

2022 STATE CHAMPIONSHIPS PRESENTED BY UK HEALTHCARE INSTRUCTIONS







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Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.

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

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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 2022 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).

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

Media inquiries should be directed to Media Relations and Publications Director Connor Link (clink@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.

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <u>https://bit.ly/3zwQOeD</u>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - 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 COVID-19 should stay home.

Some differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

MASKS/FACE COVERINGS

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.

COMPETITORS

Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

PUBLIC HEALTH PROTOCOLS

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The qualifying process for 2022 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 DATES, LOCATION AND SCHEDULE

STATE CHAMPIONSHIPS - FRIDAY, OCT. 28

CLASS 2A BOYS/COED

- 3:45 p.m. First Call
- 4 p.m. Start Race

CLASS 2A GIRLS

- 4:45 p.m. First Call
- 5 p.m. Start Race

STATE CHAMPIONSHIPS - SATURDAY, OCT. 29

CLASS 1A BOYS/COED

- 9:45 a.m. First Call
- 10 a.m. Start Race

CLASS 1A GIRLS

- 10:45 a.m. First Call
- 11 a.m. Start Race

CLASS 3A BOYS/COED

- 2:45 p.m. First Call
- 3 p.m. Start Race

CLASS 3A GIRLS

- 3:45 p.m. First Call
- 4 p.m. Start Race

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the 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 KHSAA staff and Bourbon 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. A text message, through the KHSAA SMS service, will also be sent out. This should serve as a reminder to the coach the importance of submitting a valid and working cell phone number for contact purpopses.
- 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.

VENUE AND ADDRESS

Bourbon County Cross Country Course 1054 Millersburg Rd., Paris, Ky., 40361

TICKETS AND FAN ADMISSION

TICKETS

All state cross country tickets will be sold online via GoFan, the KHSAA's official digital ticket vendor, at khsaatickets.org.

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

There will be no paper tickets sold at the walk-up gate.

All state cross country ticket prices are \$13 each if purchased in advance, plus fees (this includes parking), and each class is a seperately ticketed event.

The day of the event, the ticket price will be \$15 plus applicable fees (this includes parking).

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. Entrance with these cards is at the pass gate only. No coaches cards or officials cards will be honored for admission at the state event.

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

Upon 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 3 p.m. ET on Friday, Oct. 28 and at 9 a.m. for the 1A races and again at 2 p.m. for the 3A races on Saturday, Oct. 29.

Each class of races is its own ticketed event on Saturday, Oct. 29 and the park will be cleared of all patrons between classes.

To ensure the safety and protection of patrons and participants, 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 web conference for participating coaches and athletic directors at 2 p.m. ET on Tuesday, Oct. 25.

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 and safety pins included. Bibs must be worn at all times and will provide admission to the specific class of the participant.
- All certified varsity coaches from the KHSAA database will receive a credential for admission that must be worn at all times.



Transferred credentials will be confiscated.

- A single credential without course access will be provided for other certified coaches from the KHSAA database in the team packet.
- Course map
- Race schedule
- Participant bag tags

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.

Teams 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 a local hotel for teams:

• Clarion Hotel and Conference Center North, 1950 Newtown Pike, Lexington, Ky., 40511, where the room rate will be \$109, which includes a complimentary breakfast.

PARKING

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

Bus overflow parking will be at the Paris Stockyard.

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

POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final.

Only the 10 runners listed on the region entry are eligible to participate in any round.

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

LIMITATIONS AND SUBSTITUTIONS

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

The original roster (maximum of 10 runners) from region 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 for 2A schools at 2:30 p.m. ET on Friday, Oct. 28 and at 8:30 a.m. for 1A schools and 1:30 p.m for 3A schools on Saturday, Oct. 29.

Teams attempting to enter early will not be allowed.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. Entrance with these cards is at the pass gate only. No coaches cards or officials cards will be honored for admission at the state event.

PARTICIPANT ENTRY

Participants should plan their arrival to their race's start time accordingly 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.



Any student-athletes brought to the event in addition to the 10-member roster will be directed to the main entrance to purchase a ticket.

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.

A max of two (2) coaches per school will be permitted on the course with a visible credential.

COACH ENTRY

Coaches listed on the KHSAA school page that have completed all of the Bylaw 25 coaching requirements will be given either a course access (max of two) or non-course access credential in their team packets.

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.

VENUE LOGISTICS

PRACTICE

Schools interested in accessing the course should contact Bourbon County schools prior to Thursday, Oct. 28. The course will be closed from Oct. 28-31.

DRESSING/LOCKER ROOMS

There will be no dressing facilities at the site. Participants should arrive dressed and ready to compete.

TEAM AREA/TENT CITY

Any team tents must be placed in properly marked areas.

There will be no early dropoff for team tents.

Grills and fire pits are not permitted.

Food vendors will be located on site both race days, of which the Association does not control price or availability.

SIGNAGE, BALLOONS AND NOISEMAKERS

Signs/banners are permitted to be carried by fans at the facility, but must be of good taste and sportsmanship.

The signs/banners must be handheld.

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 venue.

These restricted 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 pre-meet, natural and planned breaks/timeouts and when the clock is stopped and the race is not being contested.

PEP BAND ADMISSION



Pep bands are permitted, but are required to purchase a ticket for each member and band director.

CONDUCTING THE EVENT

STATE QUALIFIERS

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

STATE MEET OFFICIALS

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

Select officials and workers will have a mandatory virtual meeting with Meet Director Tim King and Assistant Commissioner Bridenbaugh on Tuesday, Oct. 25 at 7 p.m. ET.

COURSE SPECIFICATIONS

National Federation (NFHS) 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 replacement numbers will incur a charge per number, paid by credit card only, of \$15 plus fees.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

RULES CLARIFICATIONS

Please refer to the Competition Rules on the KHSAA website, linked at the end of this document.

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 NFHS Track & Field Rules Book, the jury of appeals shall be the final authority.

Appeal sheets are available at team check-in.

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 line 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.

GOLF CARTS

Teams are not permitted to bring carts.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of UK HealthCare, as well as Alpha Event Medicine, to provide trainers for the state meet. Any team desiring admission of its own certified trainer shall coordinate that admission with Rob Ullery, <u>rullery@email.uky.edu</u>, at UK HealthCare.

The medical 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 designated warm-up area only.

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.

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 with the Alpha Event Medicine trailing vehicle, at the KHSAA team check-in and at the starting line.

INHALERS

National Federation (NFHS) 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. The form is available as a link at the end of this document.

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

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 belong 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.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made 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, allowances shall be made 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 KHSAA 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 KHSAA 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 KHSAA 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.

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 for school internal publications.

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

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.

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 this document.

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. A link to the credential application is included at the end of these instructions.

The deadline to apply is Thursday, Oct. 27 at 5 p.m. ET.



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

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - credentials.khsaa.org.

MEDIA RIGHTS FEE

Freelance/commercial photographers, as defined in these instructions, 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.

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.

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 entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

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 Media Relations and Publicationd 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.

KHSAA.TV

All three races will be streamed live by Milesplit at KHSAA.tv through the NFHS Network, which is a subscription-based service.

Subscription plans for the NFHS Network are available for \$10.99 a month. A monthly subscription entitles users to every broadcast by the KHSAA and the more than 45 participating state associations.

EVENT MERCHANDISE

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

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 online only.

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

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

- <u>KHSAA Cross Country Website</u>
- Healthy at Sports, Stage 5 Partnering for Progress, Guidance and Continued Practice and Competition during the Pandemic
- <u>Competition Rules</u>
- <u>State Course Layout</u>
- Directions to Bourbon County Cross Country Course
- Parking for State Meet
- <u>Meet Time Schedule</u>
- GoFan Ticket Training
- Fall Championship Media Credential Request Form
- SI103 School Media Credential Request Form
- GE04 (Physical Exam Form) (Spanish Version)
- XC110 Meet Appeal Form
- XC120 Medical Information (Inhaler)



THE KENTUCKY OFFICE OF HIGHWAY SAFETY TEAMING UP WITH THE KHSAA TO DRIVE HOME A LIFE-SAVING MESSAGE FOR ALL MOTORISTS – BUCKLE UP AND PUT THE PHONE DOWN.

THESE BASIC SAFETY PRACTICES MAKE A CONSIDERABLE DIFFERENCE IN PREVENTING CRASHES AND LESSENING THE SEVERITY OF INJURIES AND THE NUMBER OF DEATHS ON OUR ROADWAYS. EACH YEAR IN KENTUCKY, DISTRACTED DRIVING RESULTS IN MORE THAN 50,000 CRASHES, MORE THAN 15,000 INJURIES AND APPROXIMATELY 200 DEATHS. LEARN MORE AT KYHIGHWAYSAFETY.COM.