

# CROSS COUNTRY REGION INSTRUCTIONS





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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

## KHSAA Staff

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





## GENERAL POSTSEASON AND CROSS COUNTRY SPECIFIC INSTRUCTIONS

A separate section of these instructions is common to all postseason championships.

This is critical information that is compiled so as to eliminate redundancy.

Use the links in the table of contents or click [here](#) to navigate to the general information for all events.

In an attempt to help hosts, participants and fans, the Association has created these instructions to inform and guide all in this process.

Sport and sport-activity specific instructions for district and region tournaments will be listed first.

The KHSAA wishes all a great postseason.

## KHSAA CONTACT LIST

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

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

## ALLOWABLE COMPETITION DATES

Boys' and girls' region meets are to be held Oct. 24.

## PRE-MEET MANAGER RESPONSIBILITIES

### MEET ADMINISTRATOR

The KHSAA requires a meet administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

Strongly consider a corral director to supervise the finish corral and assist in distancing finishers.

### JURY OF APPEALS

This is also the time to begin assembly of the Jury of Appeals. The jury must consist of three (3) head coaches and one (1) alternate head coach (in case an appeal involves an athlete of a coach on the jury).

This information must be submitted to [xc@khsaa.org](mailto:xc@khsaa.org).

### APPEAL FORM

Make copies of KHSAA Form [XC110](#) (Meet Appeal) to be prepared in case of an appeal at the meet.

## ENTRIES, DECLARATIONS, SCORING

### MEET ENTRY TIMELINE

Entries for the KHSAA Region Cross Country Meets must be made electronically utilizing <https://ky.milesplit.com/> no later than 9 p.m. ET four (4) days prior to the scheduled date of the meet (Oct. 20).

By 9 p.m., three (3) days prior to the region meet, the Region Manager shall distribute a preliminary performance listing to all coaches in the region. It should also be submitted to the KHSAA ([xc@khsaa.org](mailto:xc@khsaa.org)) for posting on the website.

By 9 p.m., two (2) days prior to the region meet, all coaches challenging an entry shall have notified the Region Manager of the objection to be resolved. It should also be submitted to the KHSAA ([xc@khsaa.org](mailto:xc@khsaa.org)) for posting on the website.

By 9 p.m., one (1) day prior to the region meet, the Region Manager shall distribute a final performance listing to all coaches in the region. It should also be submitted to the KHSAA ([xc@khsaa.org](mailto:xc@khsaa.org)) for posting on the website.

### SUBMITTING ENTRIES

#### CREATE A USERNAME

- Go to <https://ky.milesplit.com/> and select "login" in the upper, right-hand corner.
- Select "sign up" and enter the requested information (username, email, password), follow by selecting "join now."



### CLAIM YOUR TEAM

- At the top of the <https://ky.milesplit.com/> home page, select "Teams."
- Find your team on the list and select "Claim Team."
- Choose the appropriate "Claim As" option between coach or admin (both roles allow you to enter a meet and edit entries).
- Complete the box with your identifying information. This is what the KYtrackXC webmaster will see when approving coach or administrator rights.
- Select "Sign Me Up," and wait for approval by webmaster Chris Hawboldt. This will not be an instant process as turnaround typically takes up to 24 hours.
- Once approved, you will receive email notification and will be able to complete any actions required for your entry, including adding athletes.

### REGISTERING FOR THE MEET

- At the top of the <https://ky.milesplit.com/> homepage, select "Calendar".
- Select the meet you want to register for from the list.
- On the meet page, select "Register Online Now", followed by selecting "Next". Choose your team, and select "Next", again.
- Enter your contact information (First Name, Last Name, Phone Number).
- Choose the divisions to enter (Varsity Boys or Varsity Girls), and select "Next".
- Select the navy colored "Add Entries", button next to the correct meet.
- A list of your athletes will appear on the right side. Put a check next to those you want to enter (max of 10), and select "Save Changes".
- You will be brought back to the master list of events. Repeat the above process for each meet you want to enter.
- Once your entries are complete, they will be available for review.
- Select "Done", when finished editing.
- Coaches should be aware that sending their entries electronically via Milesplit is the only required method. There is no need to fill out and send a paper entry form to the KHSAA if your electronic entry is successfully received.

### SUBSTITUTIONS

There are no substitutions allowed following the deadline for entry to a regional meet unless for a documented injury or illness. Those circumstances must be submitted in writing to Assistant Commissioner Bridenbaugh for approval.

A fine of \$100 will be imposed by the KHSAA against any school attempting to enter athletes after a published deadline.

### DECLARATION FORM

On the day of the region meet, the Region Manager or Hytek operator must print the declaration form from Hytek.

Coaches must sign the form after declaring which seven (7) of the maximum 10 entered runners will compete by using a check mark, X or circle.

Meet officials will be given these declaration forms prior to the start of the race.

The 10 names on the Region Entry Form will also be forwarded to the State Meet Director, should they qualify, as the official state entries. A declared athlete that DIDN'T run at the region meet could compete as one of the seven (7) entries at the state meet.

Athletes competing for schools with fewer than five (5) declared runners will only be eligible for individual awards and advancement.

### SCORING SYSTEM

The team score shall be determined by totaling the places of the first five finishing contestants on each team. The scores of the individual contestants, those not on a team, shall be disregarded in computing the team score. The champion of the region meet



will be the team compiling the lowest total team score.

### POINTS OF EMPHASIS

#### FORMAT OF EVENT

The hosts shall set the starting times for each race, boys/coed and girls, get approval from KHSAA and then send the approved time to all schools involved.

#### COURSE SPECIFICATIONS

The course will be approximately 5,000-meters for the boys/coed and girls.

It is the obligation of the Region Manager and host school to ensure safety of the participants is the primary concern.

If doubts arise about the safety of a particular course, contact the KHSAA and attempts will be made to have on-site inspections to help in course planning.

There must be a restricted area at the finish that keeps spectators away so they do not interfere with the "quick exit" of each athlete.

#### NO MINIMUM MEET REQUIREMENT

There is no longer a minimum number of meets required for a student-athlete to be entered into the regional meet. That is a local coach decision.

#### COACHING LIMIT

Coaches are permitted on the course. No more than two (2) coaches per team can be on the course during competition. Abuse of this rule will result in forfeiting the privilege to coach on the course in the future.

#### RULE 9-3-3

Be mindful of National Federation Cross Country Rule 9-3-3 which states that once teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted.

This rule must be reinforced by coaches as violations are to be addressed by warning on the first violation, followed by disqualification on the second violation.

#### LEAD/TRAIL VEHICLES

Region Managers are reminded that lead vehicles shall not be used on the course, and the course shall be clearly marked according to NFHS rules for athletes to navigate the course.

Trail vehicles are recommended to follow the final runner.

#### NON-VARSITY MEET DEADLINE

Many regions hold successful non-varsity meets. If such events are held, they must be completed by the day prior to the region championships in accordance with KHSAA Bylaw 23 (Limitation of Seasons).

### PROCEDURE FOR GETTING OFFICIALS AND FEES

Region Managers will be sent officials assignments from Assistant Commissioner Bridenbaugh. All assignments will come from the pool of licensed KHSAA officials.

Contact the officials immediately to ensure they know your meet specifics.

It is the responsibility of the Region Manager to make the necessary contact with Mrs. Bridenbaugh regarding the officials as she will be assisting with the recommended assignments.

The assigned officials are to be paid \$50 per race.

- For example, if a school hosts the Class 1A Region for boys/coed and girls, the official should receive \$100. If the school was hosting the Class 1A and 3A Regions for boys/coed and girls, the fee should be \$200.

Officials traveling greater than 100 miles one way, will be paid an additional \$30.

Additional allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved by the KHSAA.



Refer all conflicts regarding mileage or other payments to Mrs. Bridenbaugh.

### MEDICAL PROVISIONS

#### INHALER

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

If an athlete must use an inhaler or have one available, KHSAA Form [XC120](#) must be completed and presented to the referee during the pre-race meeting.

This form should be duplicated as the officials have been instructed to keep one on file to have documentation at the end of the event, if needed.

### POST EVENT

#### REGION RESULTS SUBMISSION

Attach the data file from Hytek and email to it to [xc@khsaa.org](mailto:xc@khsaa.org).

- Normally, the data file is located in the TFMEETS subdirectory on your computer. It is a large file, so please give time for the email to send.
- Be sure you have the Hytek program closed before you attempt to email the file.
- When submitting your results, please use the following as an example of how to submit and include in the body of the email:
  - o Boys/Coed teams 6 entered 4 advance
  - o 1. Jackson County
  - o 2. Williamsburg
  - o 3. Somerset
  - o 4. Barbourville
  - o # place of 5th individual #9 John Doe of Pineville

This is the preferred method for submitting meet results.

You may find that your school's network restricts the sending of files with an MDB extension, the format used to store Hytek files.

If this is the case, you will have to utilize the backup option detailed below.

Perform a complete backup of the results using the following steps on Hytek:

- Select FILE
- Select BACKUP
- Choose the A: drive (or other drive if that is where you saved the file).
- Select OK
- Choose NO for message unless you would like to send us a note.
- Select OK
- The computer will then create a backup file and dump it to the drive you specified.
- Select OK
- Attach the backup file you just created and email it to [xc@khsaa.org](mailto:xc@khsaa.org).

If your school blocks zip files from being attached, you will have to use the previous option and contact State Meet Director Tim King or Assistant Commissioner Bridenbaugh using [xc@khsaa.org](mailto:xc@khsaa.org) to confirm it has been done.

These are the most important tasks you have to do post meet and must be done immediately.

Once you receive confirmation of receipt of these files, no written reports are necessary.



## 2026-27 Cross Country Region Meet Instructions

ONLY if you have trouble with these functions and cannot send the file will you have to compile KHSAA Forms [XC104](#) (Regional Official Results) and [XC105](#) (Managers Regional to State Entry) which are included as links at the end of this section of these instructions.

Your only remaining obligation would be the mandatory submission of the other listed forms to the Meet Referee prior to their departure.

If you end up having to compile Forms [XC104](#) and [XC105](#), scan and email them to [xc@khsaa.org](mailto:xc@khsaa.org) immediately following the event.

### STATE MEET QUALIFIERS

State qualifiers will be released by the KHSAA office on the Sunday following the conclusion of all regional events.

State qualifiers, team or individual, will receive State Championship instructions prior to the event.

The State qualifying process will 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.

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2026-27 events.

The cost of trophies and awards are the responsibility of the regional meet.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Immediately open and inspect trophies and medals.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. CT or email Riherds at [khsaa@riherds.com](mailto:khsaa@riherds.com).

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$196.04 per gender, not including shipping.

Your package, shipped directly to your school from Riherds.com, should consist of the following per gender:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) individual first place gold medal
- One (1) individual second place silver medal
- Six (6) bronze medals for individual finishers 3-8
  - o The trophy company will contact you with an option to purchase ribbons to add to the medals on behalf of your region and to purchase carry/storage boxes. You are under no obligation to order these items.

### ELECTRONIC DATA INSTRUCTIONS FOR REGION MANAGERS

#### PROCEDURES FOR OBTAINING DATA FILE/RECEIVING ENTRIES

Each Region Manager or Hytek operator will find the link to the event file for the meets on the KHSAA cross country [page](#) under the Region Meet Information & Instructions tab.

- Do not use your own data.



## 2026-27 Cross Country Region Meet Instructions

- The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries.
- Once you retrieve this file, save the region attachment to an external drive or the desktop.
- Files can be made simpler by downloading the MBD version, which will not require decompression.
- The MBD file should be saved directly into the c:\tfmeets directory.

If you are using a ZIP file (and have renamed it if needed), follow these steps:

- Select FILE
- Select RESTORE
- Select second dot UNZIP and copy database to c:\tfmeets (You can check the last box and rename your database whatever you want, but you don't have to)
- Select OK

Look in A: drive (or wherever you saved the file)

- Select the correct Tfmmbkup file
- Select OPEN
- Select OK
- Select OK again once the file has been saved or unzipped
- Select FILE
- Select OPEN\NEW

Look in \tfmeets in the C: drive for the database file name

- Select the correct file name
- Select OPEN and now you can use the database for your meet

Once you receive the information file, you will need to make a few changes to your setup by following these steps:

- Go to MEET SETUP
- Select SETUP

In GROUPS/SUBGROUPS/CODES, select SCHOOL YEAR, EDIT or ADD codes for two-digit grades listed below

- Select OK

In MEET SETUP Input the name, location and date of your Region Meet

In ATHLETE/RELAY PREFERENCES

- Check "Enter school year" and make sure you enter the school year for each athlete
- Make sure all athletes have a grade and it is a two (2) digit number
  - o 07 for 7th grade, not 7
  - o 08 for 8th grade, not 8
  - o 09 for 9th grade, not 9 or FR
  - o 10 for 10th grade, not SO
  - o 11 for 11th grade, not JR
  - o 12 for 12th grade, not SR

### SCHOOLS MENU

Make sure teams have used their proper School Name, Short Name and ABBR per the KHSAA master [list](#) (Track and Cross Country Abbreviations).

You must enter all team members, including alternates (total of 10 individuals).

- Do not delete alternates so all the team member names will transfer to the state meet disk; this is imperative.



## 2026-27 Cross Country Region Meet Instructions

Email meet backup file to [xc@khsaa.org](mailto:xc@khsaa.org).

A Hytek support team has been assembled that you can contact with any questions:

- Tim King, (C) 859-653-5907, [teejayking@gmail.com](mailto:teejayking@gmail.com)
- Frank Miklavcic, (C) 502-320-2264, [fmiklavcic@aol.com](mailto:fmiklavcic@aol.com)

### HYTEK REQUIREMENTS FOR HOSTING

Host schools must own a Hytek license for Meet Manager 3.0 (or greater) with the cross country option, which is essentially the silver package, downloadable at <https://hytek.active.com/store/track/tfmm6.html>.

- The current 6.0 version is recommended, as it will be used by the KHSAA at the state championships.

Schools should contact Hytek by phone (1-866-456-5111) to ask if Hytek Meet Manager was previously purchased as different coaches in the past could have bought a license and misplaced the CD.

- If the school has purchased version 2.0 or lower, then the upgrade to 6.0 will be \$169.

A new license costs anywhere from \$385 - \$685 (prices are estimates and subject to change).

### IMPORTANT WEBSITE LINKS

- [Cross Country Website](#)
- [Current Alignment of Teams](#)
- [Boys' Region Managers](#)
- [Girls' Region Managers](#)
- [XC104 \(Regional Official Results\) \(only if Hytek email fails\) - \(DOCX\) \(PDF\)](#)
- [XC105 \(State Meet Qualifiers\) \(only if Hytek email fails\) - \(DOCX\) \(PDF\)](#)
- [XC110 \(Regional Meet Appeal Form\) - \(DOCX\) \(PDF\)](#)
- [XC120 \(Medical Information - Inhaler\) - \(DOCX\) \(PDF\)](#)



## GENERAL FOR ALL SPORTS AND SPORT ACTIVITIES

### BRIEF WELCOME

Congratulations and good luck in the upcoming postseason play.

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

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

### SUPERSEDURE NOTE

The information in these instructions supersedes any information previously distributed.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact with any additional questions.

### WELLNESS CONSIDERATION

Anyone attending or participating in a KHSAA regular season or postseason event should be mindful if they are ill or displaying any symptoms of illness, stay home.

Each member school and event host is expected to adhere to public health standards regarding face masks, isolation and quarantine.

### DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook as well as previously distributed materials from the KHSAA including the coaches rule clinic videos for rules and regulations.

You should familiarize yourself and review these guidelines at your pre-event meetings to ensure understanding from the coaches to aid in the management of a smooth event.

Any required forms for your reports are included as links throughout this document or inside the specific sport or activity section.

## MANAGER'S RESPONSIBILITIES

### HOSTING POSTSEASON

Thank you to our District and Region Managers for taking on the following responsibilities to ensure top-level competition throughout the postseason.

The KHSAA has forms and opportunities for all our member schools to be hosts.

### DISTRICT MANAGER FORMS

As a District Tournament Manager, there will be various forms to fill out before and after the event. Below is a listing of those forms, which are online as well as linked at the end of this section, with a more detailed guidance on each to follow.

- District Manager Form - GE55
- District Tournament Site Selection Plan - GE57
- District Tournament Financial Report - GE52

### REGION MANAGER FORMS

As a Region Tournament Manager, there will be various forms to fill out before and after the event. Below is a listing of those forms, which are online as well as linked at the end of this section, with a more detailed guidance on each to follow.

- Region Manager Form - GE56
- Region Tournament Site Selection Plan - GE58
- Region Tournament Site Application Individual & Sport Activities - GE59



- Region Tournament Financial Report Team Sports - GE53
- Region Tournament Financial Report Individual & Sport Activities - GE51

### **INITIAL EVENT MANAGER FORMS - GE55 & GE56**

Both forms detail out manager contact, host location, draw - date, time and site - and the planned date for the start of the event. District Tournament Managers need to fill out GE55 and once submitted, should any changes arise, the manager should alert the KHSAA staff.

Region Tournament Managers need to fill out GE56 and also alert KHSAA staff of any changes after the form has been submitted.

### **SITE SELECTION FORMS - GE57 & GE58**

Discussion of future district and region sites is encouraged during the pre-tournament meeting with a clear plan on filling out GE57 or GE58.

Both forms set up a four-year proposal of hosts sights.

In selecting future sites, where sport applicable, it is important to ensure venues are compliant with the Minimum Facility Requirements as set by the KHSAA Board of Control for each level of the postseason. Site specific specs are available as links in the sport specific section of these instructions.

In addition, host sites are not precluded from host specifications that were not known prior to the decision of the schools when the site rotation plan was approved.

### **APPLICATION FOR HOSTING FORM - GE59**

For participants of individual or sport activities, if interested in hosting a region championship event, please fill out the GE59 form, which is online and a link at the end of this general section.

In submitting an application, it is important to ensure venues are compliant with the Minimum Facility Requirements as set by the KHSAA Board of Control for each level of the postseason. Site specific specs are available as links in the sport specific section of these instructions.

In addition, host sites are not precluded from host specifications that were not known prior to the decision of the schools when the site rotation plan was approved.

### **FINANCES AND FINANCES FORMS - GE52, GE53 & GE51**

Finances and expenses are handled by the host school within policies adopted by the member schools.

At the conclusion of the respective tournaments, District Managers need to fill out and submit GE52, Region Managers of Team Sports use GE53 and Region Managers of an Individual Sport or Sport Activity do the same with GE51.

Schools competing at the competition shall agree, in advance, to all financial provisions for the distribution of proceeds or allocation of loss.

Managers may require an advance payment from each competing school to be prepared for costs in advance of the competition and if such is required, shall fully disclose any plan for return of excess of fees over expenses when reconciling the event.

Revenue, after expenses for workers, judges/officials, trophies, awards and other approved expenses, will be directed back to the host school for distribution per local agreement.

If there is a dispute, contact the Commissioner's office.

### **CONTACT PARTICIPATING SCHOOLS**

Managers should contact all schools in your district or region to inform them of your competition schedule, ticketing details and other pertinent information.

### **DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS**

Managers should develop an information document for participants, including the schedule of events as set by the KHSAA, any on-site meeting information, site specifics and directions to the venue.



### OUTSIDE PROVIDERS/VENDORS

Managers should contact security and other outside providers/vendors and ensure that all other pre-tournament functions are complete.

### HOST SITE ADMINISTRATOR

The KHSAA requires a competition administrator, other than the coach, at the host site, as the coach needs to devote full attention to the team.

### LIGHTNING/THUNDER POLICY

The District or Region Manager of any outdoor sports or activities, or indoor sports with non-grounded pools, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy regarding lightning and thunder.

#### EVENTS WITH NO ON-SITE DETECTION EQUIPMENT

At sites without on-location advanced lightning detection systems permanently installed: (does not include any form of phone app, website or weather-channel type information from a third-party monitoring station not located at the venue)

- The Referee (Lead Official/Crew Chief) has authority once jurisdiction has begun as to suspensions and play, resumption once the sound of thunder or sight of lightning is detected.
  - o As always, officials will work with the administration of the home team on all suspension decisions; and
  - o As always, officials will work with the administration of the competing teams on resumption decisions, being mindful of any rules that might exist for continuation.
- The Referee (Lead Official/Crew Chief) shall stop play in a contest or scrimmage at:
  - o The first sound of thunder heard at the site and ensure adherence to this policy.
  - o The first sight of lightning at the site and ensure adherence to this policy.
- Note that when thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning.
- In either case (sight or sound):
  - o Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - o Wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.

#### ON SITE DETECTION EQUIPMENT

When on-location advanced lightning-detection devices are on the property: (does not include any form of phone app or weather-channel type information from a third-party monitoring station not located at the venue)

- When lightning is detected within 15 miles of the competition site, the non-biased individual monitoring the on-site lightning detection device shall notify the head referee-umpire-official.
- When lightning is detected within a minimum of 10 miles from the competition site, the non-biased individual monitoring the on-site lightning detection device shall notify the head referee-umpire-official and home administration is directed to utilize the public address system and all other means to inform those in attendance that inclement weather including lightning is within 10 (or more) miles and that patrons should consider vacating the facility for safe shelter, and if they do, they will be allowed to re-enter with a ticket stub.
- When lightning is detected within eight (8) miles of the competition site, competition shall be suspended by the Referee (Lead Officials/Crew Chief) following notification.
- Play shall be suspended for at least 30 minutes and the outdoor activity area vacated to the previously designated safer location immediately.

#### RESUMPTION

- Competition may be resumed after 30 minutes of no detected lightning strikes within an eight-mile radius.
- Upon resumption, a 10-minute warm-up period may be granted and the determination as to the need for this period should be based on consultation with the administration of both teams, the contest officials, and perhaps, the host site



representative in the case of on-location advanced lightning-detection equipment being in use.

- At all sites where play is suspended due to lightning, any subsequent thunder or lightning after the beginning of the 30-minute count either by sight or sound, or by being within eight (8) miles of the site with on-site advanced lightning detection equipment, will reset the clock and another 30-minute count should begin.
- Even at sites with on-site, advanced lightning detection equipment, hearing thunder or seeing lightning shall always take precedence over a lack of indicators from lightning-detection devices.
- Event managers shall determine, through all available data, the optimum time to begin returning individuals to the competition areas for warming up, etc., but in no case may play (competition) resume until the 30-minutes count has elapsed.
- If severe weather appears to be of great length or intensity, the Referee (Lead Official/Crew Chief) shall work incorporation with home contest administration and participating teams on decisions related to the resumption of play.
- All involved in suspension/resumption decisions should be familiar with any sport-specific rules that might be contained in information previously distributed by the KHSAA, including coaches and rules clinics.
- Safety of the public and participants is the most important factor in any decision of this type.

### STOPPAGE/POSTPONEMENT

It's the duty of the postseason manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding resumption or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

For tournaments with brackets and scores reported to the KHSAA scoreboard, the Tournament Manager shall also report the revisions to [brackets@khsaa.org](mailto:brackets@khsaa.org) to ensure the scoreboard is updated.

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

Unless approved in consultation with the designated sport contact, all events shall be completed by the last listed available date.

### TICKETS AND FAN ADMISSION

For all KHSAA championship play:

- It is recommended to use GoFan digital ticketing, the digital ticketing service of the KHSAA.
- There should be no paper tickets sold at walk-up gate.
- Only the KHSAA issued Commonwealth Card should be honored for admission for the individual plus a guest.
  - Entrance with these cards should be at the pass/team entry gate only, not with ticketed admission.
- A link to GoFan's training page is included as a link at the end of this general section.

## PRE-COMPETITION MEETING

### PRE-TOURNAMENT MEETINGS

It is recommended that a meeting of all coaches and athletic administrators be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

The use of a virtual meeting is permitted and recommended.

#### SUGGESTED MEETING AGENDA

- Call to order
- Designate someone to record minutes
- Provide time schedules and ticket links for each competition
- Discuss future sites and remember to submit Form GE57 or GE58 (District or Region Site Selection Plan) as well as GE59 for hosting for impacted sites



- Review KHSAA Handbook and sport rules as necessary
- Discuss team party and participant admission (if fee is being charged)
- Remind coaches that all participants must appear on their KHSAA360 (AbiterSports) postseason roster, which is separate from the regular-season varsity roster
- Discuss competition expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorer/scoresheets
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules, coaches area and other notes
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans

### VENUE LOGISTICS

#### SITE SPECIFICATIONS

Prepare the facility for competition, thinking through all needs of warm-up and such for this sport or activity.

Managers are responsible for securing an individual to perform duties necessary to run the event properly, (i.e. public address, score sheets, timers, etc.).

Managers in data intensive sports must find qualified individuals to perform those functions including result submission.

Set up of benches or areas for the team specific to the sport or activity.

Internet access is required for the submission of final results to the KHSAA.

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

#### ENTERING HOST SITE

Coaches and administrators should be given direct details about how to enter the host site.

This will allow for more organization throughout the competition.

#### SIGNAGE, NOISEMAKERS, BALLOONS AND MUSIC

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate competition management cues are not permitted to include, but not be limited to:

- Indoor
  - o Air horns
  - o Electronic amplifiers
  - o Portable sound systems
  - o Whistles
  - o Game clock horns simulator
- Outdoor
  - o Air horns
  - o Whistles
  - o Game clock horn simulator

Managers should confiscate items if used with the managers determining if they are returned post championship.



Balloons, which can block the view of other patrons, are NOT PERMITTED at the event. They should be popped or returned to a vehicle, not allowed into the venue.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

### **ENTRY OF SERVICE ANIMALS**

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees aware of the definitions and guidelines in place to make certain service animals present, as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

Service animals are the only animals the general public may bring into the indoor and outdoor facilities of a KHSAA championship.

The Americans with Disabilities Act (ADA) defines a service animal as a dog who has been trained to perform a task directly related to an individual's disability.

Upon entry to a championship, owners of service dogs may be asked questions as recommended by the ADA to ensure the owner access to their service animal.

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service for which it provides.

Emotional support animals, therapy animals, and other pets are not considered service animals and will not be granted entry to KHSAA events.

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1,000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

### **SECURITY**

It is the responsibility of the Tournament Manager to secure adequate police protection and other security precautions as necessary.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public. The Tournament Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the games, have the officials escorted to the locker room and/or parking lot.

While acknowledging the expense of security, it is noted that this shall be an integral part of your planning process and is a KHSAA requirement at postseason contests.

### **EMERGENCY ACTION PLAN**

Each Tournament Manager is expected to have and maintain an emergency action plan that should be distributed to all teams and incorporated into the public address announcer's script.

Emergency action plans shall be practiced and referred to prior to competition.

Before to the start of a contest, the Tournament Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

The detailed medical policies are online and a link at the end of this general section.

### **MEDICAL PROVISIONS**

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.



There is no requirement that an ambulance be at the competition site for all play, however, the local administering agency shall be notified in advance and placed "on call" if an ambulance is unable to be on site.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies.

- An athlete demonstrating the signs and symptoms of a concussion will be presumed to have sustained a concussion and withdrawn from competition for the remainder of that day.
- If he/she can be immediately evaluated at the game site by an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), P.A. (Physician Assistant), ARNP (Advanced Registered Nurse Practitioner), ATC (Certified Athletic Trainer); or LAT (Licensed Athletic Trainer) and be determined that a concussion has not been sustained, a coach may return a student-athlete to play, but only with that required evaluation.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

The detailed medical policies are online and a link at the end of this general section.

### HEAT ILLNESS PROGRAM

Tournament Managers shall review the Heat Illness Program posted on the KHSAA website and included as a link at the end of this general section.

The manager should be aware of the policies and work in conjunction with the licensed or certified athletic trainer hired to work the event in monitoring the Heat Illness prevention program.

The detailed medical policies are online and a link at the end of this general section.

### PHYSICAL EXAM / PARENT PERMISSION FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 Permission to Treat Section (Physical Exam Form, [English](#) or [Spanish](#)) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition, but all involved should fall on FERPA guidelines regarding other health data of the student.

## ROSTERS, SUBSTITUTIONS

### POSTSEASON ROSTERS

Schools must log into their KHSAA360 (AbiterSports) page and designate their postseason roster, which is separate from the regular-season varsity roster.

Postseason roster participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the regular season, prior to the postseason deadline.

Only student-athletes appearing on the school's postseason roster as of the first date of postseason are eligible to participate in any round.

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

The online, postseason roster may be printed from the KHSAA main website as the valid listing of available student-athletes.

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



### SUBSTITUTIONS/LIMITATIONS

Additional competitors over any postseason limits may be entered on the postseason roster in case of an injury or other circumstances.

Changes to the postseason roster on KHSAA360 (ArbiterSports) must be done prior to the day of postseason competition.

Rosters are closed and no additions are permitted after that time.

### BYLAW 22 REMINDER

#### REQUIREMENT TO ACCOMPANY TEAM MEMBERS

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

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

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, first round, second round) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round and state competition, managers shall make allowances for television media to record video of the contests, without play-by-play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the Tournament Manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the Tournament Manager has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the Tournament Manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.

#### GENERAL MEDIA NOTES

Media access may be limited, especially if there are capacity limits.

Establish a limit on the number of credentialed media members at each event (number of passes per outlet, priority to those who regularly cover, home/visitor split, etc.).

Encourage media members to RSVP in advance of the event so that you can allocate space accordingly and grant access to any media on a "waiting list."

No non-working individual may be in the working press area, including spouses, family members, and others.

Interview opportunities may be limited during the week.

Disseminate as much information online as possible (limit handouts).



## 2026-27 Instructions for Postseason Tournaments

Incorporate easily identifiable credentials to ensure only authorized personnel are in restricted areas.

If radio space is limited to the home team, try to facilitate a shared feed of the home team's broadcast if possible.

Interviews should only be conducted if social distancing protocols can be followed.

Be mindful that no agreement can be made exclusive per adopted regulation, which precludes an audio broadcast by the visiting teams.

### **RADIO BROADCASTS**

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed, account, including play-by-play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, first round, second round) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

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

The KHSAA owns the exclusive rights to all postseason contests and requires any broadcast to be made available on the NFHS Network.

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

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

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

The mandated, minimum fee, will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

The district or regional tournament shall keep all of the proceeds of any fee charged in excess of the minimum fee as part of the receipts.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

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

Fill out and submit Network Broadcast Form (SI119), linked at the end of this section, to provide all the necessary information for the broadcast.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including first round, second round, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a state level contest (including state first rounds), and such requests shall be referred to Communications & Media Relations Director of the KHSAA.

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

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

### **MUSIC COPYRIGHT**

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



### EVENT MERCHANDISE

If desired by the Tournament Manager, the Official KHSAA Merchandise Vendor may be contacted about ordering event merchandise to be sold at the tournament.

Contact the KHSAA for more information or indicate accordingly on the District or Regional Manager Information form.

### IMPORTANT WEBSITE LINKS

- Region Tournament Financial Report (Archery, Bass Fishing, Bowling, Competitive Cheer, Cross Country, Golf, Swimming, Tennis, Track and Field, and Wrestling) Form, [GE51](#)
- District Tournament Financial Report (Baseball, Basketball, Soccer, Softball, Volleyball) Form, [GE52](#)
- Regional Tournament Financial Report (Baseball, Basketball, Field Hockey, Soccer, Softball, Volleyball) Form, [GE53](#)
- Team Sport District Tournament Manager Form, [GE55](#)
- Team Sport Regional Tournament Manager Form, [GE56](#)
- District Tournament Site Selection Plan Form, [GE57](#)
- Region Tournament Site Selection Plan Form, [GE58](#)
- Application for Hosting (Archery, Bass Fishing, Competitive Cheer, Cross Country, Dance, Golf, Swimming, Tennis, and Track and Field), [GE59](#)
- Athletic Participation Form, [GE04](#) (English)
- Athletic Participation Form, [GE04](#) (Spanish)
- [KHSAA/NFHS Network Required Postseason Rights Fee Schedule](#)
- [Media Credential Requests and Guidelines](#)
- [SI119 - Network Broadcast Form](#)
- [GoFan Training Page](#)