



WINTER CHAMPIONSHIPS



POSTSEASON INSTRUCTIONS





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

KHSAA Staff

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Sr. Assoc. Commissioner & Chief of Staff Butch Cope
Associate Commissioner Darren Bilberry
Assistant Commissioner Sarah Bridenbaugh
Assistant Commissioner Joe Angolia
Assistant Commissioner Abby Jackson
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Information Technology Director Rob Catron
Communications & Media Relations Director Brian Milam
Publications & Event Services Director Jenny Elder
Business Affairs & Operations Director Kara Howard
Sr. Admin. Asst. & Office Operations Manager Jeanie Molloy
Administrative Support Specialist Jeremy Ison
Administrative Support, Accounting Marilyn Mitchell
Administrative Assistant Sara McClain
Physical Plant Director Roy Tatum





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).

If Mrs. Bridenbaugh is unavailable, Senior Associate Commissioner Butch Cope (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 using CC101 form.

No changes to divisions may be made after that date.

ALLOWABLE COMPETITION DATES

The competitive cheer regional competition dates are Nov. 1 and Nov. 8.

- Nov. 1
 - o Regions 3 & 4 (at Central Hardin)
 - o Regions 7 & 8 (at Clay County)
- Nov. 8
 - o Regions 1 & 2 (at McCracken County)
 - o Regions 5 & 6 (at Mason County)



STATE COMPETITION

The 2025 KHSAA Competitive Cheer State Championships will be held on Dec. 12-13 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 ticket and team check-in, 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.

TICKETING

TICKET POLICIES

Region Competitive Cheer tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at 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" 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 using cash.



TICKET PRICING AND CONFIGURATION

Competitive Cheer region tickets will cost \$12.

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
- Coed - 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

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 previous distributed materials from KHSAA, including coaches' and rules clinic videos.

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.

A scoring manager will be sent to each regional 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.

The KHSAA will issue payment from ticket proceeds 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 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 2025-26.

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.

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

- The cost for regional trophies is \$85.21 for each winner and runner-up per division.
- If a region has all eight (8) divisions, the total cost will be \$1,192.94, 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:

- 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.

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](#)



2025 Competitive Cheer Region Competition Instructions

- [Competitive Cheer Alignment](#)
- [Cheer Division Declarations by School](#)
- [Cheer Division Declarations by Region](#)
- [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](#)



2025 Dance Region Competition Instructions

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Administrative Support Specialist	Jeremy Ison
Administrative Support, Accounting.....	Marilyn Mitchell
Administrative Assistant	Sara McClain
Physical Plant Director	Roy Tatum



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[@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).

If Mrs. Bridenbaugh is unavailable, Senior Associate Commissioner Butch Cope (bcupe@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 using DA101 form.

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

ALLOWABLE COMPETITION DATES

The dance region competition dates are Nov. 8 and 9.

- Site 1 - Nov. 9, Regions 1 & 2 (at Daviess County)
- Site 2 - Nov. 8, Regions 3 & 4 (at Scott County)

STATE COMPETITION

The 2025 Dance State Championships will be held on Dec.14 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.



2025 Dance Region Competition Instructions

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 ticket and team check-in, 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

Region Dance tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at 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" 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 using cash.

TICKET PRICING AND CONFIGURATION

Dance region tickets will cost \$12.

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.



2025 Dance Region Competition Instructions

- 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.

In 2024, KHSAA aligned 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 after each region competition by the KHSAA 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 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 Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2025-26 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.

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

- The cost for regional trophies is \$85.21 for each winner and runner-up per division.
- If a region has all divisions, the total cost will be \$852.10, not including shipping.



2025 Dance Region Competition Instructions

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.

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](#)



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GENERAL FOR ALL SPORTS AND SPORT ACTIVITIES

BRIEF WELCOME

Congratulations and good luck in the upcoming postseason play.

The KHSAA wishes to help guide our district and region managers as well as inform and educate all our postseason participants and fans.

Please read over these detailed instructions carefully as it contains information regarding protocols, dates, weather, venue guidelines, tickets, as well as important forms and links..

SUPERSEDURE NOTE

The information in these instructions supersedes any information previously distributed.

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 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.
 - o Entrance with these cards should be at the pass/team entry gate only, not with ticketed admission.
- A link to GoFan's training page is included as a link at the end of this general section.

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.).



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](#)