



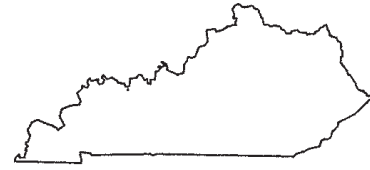
# ***CROSS COUNTRY***

## **2019 STATE CHAMPIONSHIPS INSTRUCTIONS FOR PARTICIPATING TEAMS**



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@KHSAA



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## BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Cross Country Championships.

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

## KHSAA CONTACTS

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

If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) is the backup contact.

Media inquiries should be directed to Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

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

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The qualifying process for 2019 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 Ten (10) full teams enter the region meet, five (5) teams advance
- Eleven (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 additional formal entry process.

The region results serve as state entries.

## COMPETITION LOCATION, DATE AND SCHEDULE

### VENUE AND ADDRESS

Kentucky Horse Park

[4089 Iron Works Pike, Lexington, Ky., 40511](https://www.kentuckyhorsepark.com/)

### STATE CHAMPIONSHIPS - SATURDAY, NOV. 2

Class 1A Girls

- 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 Boys

- 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 Girls

- 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 Boys

- 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 Girls

- 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 Boys

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

## TICKETS AND FAN ADMISSION

### TICKETS

Tickets will be \$10 with no re-entry. Children 10 and under are admitted free.

Once entering the gate, there will be no readmittance without the purchase of a new ticket.

### FAN ADMISSION

Everyone must enter and exit through the admission gate which will open at 8 a.m. ET.

To ensure the safety and protection of patrons, participants, the other animals in the park as well as the pets themselves, there are no pets allowed in the area around the state cross country championships, beginning with the parking area.

## PRE-EVENT LOGISTICS

### CONFERENCE CALL

There will be a brief web conference for participating coaches and athletic directors at 11 a.m. ET on Tuesday, Oct. 29.

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

Participants can set up from any location to join the conference and are encouraged to join by computer with the ability to see the video to view pertinent information, maps, etc.

It is not necessary that the participants have the camera functions on their computer enabled to be seen by other participants.

### PRE-RACE, ON-SITE MEETING

There will be no pre-race meetings at the event, so it is advisable to use the conference call to ask any questions.

### TEAM PACKETS

Upon arrival at the team check-in tent, head coaches will receive a packet containing the following items:

- Participant bib numbers with chips, which provide admission for all races
- Two (2) hang tags for coaches granting course access (per race)
- Complimentary tickets for additional certified coaches without course access
- Course map
- Race Schedule



## LODGING

Lodging is not assigned for teams or individuals participating in the state cross country championships.

Schools are responsible for all travel expenses, including lodging, for participation in the event.

Schools are advised to have the 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.

If needed, the KHSAA has contracted with two local hotels for teams:

- Clarion Hotel and Conference Center North, 1950 Newtown Pike, Lexington, Ky., 40511, where the room rate will be \$85
- Four Points by Sheridan, 1938 Stanton Way, Lexington, Ky., 40511, where the room rate will be \$99

## PARKING

The Kentucky Horse Park will charge \$5 per vehicle for parking, and that is retained solely by the park.

Teams arriving in a bus or other marked vehicle will be admitted at no charge and non-coach drivers will be granted general admission at the team check-in tent.

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

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

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

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

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

## 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 pertinent section of the bylaw is included below:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

## POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

### POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

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

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster. Only athletes marked as a postseason participant in the online system as of the first date of the postseason are eligible to participate in any round.

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

### LIMITATIONS AND SUBSTITUTIONS

Teams may enter a maximum of 10 runners in the region meet, of which seven (7) will be designated to compete at check-in.

The original roster (maximum of 10 runners) also serves as the only available list for the state meet.

Substitutes for individual qualifiers at the state meet are not allowed, and state declared entrants must come from the 10 runner roster.

## ADMISSION INTO VENUE

### TEAM ENTRY

The team check-in tent will open at 7:30 a.m. ET.

Participants should report to the park at least one (1) hour prior to their race's start time as no race will be delayed to allow for



arrival of an athlete.

At check-in, coaches will declare the seven (7) competing runners from the eligible 10-member roster.

Each runner will be issued a competitor number and is responsible for maintaining it at all times.

Numbers shall be worn on the front of the jersey and will have a bib chip.

There is no need to return unused bib chips and numbers.

Athletes are to keep the bib for admission purposes, but may only access the course for their team's race.

Two (2) coaches per team are allowed on the course during the competition while wearing their assigned hang tag, which will be different for each race.

### VENUE LOGISTICS

#### PRACTICE

Athletes qualifying for state will be allowed on the Kentucky Horse Park course for practice on Friday, Nov. 1 from 3-5:30 p.m. ET.

For 2019, it should be noted that with the University of Kentucky hosting the Southeastern Conference Cross Country Meet on the Steeplechase Course of the Kentucky Horse Park, teams attempting to arrive prior to 3 p.m. may either face a denial of admission or significant re-routing and delays.

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 as well as the area directly behind the Riding for Hope Center.

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

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

#### DRESSING/LOCKER ROOMS

There will be no dressing facilities at the site.

Participants should arrive dressed and ready to compete.

#### TEAM AREA/TENT CITY

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

Teams are permitted to bring a tent and may only set up in the grass.

Tents must be secured by tent weights or by stakes.

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

Grills and fire pits are not permitted.

Food vendors will be located in Tent City on race day with an ample supply of items, over which the Association does not control price.

#### SIGNAGE, BALLOONS AND NOISEMAKERS

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 game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with meet administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during premeet, natural and planned breaks/timeouts and when the clock is stopped and the race is not being contested..



## CONDUCTING THE EVENT

### STATE QUALIFIERS

Qualifiers for the state meet will be released by the KHSAA once all results are received on Sunday prior to the State Meet.

### STATE MEET OFFICIALS

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

Select officials will have a mandatory meeting with the Meet Director and Assistant Commissioner Bridenbaugh and these officials will be notified of the time and place.

### COURSE SPECIFICATIONS

National Federation specifications (Track and Field Rule 9) will be utilized without exception.

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

### LOST/MISPLACED NUMBERS

In the case of a lost bib number:

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

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

## RULES POINTS OF EMPHASIS/CLARIFICATIONS

### RULES CLARIFICATIONS

Please refer to the Competition Rules on the KHSAA website.

Appeals, only for issues for which the NFHS rules specify are appealable, are to be submitted to the meet director, who will present the appeal to the appropriate referee.

Per the Track and Field Rules, the jury of appeals shall be the final authority.

### 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 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 situation, the appeal must be put in writing and submitted immediately (within 10 minutes) after the situation occurs.

Only the head coach shall submit the appeal to the Meet Headquarters Trailer where the Meet Director will process.

The jury of appeals shall be the final authority.



## 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 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.

Coaches and athletes are reminded to bring their own water bottles as they should drink plenty of water throughout the day, particularly if it is warm.

### PHYSICAL EXAM 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 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

### VENUE 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.

Athletes should warm up in the event area only and no runners should be on the roads leading to or from the event area.

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

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

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.

Attendance at events is a vital family and community based activity which is encouraged.

### EMERGENCY ACTION PLAN

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

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be reached.

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

### INHALERS

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 (Medical Information - Inhaler) 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 a copy on file in case of the need to produce the documentation at the end of the event.

### INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the Kentucky Horse Park and officials, to





make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Competition must be delayed at the first sight of lightning or sound of thunder and the site should be cleared of all persons immediately by event administration.

If it is anticipated that the storm will pass, the competition may be resumed no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

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.

The Heat Index Program, as posted on the KHSAA website, will be followed by officials as well in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

The safety of the public and participants will be the most important factor in any decision.

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

### **MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

#### **SCHOOL MEDIA CREDENTIALS**

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, 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 which is included as a link at the end of these instructions.

#### **TRADITIONAL MEDIA CREDENTIALS**

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.

#### **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.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds priorelong exclusively to the KHSAA,



including titling agreements and sponsorships.

Control of media access and location at all levels of postseason play is with the KHSAA.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) 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, semi-state, quarterfinal 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, semi-state, quarterfinal 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.

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

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

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

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.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, 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 contest, such requests shall be referred to Communications Director of the KHSAA.

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

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.



### **MUSIC COPYRIGHT**

KHSAA schools are reminded to adhere to all music copyright laws.

### **FILMING**

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the 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 display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

### **POST EVENT**

#### **RESULTS**

Results will be validated and made official at the conclusion of the race by the meet officials.

Results 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**

There will be an awards ceremony at the conclusion of each race in Paddock 1 and we expect all teams, regardless of outcome, to respectfully acknowledge the recipients of these awards.

Trophies will be awarded to the top-four (4) teams in the points standings.

Up to 10 athletes from the postseason roster for each of those teams will receive individual medallions.

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

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

#### **OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

#### **FINANCES AND EXPENSES**

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers.



### IMPORTANT WEBSITE LINKS

- [KHSAA Cross Country Website](#)
- [Competition Rules](#)
- [State Course Layout](#)
- [Directions to Kentucky Horse Park](#)
- [Parking for State Meet](#)
- [Meet Time Schedule](#)
- [Media Credential Request Form](#)
- [SI103 - School Media Credential Request Form](#)
- [Official KHSAA Championship Photos](#)
- [GE04 - Physical Exam Form](#)
- [XC110 - Meet Appeal Form](#)
- [XC120 - Medical Information \(Inhaler\)](#)