



CROSS COUNTRY



STATE CHAMPIONSHIPS

PRESENTED BY UK HEALTHCARE INSTRUCTIONS





2024 Kentucky Beef Council Cross Country State Championships presented by UK HealthCare

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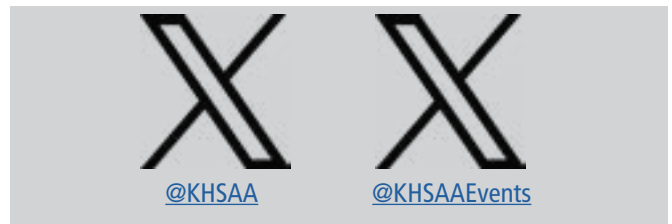
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2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner Julian Tackett
- Associate Commissioner Butch Cope
- Assistant Commissioner Darren Bilberry
- Assistant Commissioner Sarah Bridenbaugh
- Assistant Commissioner Joe Angolia
- Assistant Commissioner Abby Jackson
- General Counsel..... Chad Collins
- Information Technology Director Rob Catron
- Media Relations and Publications Director Connor Link
- Event Services and Social Media Director Jenny Elder
- Event Services Coordinator Kara Howard
- Administrative Support Specialist Jeremy Ison
- Administrative Support Specialist Jeanie Molloy
- Administrative Support, Accounting..... Marilyn Mitchell
- Administrative Assistant Sara McClain
- Supervisor of Officials Licensing..... Scott Bottoms
- Physical Plant Director Roy Tatum





CROSS COUNTRY SPECIFIC INSTRUCTIONS

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2024 Kentucky Beef Council Cross Country State 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 unavailable, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) and Assistant Commissioner Abby Jackson (ajackson@khsaa.org) are the backup contacts.

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.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The qualifying process for 2024 shall be:

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

After the teams qualifying for State are determined, the top five (5) individuals from teams NOT advancing to State will qualify for 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 - SATURDAY, NOV. 2

CLASS 3A GIRLS

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

CLASS 3A BOYS/COED

- 10:30 a.m. - First Call
- 10:45 a.m. - Start Race

CLASS 2A GIRLS

- 12:15 p.m. - First Call
- 12:30 p.m. - Start Race

CLASS 2A BOYS/COED

- 1:00 p.m. - First Call
- 1:15 p.m. - Start Race



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CLASS 1A GIRLS

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

CLASS 1A BOYS/COED

- 3:30 p.m. - First Call
- 3:45 p.m. - Start Race

WEATHER DELAYED RESUMPTION PROCEDURES

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 purposes.
- 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.

In the event of inclement weather which forces postponement or interruption of the meet, it is the duty of the KHSAA to make decisions in regard to resumption, 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 as well as an emergency text notification system.

If the severe weather is of great length or intensity, the Games Committee (The Commissioner, designated KHSAA Staff and senior meet management) have the responsibility and authority to resume, postpone or cancel the competition.

VENUE AND ADDRESS

[Kentucky Horse Park](#)

4089 Iron Works Pkwy, Lexington, KY 40511

TICKET AVAILABILITY, NON PARTICIPANT ENTRY AND POLICIES

PURCHASING TICKETS

All state championship 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" as soon as the first round is over to help with the ticketing process.

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

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

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

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

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

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

FAN ENTRY

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



TICKET PRICING AND CONFIGURATION

Kentucky Horse Park charges a \$4 facility fee per runner and \$4 per ticket parking fee, which is included in the ticket price, of which, KHP retains the entire fee.

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

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

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

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

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

- To receive these qualifying free tickets, you must "purchase" these through khsaatickets.org even though there will be no charge.

COMPLIMENTARY PASSES AND ENTRY

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

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

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.

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

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

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. 29.

Schools with team or individual qualifiers will be sent additional instructions regarding the call via email following the region 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 participant.
- Coaches meeting Bylaw 25 KHSAA Coaching Requirements shall receive a wristband and Course Pass based upon team qualifiers.
 - o One to two (1-2) qualifier(s) affords a maximum of two (2) complimentary admissions;
 - o Three to six (3-6) qualifiers afford a maximum of three (3) complimentary admissions;
 - o Seven (7) to 10 qualifiers afford a maximum of four (4) complimentary admissions.
- Each school will receive a max of two (2) coaches' course passes.
- Any Course Passes being transferred will be confiscated.
- Course map



- Race schedule

LODGING

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

Schools will arrange lodging for their participants if needed and are responsible for all travel expenses, including lodging, for participation in the event.

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.

Through the Lexington Convention and Visitors' Bureau, as part of the bid package from the city of Lexington, specific hotels listed as a link at the end of this section of the instructions have allotted teams a block of rooms at a discounted price.

Teams can access these prices by making the property aware that the individual is representing a school involved in the Cross Country State Championships.

PARKING

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

Kentucky Horse Park charges a \$4 per ticket parking fee, which is included in the ticket price, of which, KHP retains the entire fee.

A link to the parking map is provided at the end of this section of these instructions.

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

LIMITATIONS AND SUBSTITUTIONS

LIMITATIONS AND SUBSTITUTIONS

From the original roster of 10 runners, 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 starting 8:30 a.m. Saturday, Nov. 2.

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 association 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.

Athletes who do not run, should avoid the finish line area with the bib number/chip.



COACH ENTRY

Coaches listed on the KHSAA school page that have completed all of the Bylaw 25 coaching requirements will have credentials in their team packets dependant upon number of qualifiers.

Coaches will be permitted on the course with the properly issued KHSAA course pass and wristband, which must be visibly worn to assist officials on the course with proper identification of these individuals. All other eligible coaches will receive non-course access credentials, which also must be visible to aid course officials and KHSAA staff.

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. 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 athletes.

Alpa Event Medicine 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

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, of which the Association does not control price or availability.

PEP BAND ADMISSION

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

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 are aware of the definitions and guidelines in place to make certain service animals are 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 provided.

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.

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. 29 at 6:30 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 \$20 plus fees.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

RULES CLARIFICATIONS

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 ten (10) minutes)



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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

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.

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.

Only the 10 athletes from the postseason roster for each of those teams will receive individual medallions and may be on the awards stage.

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

- [KHSAA Cross Country Website](#)
- [State Course Layout](#)
- [Directions to Kentucky Horse Park](#)
- [Parking for State Meet](#)
- [Meet Time Schedule](#)
- [GoFan Ticket Training](#)
- [Media Credential Requests and Guidelines](#)
- [GE04 \(Physical Exam Form\) - \(Spanish Version\)](#)
- [XC110 - Meet Appeal Form](#)
- [XC120 - Medical Information \(Inhaler\)](#)
- [VisitLex Fall Championship Hotel Information](#)



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GENERAL FALL INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES

SUPERSEDURE NOTE

The information in these instructions supersedes any information previously distributed.

In many cases, these rules have been revised over the last couple of years through the pandemic to the point where time has not permitted complete overhaul and revision of the competition rules.

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.

WATER

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

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 which you or a fellow spectator feels should be addressed to minimize risk to all involved.

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

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

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.

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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.

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.

ROSTERS

POSTSEASON ROSTER

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which 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.

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

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

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

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.

HEALTH INFORMATION

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.



EMERGENCY ACTION PLAN

UK HealthCare Sports Medicine is the official Sports Medicine Partner for the KHSAA State Championships.

KHSAA staff will, in consultation with UK HealthCare Sports Medicine and venue personnel, develop an Emergency Action Plan (EAP) for this event.

The on-site training staff will be responsible for any necessary monitoring of the wet bulb globe temperature and notification to KHSAA staff and the contest officials for determinations of any necessary adjustment to activity.

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

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency.

A text notification will be sent each morning to coaches, athletic directors, KHSAA staff, UK HealthCare trainers and workers of the event detailing the location of all AEDs.

ATHLETIC TRAINERS

For KHSAA state opening round events, host sites will be responsible for providing athletic trainers.

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state final sites, and in the event of disagreement, this group shall serve as the primary determinant of medical next steps.

Athletic Training Staff will be available beginning one (1) hour prior to the event and remain available throughout the day.

For team sports - basketball, baseball, field hockey, football, soccer, softball, and volleyball - individual school Athletic Trainers should be included in the distribution of Team Party passes.

For other sport and sport activities, see the sport-specific section of these instructions for bringing a team trainer.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions regarding 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 as well as an emergency text notification system.

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

HEAT ILLNESS PREVENTION

It is the responsibility of UK HealthCare on-site training staff to monitor the wet bulb globe temperature and notify on-site staff and contest officials for determinations of any necessary adjustment to activity.

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.

LIGHTNING/THUNDER POLICY

Tournament staff 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 tournament staff, in consultation with the officials and certified trainers, 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.



While it's imperative to adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

VIDEOTAPING, 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, first round, second round, 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, first round, second round, 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.

Space permitting, school media may be granted floor photography access consistent with traditional media access.

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

The deadline to apply is 3 p.m. the day before competition begins.

Applications must 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.

Media outlets may be limited during this 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 AND FEES

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 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 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 Publications 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 - khsaa.teamip.com.

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.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

The KHSAA pays for professional photography coverage of the event.

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

IMPORTANT WEBSITE LINKS

- Athletic Participation Form, [GEO4](#), English
- Athletic Participation Form, [GEO4](#), Spanish
- [Media Credential Request and Guidelines](#)
- [GoFan Ticket Training](#)



- [Sports Medicine Policies from KHSAA Board Policies](#)
- [NFHS Network Mandatory Minimum Fees for Webstreaming](#)



**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.](http://KYHIGHWAYSAFETY.COM)



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