

2018



**STATE CROSS COUNTRY
CHAMPIONSHIP INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



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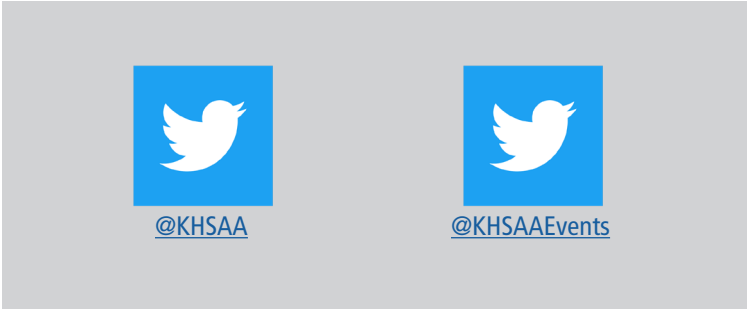
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2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

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- Associate Commissioner Butch Cope
- Assistant Commissioner..... Mike Barren
- Assistant Commissioner.....Darren Bilberry
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- General Counsel..... Chad Collins
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- Physical Plant Director Roy Tatum





BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the KHSAA State Cross Country Championships.

Refer to this manual and the important website links at the end of this manual to guide you through preparation for your participation.

KHSAA CONTACTS

Administrators and coaches should contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) or Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) at the KHSAA offices should they have any questions. They, along with Event Management Specialist Dan White (dwhite@khsaa.org), will be on site throughout the event to assist you as needed.

Media and statistics inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

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

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

The qualifying process for 2018 shall be:

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

After the qualifying teams are determined at a region, the top five (5) individuals not on qualifying teams will advance to the state meet as individuals.

If your team or an individual from your school qualifies for state, there is no formal entry process.

The region results serve as state entries.

PRE-EVENT LOGISTICS

CONFERENCE CALL

An optional, video webconference will be held among all participating team's coaches and athletic directors at 11 a.m. ET on Wednesday, Oct. 31.

Schools will be sent additional instructions regarding the call via email following the regional championship meets.

Participants can set up from any location to join the conference.

PRE-EVENT MATERIALS

Upon arrival, each team's coach shall stop by the team check-in tent to receive a packet containing event participation bag tags, providing admission to the event for all races. Please refer to the state time schedule linked at the end of these instructions to see when packets will be available.

Each packet will contain:

- 10 bag tags for participants
- Two arm bands for coaches granting course access
- Comp tickets for additional, Bylaw 25 certified coaches without course access



- Competitor numbers and timing chips
- Course map
- Schedule
- Appeal form

AMENITIES AND OTHER FORMS

All participants will receive a bib number including their name and school.

ADDRESS/GPS COORDINATES

Kentucky Horse Park - 4089 Iron Works Pike, Lexington, Ky., 40511

(859) 259-4273

38.1500° N, 84.5206° W

DIRECTIONS

Reminder to use 4089 Iron Works Pike, not "Parkway," when utilizing GPS and mapping devices.

The Kentucky Horse Park is located one-half mile east of I-75 off Iron Works Pike (1973) at Exit 120.

The horse park campground is .9 miles east of I-75 at Exit 120.

PARKING

The Kentucky Horse Park will charge \$5 per vehicle for parking.

Teams arriving in a bus or other marked vehicle will be admitted at no charge.

On-site personnel and signage will direct all vehicles to the proper parking areas.

There will be an unloading area for tents, etc., but vehicles will only be permitted to a certain point. From there, fans and teams must transport gear by foot.

Reloading after the meet will require patience and adherence to the directions of identified personnel.

Bus drivers will be granted admission if they check in at the pass gate.

Yellow lines are tow away areas over which the Association has no control.

No parking will be allowed at the Secretariat Center or Riding for Hope.

LODGING

Coaches will arrange lodging for their contestants if needed.

The KHSAA has contracted with two local hotels for teams:

Clarion Hotel and Conference Center North, 1950 Newtown Pike, Lexington, Ky., 40511

- The room rate will be \$85

Four Points by Sheridan, 1938 Stanton Way, Lexington, Ky., 40511

- The room rate will be \$99

Have your school's or Board of Education's Sales Tax Exempt number with you at check-in to avoid sales tax from being added to the hotel bill.

BYLAW 22 - REQUIREMENT TO ACCOMPANY

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.

A segment of that bylaw states:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants.



Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185.”

COMPETITION DATE AND SCHEDULE

The 2018 KHSAA State Cross Country Championships will be held on Saturday, Nov. 3 at the Kentucky Horse Park in Lexington, Ky.

Contestants should report to the horse park at least one (1) hour prior to their race’s starting time.

All times listed below are ET.

TEAM ENTRY

- 7:30 a.m.

SPECTATOR ENTRY

- 8 a.m.

CLASS 1A BOYS

- 9:15 a.m. - First call, teams in the box for clerk inspection
- 9:25 a.m. - Final call
- 9:30 a.m. - Start

CLASS 1A GIRLS

- 10 a.m. - First call, teams in the box for clerk inspection
- 10:10 a.m. - Final call
- 10:15 a.m. - Start

CLASS 2A BOYS

- 11:15 a.m. - First call, teams in the box for clerk inspection
- 11:25 a.m. - Final call
- 11:30 a.m. - Start

CLASS 2A GIRLS

- 12 p.m. - First call, teams in the box for clerk inspection
- 12:10 p.m. - Final call
- 12:15 p.m. - Start

CLASS 3A BOYS

- 1:15 p.m. - First call, teams in the box for clerk inspection
- 1:25 p.m. - Final call
- 1:30 p.m. - Start

CLASS 3A GIRLS

- 2 p.m. - First call, teams in the box for clerk inspection
- 2:10 p.m. - Final call
- 2:15 p.m. - Start

PRACTICE

Athletes qualifying for the state meet will be allowed on the course Friday, Nov. 2 at the Kentucky Horse Park.

Participants may be on the course from 3 p.m. ET until dark.

Several areas of the facility are off limits, including the right half of the street as you enter the event area.

This side of the road must be kept open and clear of pedestrians and cars for a Kentucky Riding for Hope event.



The area directly behind the Riding for Hope Center must be kept clear as well.

A coach or school representative must attend practice with the athletes.

Athletic trainers will be on site from 3-5:30 p.m. ET.

PRE-MEET, ON-SITE MEETING

There will be no coaches' meeting prior to the state races.

Instead, use the conference call to ask any questions.

Select officials will have a mandatory meeting with the Meet Director and Assistant Commissioner Bridenbaugh.

Those officials will be notified of the time and place.

ADMISSION INTO VENUE

TEAM ENTRY

Coaches will designate the seven (7) runners from the eligible 10-member roster at the tent check-in.

Each runner will be issued a competitor number after qualification from regionals and is responsible for maintaining the number at all times.

Numbers shall be worn on the front of the jersey.

Each runner's bib will have a bib chip.

For 2018, there is no need to return unused bib chips.

Contestants shall allow plenty of time to report to the horse park as no race will be delayed to allow for arrival of an athlete.

There can only be two coaches per team on the course during the competition and they must wear their assigned armband for admittance.

Access to the course is only for that team's particular race.

TICKETS

Tickets will be \$10, while children 10 and under are admitted free.

Everyone must enter and exit through the admission gate.

The KHSAA State Cross Country Championships are a NO RE-ENTRY event.

Fans are reminded that there are NO PETS ALLOWED in the area around the cross country championships.

VENUE LOGISTICS

DRESSING ROOMS

There will be no dressing facilities at the site.

TEAM AREA (TENT CITY)

Tent City is located in the first paddock area at the Kentucky Horse Park.

Teams are permitted to bring a tent to set up in the grassy area ONLY.

Grills and fire pits are not permitted.

Portable sound systems are not permitted.

If overflow leads to teams on the paved area, there will be absolutely NO staking of tents.

Food vendors will be located in Tent City.

Vendors will have an ample supply of items, over which the Association does not control price.



CONDUCTING THE EVENT

QUALIFIERS

Qualifiers for the state meet will be released by the KHSAA as early as possible on Sunday, Oct. 28.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA to make decisions with regards to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates.

KHSAA officials will make every effort to learn the weather forecast prior to the start of the races as the safety of the public and participants is the most important factor in any decision.

Should evacuation become necessary, directions will be given by Horse Park Police and Lexington Fayette Urban County Police, as well as meet officials.

Should the meet be suspended, the following procedure will be utilized for resuming the schedule:

- When the decision is made to resume the meet, KHSAA staff and/or meet staff will patrol the parking lots announcing the time the meet will be resumed.
- When resumed, there will be a 15-minute warm-up and waiting period prior to the first call.
- Once resuming a race, the meet will continue on the original, standard time schedule.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

ROSTERS AND SUBSTITUTIONS

Only those athletes appearing on the school's online postseason roster prior to the first day of postseason competition are eligible to participate in any round.

There may be no additional athletes added to the team roster following that deadline, including for those teams that advance to the state events.

COURSE SPECIFICATIONS

National Federation Rules will be utilized without exception.

The course will be approximately 5,000 meters for both boys and girls.

RULES CLARIFICATIONS

Please refer to the Competition Rules attached to this manual.

Appeals shall be submitted to the meet director, who will present the appeal to the appropriate referee.

The jury of appeals shall be the final authority.

Only those issues for which the NFHS rules specify are appealable.

APPEAL PROCEDURE

If, after the appeal has been made to the meet director, the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, a written appeal shall be made to the jury.

Situations which are subject to appeal are from the NFHS rule book and include, but are not limited to:

- Misapplication of the rules, which must be filed within 10 minutes after the announcement of race results.
- Correction of clerical or team scoring errors which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the games committee or meet director.
- Correction of meet results involving an ineligible participant which may be made at any time when discovered.
- Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the games committee or meet director.



- This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.

The following are non-appealable situations per NFHS rules:

- Any judgment decisions pertaining to violations or alleged violations of the rules.
- A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition.
- Whether a start is fair and legal.

If a coach wishes to appeal a cross country situation, the appeal must be put in writing and submitted immediately (within 10 minutes) after the situation occurs.

The HEAD COACH ONLY shall submit the appeal to the Meet Headquarters Trailer where the Meet Director will process.

The jury of appeals shall be the final authority.

LOST/MISPLACED NUMBERS

In the case of a lost number:

- Complete forms at the team check-in tent.
- Upon verification, meet staff will sign the form authorizing replacement.

All lost number replacements will incur a \$10 charge per number.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of the University of Kentucky Sports Medicine Department as well as SafetyTec to provide trainers for the State Cross Country Meet.

The tent is located near the main finish line trailer (past the finish chute).

In addition, several volunteer medical professionals will also be on hand.

Trainers will be available for 45 minutes before each race for assistance as well as during and after each competition.

KENTUCKY HORSE PARK SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

Ambulance services will be on call.

Coaches and athletes should warm up in the event area only.

There should be no runners on the streets leading to or from the event area.

Areas around the Riding for Hope building are appropriate as long as the groups remain at a distance that does not disturb their programs.

Athletes and school representatives may not bring in implements from other sports (Frisbees, footballs, nerf balls, baseballs, soccer balls, softballs, etc.) as space is limited and safety is minimized if these activities occur.

Schools will be fined or penalized for failing to properly supervise the athletes if such implements are brought on site.

Coaches and athletes should drink plenty of water throughout the day, particularly if it is warm. The training staff will have plenty of water available.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event. The plan will be available upon arrival on site from the athletic training staff.



An AED will be located at the team check-in gate.

Any crowd control problems or acts of violence are to be directed to the event staff, which will contact Horse Park Police or the on-duty officer.

Equipment available on the course:

- First aid kit
- Cooler with ice and bags
- Crutches
- Splint bag
- Additional athletic training equipment

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, UK Sports Medicine ATC or SafetyTec staff member so emergency medical services can be reached.

INHALER

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

If an athlete is to be involved in a cross country competition and must use an inhaler or have one available, Form XC120 must be completed and presented to the referee during the clerking process.

- This form should be duplicated as the officials have been instructed to keep this form on file in case of the need to produce the documentation at the end of the event.

STATE EVENT OFFICIALS

Officials presiding over the event are licensed and assigned by the KHSAA.

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all referees.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

MEDIA CREDENTIALS

SCHOOL MEDIA

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103.

TRADITIONAL MEDIA

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for



credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

INTELLECTUAL PROPERTY RIGHTS

The intellectual property, corporate, broadcasting and media rights to all State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all State Championship play.

BROADCAST/TELECAST/WEBCAST

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events. No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

FILMING

External power sources may not be used by patrons.

Spectators may film any portion of this competition from the confines of their defined spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts. Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

POST EVENT

RESULTS

Results will be finalized and official at the conclusion of the race.

Meet officials will validate results, which will then be sent to the media tent for publication.

After final results have been posted online, paper copies will be posted to a results board located near the awards area.



TROPHIES AND AWARDS

After the completion of each race, there will be an awards presentation in Paddock 1.

All teams are asked to remain for the presentations regardless of outcome to respectfully acknowledge the recipients.

Trophies will be awarded to the top-four teams in the points standings.

Ten roster members from each of those teams will receive individual medallions

The first 15 individuals to finish will receive awards as well.

There will be a limit of 10 team members and coaching staff on the awards trailer for team photos.

MIDWAY AWARD

Nominations were solicited for the Midway University/KHSAA Female Student-Athlete of the Year award for the sport of cross country. This award will be presented at the awards banquet in June, not at the 2018 championship.

NFHS COACH OF THE YEAR

The National Federation of High Schools' Coaches Association recognizes a Coach of the Year in each of the sports sanctioned by the KHSAA.

The KHSAA will attempt to recognize the recipient during a round of the championships subject to availability.

ANNIVERSARY TEAM

Silver (25 year) and Golden (50 year) Anniversary Teams will be recognized at each KHSAA State Championship event if the school wishes to participate.

Stay for each awards ceremony if you wish to witness recognition of these historical teams.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

The KHSAA employees, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pre and postgame events, and action shots during the competition.

These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the event, using the link at the end of these instructions.

FINANCES AND EXPENSES

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

IMPORTANT WEBSITE LINKS

- [KHSAA Cross Country Website](#)
- [Competition Rules](#)
- [State Course Layout](#)
- [Directions to Kentucky Horse Park](#)
- [Parking for State Meet](#)
- [Competition Date and Schedule](#)
- [Media Credential Request Form](#)
- [School Media Credential Request Form](#)
- [Official KHSAA Championship Photos](#)
- [Appeal Form XC110 \(DOCX\) \(PDF\)](#)