2, etc).
  - o Note: You must use the exact Team Names as provided online by the KHSAA at <https://ly.khsaa.org/q4mq>
- After the two qualifying games, a third-party person double check the coach's math, then have another type the scores into the excel sheet
- Type in each team's two game scores into the "Game 1" and "Game 2" columns
- The spreadsheet has formulas that will total the scores for you
- Once all the teams are entered, sort the score section of the sheet
  - o Highlight the Cells B5 to C5 all the way down to your last team listed
  - o Right click the mouse
  - o Select "Sort", then "Custom Sort"
  - o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, and then sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
  - o Then click OK
- After the teams are in order check for any ties
  - o If there is a tie, get the sheets out, the tiebreaker will be a scorecard review start at frame 10 and move back until the tie can be broken.
  - o For example, if you have a tie, see which unified pair had the higher score in frame 10.
  - o If it is still tied, move to frame nine (9) and so on until you can break the tie.
- Once sorting is complete the formulas within the spreadsheet will feed the bracket to the right and have the first round matchups completed for you
- Use the word "bye" for any blank team spots to help fill in your bracket
- After each round you must manually type the winner into the next round (gray shaded cells on the bracket)
- Once a champion and runner-up pair are announced please fill out the "rosters" tab for those teams to include individual athlete's names.
- Please refer to the Reporting Results/Scores section of these instructions to read how to submit your results to the KHSAA

### EXCEL REGION INSTRUCTIONS - ADAPTED

- Type the scores into the spreadsheet named "Adapted"
- Once the competitors and scores have been entered, you will need to sort the bowlers by their total scores after the second game.
- Once you put in the 2nd game, sort and double check for any ties
- For 4th place - the tiebreaker will start at the 10th frame from game two (2) and move back until the tie can be broken
- To sort, you need to:
  - o Highlight the Cells B7 to E7 all the way down to your last bowler
  - o Right click the mouse
  - o Select "Sort", then "custom sort"
  - o When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST
  - o Then click OK
  - o This will create your top 4 adapted bowlers
- Then use the "Adapted Step" tab to finish



## 2025 Bowling Region Tournament Instructions

- When entering scores, please use the following format: John Doe – 214



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

## KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
Assistant Commissioner .....	Abby Jackson
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 Manager .....	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](https://twitter.com/KHSAA)



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



## GENERAL POSTSEASON AND SWIMMING & DIVING SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## KHSAA CONTACT LIST

The primary contact for swimming & diving is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is not available, Assistant Commissioner Abby Jackson ([ajackson@khsaa.org](mailto:ajackson@khsaa.org)) is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

Teams are aligned in nine (9) regions as detailed in the competition rules.

The current alignment is available on the swimming and diving 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 meet.

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

## ALLOWABLE COMPETITION DATES

### SEASON LIMITATION AND CONTEST ADJUSTMENTS

The last official regular season contest can be held on the date prior to the first day set for region competition.

Postseason for Swimming and Diving, at this time, is scheduled to begin the week of Jan. 19, with state championship final meets scheduled to end the week of Feb. 16.

### REGIONAL COMPETITION DATES, SITES AND MANAGERS

The regional dates for the nine Swimming Meets are set and a link to region managers can be found at the end of this section of these instructions.

There will be two regional diving dates

- Jan. 21, combining Regions 2, 4, 5 and 7 at University of Louisville
- Jan. 22, combining Regions 1, 3, 6, 8 and 9 at University of Louisville

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

## ROSTERS, ENTRY AND RELAY CARDS

### HYTEK SWIMMING AND DIVING ENTRY FILES AND PROCEDURE

#### REQUIREMENTS TO ENTER

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

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

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

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

Each school entering individuals and relays into their Regional must enter using Hytek Meet Manager, HyTek Team Manager or



## 2024-25 Swimming & Diving Region Meet Instructions

HyTek Team Manager Lite, by emailing an entry file to the Regional Administrative Official or their designee on or before 5 p.m. ET, Sunday, Jan. 19.

Except for any clerical errors, region entries may not be changed following 5 p.m., Sunday deadline.

No other means of entry will be accepted.

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

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

The deadline for seed times is also 5 pm, Sunday, Jan. 19 and cannot be adjusted after the deadline for entry.

Use full names and grade numbers in the entry file.

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

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

### VERIFICATION OF TIMES & ENTRIES

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

All meet files will be returned to each Regional Administrative Official by 1 p.m. on Tuesday, Jan. 21.

Exceptions may only be considered by the KHSAA.

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

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

Please note, all USA ID numbers changed on Sept. 1, 2022. Therefore, any old ID numbers you have are no longer valid.

Please obtain the new ID numbers from your club athletes (the new ID is a randomly generated 14-digit combination of numbers and letters). A valid birth date must also be in the birth date field.

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

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

## INSTRUCTIONS FOR DIVING MEET ENTRIES

### ENTRY REQUIREMENTS

By entry into the Regional Championship, the coach and athletic director of the member school certify that all divers and diving alternates have successfully completed all optional dives on the entry form prior to the region.

### REGISTRATION VIA DIVEMEETS.COM FOR DIVING COMPETITORS

Coaches must enter divers through Hytek.

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

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

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

- Search in Diver, Coach or Judge and if you see your name, select it to get your DiveMeets ID number.
- You cannot participate in a DiveMeets meet as a diver, coach or judge or enter a meet online until you open a DiveMeets account.
- Registering is free and you should only register once.
- If you have forgotten your password or account number, select "Forgot your password or DiveMeets ID" at the login page. DO NOT make a new account.
- COACHES: You need to be registered with DiveMeets before your divers enter a meet online.

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

- o If your name is not there, they must wait for you to create an account.
- o If you have not registered, your name will not be there to select.



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

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

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

### **INSTRUCTIONS FOR SWIMMING AND DIVING MEET ENTRY VIA HYTEK**

#### **ENTRY REQUIREMENTS**

All meet backup files will be returned to each Regional Administrative Official by 1 p.m. ET on Tuesday, Jan. 21.

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

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

#### **RELAY ENTRIES**

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

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

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

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

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

In each relay event, eight (8) individuals may be designated, and it shall not count as an entry unless the competitor actually competes in the event.

Any of these eight (8) individuals may swim in the prelims and/or finals provided he/she does not exceed the permitted entries for the meet.

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

#### **RELAY CARDS**

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

Up to eight (8) swimmers, listed from the entry file, may be listed on relay cards by the coach.

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

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

Relay cards may not leave the venue.

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

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

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

Regional Administrative Official should ensure that relay names are not deleted when sending the Hytek file to [sw@khsaa.org](mailto:sw@khsaa.org).

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

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

### **CHANGES IN RELAYS**

Starting in 2025, A relay team that qualifies for the KHSAA Swimming & Diving State First Round Championships presented by UK HealthCare relay card may not be changed from the region to the State First Round.



Once the eight (8) names are submitted for regional, those eight names are the same through the state first round and championship state final meet held at University of Kentucky.

### FORMAT AND CONDUCTING EVENTS

#### RULES

NFHS rules will be used in all cases unless statewide deviations or adaptations are listed in previously distributed communication from KHSAA or this document.

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

#### CONDUCTING THE DIVING MEET

##### SPECIFIC DIVES

The NFHS diving sheets are no longer required.

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

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

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

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

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

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

##### GENERAL DIVING REQUIREMENT

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

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

#### CONDUCTING THE SWIMMING MEET

##### TIME STANDARDS

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

Special provisions for the 500 yard freestyle

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

##### GENERAL SWIMMING REQUIREMENTS

Backstroke starting ledges are not permitted.

Starting block wedges will not be utilized in region.

Starting block wedges will be used at state first round and the final round of the state meet.

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

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

All entry into warm-up areas must be feet first.

#### TEAM SCORING

Each region can be conducted by either prelims/finals or timed finals. This is a local region decision.



## 2024-25 Swimming & Diving Region Meet Instructions

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

The top two finishers, per region, in each event, will advance automatically to their designated First Round State Championships site.

After the automatic qualifiers from each region, the next best 10 times from the specific regions for the designated first round site will advance to the first round.

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

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

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

### TIE-BREAKER

All ties for 16th place from each respective pod of regions will advance to the first round state meet.

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

### TIEBREAKING PROTOCOL FOR STANDINGS

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

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

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

### PROCEDURE FOR GETTING OFFICIALS AND FEES

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

Contact Bucky Stoess (502-551-4937 or email [raystoess@600westmain.com](mailto:raystoess@600westmain.com)) to determine the names of the referee and the administrative official and then contact officials immediately. The meet referee for each region will assign licensed deck officials for the meet.

Prepare checks for regional officials.

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

### POST EVENT

#### REPORTING RESULTS

Regional Administrative Official shall create a backup database of the regional and send to [sw@khsaa.org](mailto:sw@khsaa.org) by Sunday, Jan. 19 at 5 p.m.

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

There is no need to mail the relay cards to the KHSAA offices.

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

No psych sheets or heat sheets shall be posted on Meet Mobile.

#### TROPHIES

The KHSAA Board of Control has contracted with Rihersds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2024-25 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](mailto:khsaa@riherds.com).

The Regional Manager shall assume responsibility for the finances of the meet to include the trophy and medal cost of awards. Diving managers will have an estimated cost of \$20.16 for each region and each gender.

Swimming managers will have an estimated cost of \$569.14 per region and per gender.

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

Your package should consist of the following:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) Individual first place gold medal
- One (1) individual second place silver medal
- Six (6) bronze medals for individual finishers 3-8

Diving managers will receive:

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

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

### INSTRUCTIONS FOR FINAL SITE STATE MEET QUALIFIERS

From each first round site, the top three competitors per event will automatically qualify.

After those nine swimmers are determined, the next best 15 times statewide per event will be the at-large qualifiers.

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

### IMPORTANT WEBSITE LINKS

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



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### KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
Assistant Commissioner .....	Abby Jackson
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Event Services and Social Media Director .....	Jenny Elder
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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



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### GENERAL POSTSEASON AND WRESTLING SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

### KHSAA CONTACT LIST

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

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

### REFERENCE TO TEAM ALIGNMENT

For boys'/coed competition, teams are aligned in eight (8) regions as detailed on the wrestling page of the KHSAA website and included as a link at the end of this section of these instructions.

For 2024-25, in the girls' division, teams are aligned into four (4) regions, each of which is the combination of two existing regions.

Each girls' region is comprised of all teams from two regions in the wrestling alignment.

- Region 1 is Regions 1-2
- Region 2 is Regions 3-4
- Region 3 is Regions 5-6
- Region 4 is Regions 7-8

The current alignment is available on the wrestling 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

#### SEASON LIMITATION AND CONTEST ADJUSTMENTS

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

#### REGION COMPETITION DATES, SITES AND MANAGERS

For girls, region wrestling tournament dates for 2024-25 are Feb. 14-15.

For boys/coed, region wrestling tournament dates are Feb. 21-22.

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

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

### ENTRY, ROSTERS, SEEDING, BRACKETS

#### ELIGIBILITY OF A WRESTLER TO ENTER

An athlete has to legally make scratch weight (including growth after 12/25) at least one (1) time prior to these deadlines - Feb. 1 for girls and Feb. 8 for boys/coed - and must have done so on a date that he/she was valid to do so by the NWCA program.

He/she is automatically re-certified into a higher weight class after Feb. 1 for girls, Feb. 8 for boys/coed by weighing in and qualifying for that class, but never into a lower weight class.



## 2024-25 Wrestling Region Tournament Instructions

After Feb. 1 for girls and Feb. 8 for boys/coed, making base weight (including growth) two (2) classes above any previously certified weight class automatically renders that wrestler ineligible for the remainder of the year to wrestle in the lower weight class (previous certified weight).

If an athlete competes in a match where no certified scale was available or weighs-in below the NWCA calculated minimum for that date, the weigh-in counts as a "miss" in all 14 (boys'/coed) or 12 (girls') weight classes with respect to achieving a desired weight class weigh-in.

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

### ADDITIONAL REQUIREMENTS FOR THE GIRLS ONLY DIVISION

Female student-athletes have a choice of which postseason to enter (Boys/Coed or Girls) but cannot enter both due to weight management/class requirements and the concurrence of the championship events.

Any female entered in the girls' postseason may not also be entered in the boys'/coed tournament, and vice versa. Once entered into the postseason, the student-athlete shall compete in that division for the remainder of the postseason.

Female student-athletes desiring to enter the girls' wrestling postseason MUST have a profile in Trackwrestling, be entered into the KHSAA roster system and have recorded weigh-ins and match results in the girls' season to certify their desired weight class by the established deadline.

### SEEDING MEETING PREPARATION AND ATTENDANCE

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

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

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

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

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

Notify schools of seeding meeting and weigh-in time.

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

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

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

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

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

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

### REGION SEEDING AND BRACKETS

#### INITIAL SEEDING

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

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

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



## 2024-25 Wrestling Region Tournament Instructions

- o Example - If there are eight (8) wrestlers in a weight class, the max points based on seeding comparisons would be seven (7).

### INITIAL AUTOMATED SEEDING CRITERIA:

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

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

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

### PROCEDURE FOR ADJUSTMENTS TO AUTOMATED SEEDING

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

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

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

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

### BRACKET DEVELOPMENT AND PLACEMENT OF WRESTLERS INTO BRACKETS

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

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

### POST-SEEDING MEETING POLICIES AND PROCEDURES

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

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

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



## 2024-25 Wrestling Region Tournament Instructions

in at the region.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Brackets should be printed using the TrackWrestling program.

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

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

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

## **EVENT FINANCES**

The participating schools in each regional shall, by majority, agree to all other arrangements for the finances of the region tournament.

The participating schools in each regional tournament shall, by majority, agree to the system of distributing any amount of receipts in excess of the necessary and approved costs.

The participating schools may agree to a per-school entry fee (without requiring individual competitors to pay a fee) and these amounts shall be included in any financial reporting summary for division among the competing schools.

Tickets will be managed by the KHSAA for the girls' combined regions and sold through [khsaatickets.org](https://khsaatickets.org) and each school using GoFan during the year for their events will also be able to have patrons access tickets on that school page.



## 2024-25 Wrestling Region Tournament Instructions

For the girls' regions, through the 2024-25 season, any and all amounts of ticket revenue beyond any applicable GoFan fees, trophies, medals and officials shall be returned to the site host for distribution.

### FORMAT OF EVENT

#### PLAYING RULES

NFHS rules will be used without exception.

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

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

#### COMPETITION REGULATIONS

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

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

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

#### MANAGING THE EVENT INCLUDING THE RESULTS

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

### PROCEDURE FOR GETTING OFFICIALS AND FEES

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

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

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

The Commissioner's office shall assign all officials to region and state competitions and they shall be paid through ArbiterPay.

Managers should confirm officials assignments with the KHSAA.

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

Region tournament officials shall be paid a fee of \$235.00 per single day tournament or \$375.00 per multiple day tournaments.

Region officials traveling greater than 100 miles one way will be paid an additional \$30.

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

### MEDICAL PROVISIONS

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

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.

Any fees associated are to be taken from gate receipts.

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

### POST EVENT

#### REPORTING RESULTS

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

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



## 2024-25 Wrestling Region Tournament Instructions

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

### TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2024-25 tournaments.

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

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

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

The total cost for region items for boys/coed is \$307.06, plus shipping and will be paid by the region host.

Your package for boys/coed should consist of the following:

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

For girls, the cost is \$286.90 and will be paid by the KHSAA through the 2025 season.

Your package for girls should consist of the following:

- One (1) region champion trophy
- One (1) region runner-up trophy
- 12 Champion Medals
- 12 Runner-up Medals
- 24 3rd and 4th place Medals

### STATE TOURNAMENT QUALIFIERS

#### BOYS'/COED COMPETITION

The top four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the Feb. 28-March 1 Wrestling State Championships at the Kentucky Horse Park.

In the event that a seeded wrestler is not able to participate in the state tournament due to injury or other reason beyond the control of the wrestler, the appropriate seeded wrestler(s) will be moved up in the seeding, and the fifth place wrestler from the region tournament will be seeded fourth.

The Commissioner shall draw each weight class individually for the pairings at the state tournament.

If you have questions or concerns prior to the state tournament you can contact Assistant Commissioner Joe Angolia.

#### GIRLS' COMPETITION

The top four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the Feb. 27 Wrestling State Championships at the Kentucky Horse Park.

In the event that a seeded wrestler is not able to participate in the state tournament due to injury or other reason beyond the control of the wrestler, the appropriate seeded wrestler(s) will be moved up in the seeding, and the fifth place wrestler from the region tournament will be seeded fourth.

The Commissioner shall draw each weight class individually for the pairings at the state tournament.

If you have questions or concerns prior to the state tournament you can contact Assistant Commissioner Joe Angolia.

### IMPORTANT WEBSITE LINKS

- [KHSAA Wrestling Site](#)
- [Current Alignment](#)



## 2024-25 Wrestling Region Tournament Instructions

- [Trackwrestling.com](https://trackwrestling.com)
- [Regional Site Selection Plan Recommendations](#)
- [Blank Brackets](#)
- [WR111 - Wrestling Skin Condition Form](#)
- WR118 - Region Entry Report ([DOCX](#)) ([PDF](#))

### ELECTRONIC DATA ENTRY REQUIREMENTS AND ASSISTANCE

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

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

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

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

- This requirement is for all to monitor the fact that on or prior to Feb. 1 for girls and Feb. 8 for boys/coed, the athlete legally weighed in at the desired entry weight
- It will also list every match result entered into the NWCA OPC for each wrestler
- To produce the form; click on the 'Matches' tab
- Click on [Print Matches]
- Select the wrestlers you would like to print Hint: Hold down 'Ctrl' to select more than one
- Specify any criteria and set 'Individual Season Record' to Yes
- Click [Submit]
- Print Forms shown & bring this report for each athlete to be entered in postseason

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

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

WR111 – This is the required skin-condition form.

- Please make certain you have this completed for any athlete who has even the most remote chance of being viewed by an opposing coach or the officials as being contagious to others
- No other form of note is to be accepted by the officials
- Blank copies are available in the "Important Website Links" section of these instructions
- Please note that if a dispute arises, the on-site assigned appropriate medical professional's decision will prevail

You will not need to complete any additional forms after the region tournament to enter the state tournament as your region manager will take care of that entry through Trackwrestling.



# 2024-25 Basketball District/Region Tournament Instructions

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## KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
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General Counsel .....	Chad Collins
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Administrative Support, Accounting .....	Marilyn Mitchell
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Supervisor of Officials Licensing .....	Scott Bottoms
Physical Plant Director .....	Roy Tatum



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## GENERAL POSTSEASON AND BASKETBALL SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## KHSAA CONTACT LIST

The primary contact for postseason basketball is Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)) and the backup contact is Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)), as well as Event Services and Office Administration Director Kara Howard ([khoward@khsaa.org](mailto:khoward@khsaa.org)).

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

## ADMINISTRATIVE AND VENUE SETUP

### VENUE SETUP

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

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

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

## ALLOWABLE DISTRICT COMPETITION DATES

The district basketball tournament dates are Feb. 24 to March 1.

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

February 19, 2025 is the final date to play a district seeded game and any game played after that date cannot count toward seeding within the district.

## ALLOWABLE REGIONAL COMPETITION DATES

The regional basketball tournament dates begin March 3.

If there is conflict between a prior vote of the Designated Representatives (per Bylaw 1) and the will of the participating teams once determined, the prior vote of the Designated Representatives shall prevail.

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

For 2024-25 ONLY, due to Rupp Arena's agreement with the NCAA, boys' regional tournament games:

- May begin on the regular scheduled calendar Monday March 3
- May finish as late as the Saturday following the conclusion of the girls' state tournament (March 22)
- May not be scheduled on Wednesday, March 12 through Saturday, March 15

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

Boys' regional tournaments shall be completed no later than Saturday night prior to the Boys' State Tournament in years when



## 2024-25 Basketball District/Region Tournament Instructions

the boys' tournament is played first, but may extend until Tuesday before the girls' state tournament if the boys' is played second.

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

With approval from the Commissioner and a 2/3 majority vote of the participating teams, a region tournament (boys or girls) may begin on Saturday, March 1, provided all district play has been completed by the previous Thursday to allow for a meeting of the participating schools on Friday.

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

### SCHEDULE OF GAME TIMES

District and regional tournament managers shall ensure that the boys' and girls' teams from a specific school are not scheduled on the same day to where fans cannot attend reasonably travel to and between both contests.

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

### TICKETS

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

If the home team includes hosting of postseason contests in any season ticket that is available for their fans, the total full value of that number of tickets shall be included in the tournament receipts prior to division.

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

If the reserved season seats for the home team are allotted solely to the home team and not charged in postseason, a pro-rata deduction related to the agreed ticket price shall be reduced from the home team share and reallocated to all competing teams per the approved distribution plan.

All ticketing should be done using paperless ticketing.

### SPORTS SPECIFIC MANAGER RESPONSIBILITIES

#### REQUIRED DISTRICT TOURNAMENT MEETING

Download all appropriate forms and materials from the KHSAA website.

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

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

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

See previous materials distributed by KHSAA on allowances for conducting the meeting on a different date and/or time.

The use of a virtual meeting is permitted and recommended.

#### FUTURE DISTRICT SITES

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

It is the obligation of the tournament manager to ensure that at least two additional future years are on the site selection plan or reported to the Association after the tournament.

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

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

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



## 2024-25 Basketball District/Region Tournament Instructions

The Competition Rules and Board of Control policy does not require play at a specific school site if it does not have the proper capacity or fails to meet any other standard, but does allow each school to serve as host even if games are played at another venue.

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

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

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

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

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

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

For region tournaments that rotate site selection recommendations by district (i.e. Region 10, 11, 13 and 16), this district tournament meeting should be the opportunity to begin discussion about which sites meet the criteria to hold the region.

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

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

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

### DISTRICT SEEDING PLANS

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

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

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

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

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

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

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

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

- The decision must be by majority vote, and updates shall be made using Form GE54.
- The tie-breakers for three-team districts (or four-team districts that end up with only three (3) teams playing due to withdrawal) are set by the KHSAA and can be reference through previously distributed information from the KHSAA if necessary.

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



postseason play the following year.

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

Examples of possible seeding criteria has been distributed by the KHSAA.

Ties not addressed by on-court competition within the plan on file will be broken by the KHSAA by comparative RPI values on the date following the seeded district deadline (final Wednesday of regular season), and a blind or random draw shall not be used to break any tie when seeding has been approved.

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

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

### **REQUIRED REGION TOURNAMENT MEETING**

Download all appropriate forms and materials from the KHSAA website.

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

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

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

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

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

The use of a virtual meeting is permitted and recommended.

### **FUTURE REGION SITES DISCUSSION**

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

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

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

- Satisfactory capacity within the gym to safely accommodate past (five (5) years) and expected attendance, including all participants, band members, non-competing teams and any other non-ticketed admission.
- A minimum of four (4) dressing rooms if doubleheaders are to be played.
- An officials dressing room.
- Adequate parking for projected attendance.
- Meeting any published site selection criteria for basketball as posted on the KHSAA website.

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

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

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

The recommended site selection plan is to be submitted electronically using Form GE58 (Region Site Selection Plan) to the



Commissioner's office to be used as input for future years.

### ENTRY, ROSTERS, DRAW, FORMAT

#### TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

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

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

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through ArbiterSports website through the year.

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

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

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

No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

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

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

#### ROSTERS DURING DISTRICT/REGION TOURNAMENTS

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

The 15 players shall come from the online postseason roster.

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

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

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

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

#### PROCEDURES FOR DISTRICT TOURNAMENT DRAW AND BRACKETS

##### DEVELOPING BRACKETS

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

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

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

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

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

##### REPORTING DISTRICT BRACKETS

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

#### PROCEDURES FOR REGION TOURNAMENT DRAW

##### DEVELOPING BRACKETS



## 2024-25 Basketball District/Region Tournament Instructions

The schedule of games may be determined by the school Designated Representatives (per Bylaw 1) from the region prior to the meeting at any time.

If there is conflict between a prior vote of the Designated Representatives (per Bylaw 1) and the will of the participating teams once determined, the prior vote of the Designated Representatives shall prevail.

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.

### REPORTING REGION BRACKETS

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

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

If there is conflict between a prior vote of the Designated Representatives (per Bylaw 1) and the will of the participating teams once determined, the prior vote of the Designated Representatives shall prevail.

## POINTS OF EMPHASIS

### FORMAT OF EVENT

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

### PLAYING REGULATIONS

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

### HOME TEAM AND JERSEY COLORS

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

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

There may be no mutually agreed alteration of the color requirements.

### REQUIRED BALL TYPE

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

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

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

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

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

### CONTEST COMPLETION REMINDER

Postseason tournaments are single elimination.

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



The region winners advance to the KHSAA State Tournaments.

### PROCEDURE FOR GETTING OFFICIALS AND FEES

#### DISTRICT TOURNAMENT OFFICIALS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner and the five (5) assistants, will assign all officials.

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

District tournaments may, but are not required to, use officials from another region than the home region, and the Assigning Secretary from the requested the region is charged with avoiding all conflicts on interest based on residence and experience.

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

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

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

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 District Manager and must be approved in advance by the Commissioner.

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

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

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

It is the responsibility of the district manager to make the necessary contacts and confirmation with the officials.

The manager will pay the officials from the game receipts.

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

The use of ArbiterPay/RefPay for postseason payments is required and may be done without issue using the schools Arbiter360 account provided by the Association.

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

#### REGION TOURNAMENT OFFICIALS

In compliance with the Federal Court Decree, the Commission, composed of the Commissioner and the five (5) assistants, will assign all officials.

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

Regional tournaments shall use officials from another region than the home region, and such long term region selection plan is posted on the KHSAA website.

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

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

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

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 Region Manager and must be approved in advance by the Commissioner.

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

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



## 2024-25 Basketball District/Region Tournament Instructions

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

It is the responsibility of the district manager to make the necessary contacts and confirmation with the officials.

The manager will pay the officials from the game receipts.

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

The use of ArbiterPay/RefPay for postseason payments is required and may be done without issue using the schools Arbiter360 account provided by the Association.

Regions played at a non-school venue should designate a member school to manage the use of ArbiterPay/RefPay to ensure timely payment of the officials.

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

### INCLEMENT WEATHER PROCEDURES

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

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

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

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

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

Keep the following points in mind when making rescheduling decisions:

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



## 2024-25 Basketball District/Region Tournament Instructions

the region with any changes.

### TROPHIES

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

District and Region trophies will be shipped directly to the tournament manager from Riherds.com approximately one (1) week prior to the tournament.

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

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

The bill for the trophies will be mailed under separate cover from the trophies and they likely will not arrive at the same time.

For district tournament budgeting purposes, the winner and runner-up trophies will be \$156.74 each, plus applicable shipping.

For region tournament budgeting purposes, the winner and runner-up trophies will be \$165.94 each, plus applicable shipping.

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

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

### POST EVENT

#### REPORTING RESULTS

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

Scores can be reported utilizing the link in the daily scoreboard email.

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

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

#### INSTRUCTIONS FOR TEAMS ADVANCING

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

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

#### DISPUTES

For further instructions and guidance, read the KHSAA Handbook and previously distributed materials from the KHSAA, including coaches' and rules' clinic videos.

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

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

### FINANCES

#### TOURNAMENT COSTS

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

Financial forms for both district, GE52, and region, GE53, can be found as links at the end of the general section of these instructions.

### IMPORTANT WEBSITE LINKS

- [KHSAA.org](https://khsaa.org)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [KHSAA Policies Section of Handbook](#)



## 2024-25 Basketball District/Region Tournament Instructions

- [Compiled District Site Selection Plans](#)
- [Boys' District Seeding Plans on File](#)
- [Girls' District Seeding Plans on File](#)
- [Compiled Region Site Selection Plans](#)
- [Blank Brackets](#)
- [ArbiterSports.com](#)



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

## KHSAA Staff

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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 Manager .....	Kara Howard
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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



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



## 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.

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 as well as previously distributed materials from the KHSAA including the coaches rule clinic videos for rules and regulations.

You should familiarize yourself and review these guidelines at your pre-event meetings to ensure understanding from the coaches to aid in 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 FORMS

As a District Tournament Manager, there will be various forms to fill out before and after the event. Below is a listing of those forms, which are online as well as linked at the end of this section, with a more detailed guidance on each to follow.

- District Manager Form - GE55
- District Tournament Site Selection Plan - GE57
- District Tournament Financial Report - GE52

### REGION MANAGER FORMS

As a Region Tournament Manager, there will be various forms to fill out before and after the event. Below is a listing of those forms, which are online as well as linked at the end of this section, with a more detailed guidance on each to follow.

- Region Manager Form - GE56



- Region Tournament Site Selection Plan - GE58
- Region Tournament Site Application Individual & Sport Activities - GE59
- Region Tournament Financial Report Team Sports - GE53
- Region Tournament Financial Report Individual & Sport Activities - GE51

### **INITIAL EVENT MANAGER FORMS - GE55 & GE56**

Both forms detail out manager contact, host location, draw - date, time and site - and the planned date for the start of the event.

District Tournament Managers need to fill out GE55 and once submitted, should any changes arise, the manager should alert the KHSAA staff.

Region Tournament Managers need to fill out GE56 and also alert KHSAA staff of any changes after the form has been submitted.

### **SITE SELECTION FORMS - GE57 & GE58**

Discussion of future district and region sites is encouraged during the pre-tournament meeting with a clear plan on filling out GE57 or GE58.

Both forms set up a four-year proposal of hosts sights.

In selecting future sites, where sport applicable, it is important to ensure venues are compliant with the Minimum Facility Requirements as set by the KHSAA Board of Control for each level of the postseason. Site specific specs are available as links in the sport specific section of these 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.

### **APPLICATION FOR HOSTING FORM - GE59**

For participants of individual or sport activities, if interested in hosting a region championship event, please fill out the GE59 form, which is online and a link at the end of this general section.

In submitting an application, it is important to ensure venues are compliant with the Minimum Facility Requirements as set by the KHSAA Board of Control for each level of the postseason. Site specific specs are available as links in the sport specific section of these 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.

### **COMPETITION COSTS AND FINANCES FORMS - GE52, GE53 & GE51**

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

At the conclusion of the respective tournaments, District Managers need to fill out and submit GE52, Region Managers of Team Sports use GE53 and Region Managers of an Individual Sport or Sport Activity do the same with GE51.

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.

### **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.

### **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.

### **OUTSIDE PROVIDERS/VENDORS**

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

### **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.

### **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.

### **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](mailto:brackets@khsaa.org) to ensure the Rihards.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.
  - 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.

## **PRE-COMPETITION MEETING**

### **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.

#### **SUGGESTED MEETING 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 KHSAA Handbook and sport 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, NOISEMAKERS, BALLOONS 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. They should be popped or returned to a vehicle, not allowed into the venue.

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 aware of the definitions and guidelines in place to make certain service animals 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 for which it provides.

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 \$1,000.

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.

### 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.

### 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.



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

### MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

There is no requirement that an ambulance be at the competition site for all play, however, the local administering agency shall be notified in advance and placed "on call" if an ambulance is unable to be 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.

### 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.

### 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.

### 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 (Arbiter) 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 (Arbiter) must be done prior to the day of postseason competition.

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

### **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.

### **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.).



## 2024-25 Instructions for Postseason Tournaments

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

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

Interview opportunities may be limited during the week.

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

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

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

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

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

### **RADIO BROADCASTS**

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed, account, including play-by-play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

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.

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

The KHSAA owns the exclusive rights to all postseason contests and requires any broadcast to be made available on the NFHS Network.

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.

Fill out and submit Network Broadcast Form (SI119), linked at the end of this section, to provide all the necessary information for the broadcast.

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 Media Relations and Publications 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

- Region Tournament Financial Report (Archery, Bass Fishing, Bowling, Competitive Cheer, Cross Country, Golf, Swimming, Tennis, Track and Field, and Wrestling) Form, [GE51](#)
- District Tournament Financial Report (Baseball, Basketball, Soccer, Softball, Volleyball) Form, [GE52](#)
- Regional Tournament Financial Report (Baseball, Basketball, Field Hockey, Soccer, Softball, Volleyball) Form, [GE53](#)
- Team Sport District Tournament Manager Form, [GE55](#)
- Team Sport Regional Tournament Manager Form, [GE56](#)
- District Tournament Site Selection Plan Form, [GE57](#)
- Region Tournament Site Selection Plan Form, [GE58](#)
- Application for Hosting (Archery, Bass Fishing, Competitive Cheer, Cross Country, Dance, Golf, Swimming, Tennis, and Track and Field), [GE59](#)
- Athletic Participation Form, [GE04](#) (English)
- Athletic Participation Form, [GE04](#) (Spanish)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [Media Credential Requests and Guidelines](#)
- [SI119 - Network Broadcast Form](#)
- [GoFan Training Page](#)