



# DANCE

## STATE CHAMPIONSHIPS

### PRESENTED BY UK HEALTHCARE INSTRUCTIONS





# 2024 Dance State Championships presented by UK HealthCare

## Table of Contents

**DANCE SPECIFIC INSTRUCTIONS..... 2**  
**Brief Welcome..... 2**  
**KHSAA Contacts ..... 2**  
**Qualifying for Participation in Championships..... 2**  
**Competition Dates, Location, and Schedule..... 2**  
 Dates ..... 2  
 Schedule ..... 2  
 Venue and Address ..... 2  
**Ticket Availability, Non Participant Entry and Policies..... 2**  
 Purchasing Tickets ..... 2  
 Fan Entry ..... 3  
 Ticket Pricing and Configuration ..... 3  
 Complimentary Passes and Entry ..... 3  
**Competition Configuration ..... 3**  
**Pre-Event Logistics..... 3**  
 Conference Call ..... 3  
 Pre-Event Materials ..... 4  
 Practice..... 4  
 Lodging ..... 4  
 Parking ..... 4  
**Substitutions and Limitations..... 4**  
 Substitutions/Limitations ..... 4  
**Admission Into Venue ..... 4**  
 Participant Check-in and Entry ..... 4  
 Team Party-Coach Entry/Coaching Box ..... 4  
 Fan Entry ..... 5  
 Floor Level Administrators ..... 5  
**Venue Logistics..... 5**  
 Dressing/Locker Rooms ..... 5  
**Conducting the Event ..... 5**  
 Order of Appearance ..... 5  
 Competition Floor Specifications ..... 5  
 Music and Music Copyright ..... 5  
 Warm-Up Area Specifications ..... 6  
**Rules Points of Emphasis/Clarifications ..... 6**  
 Competition Rules ..... 6  
 Video Review ..... 6  
 Tiebreaker ..... 6  
**State Competition Judges..... 6**  
**Post Event ..... 7**  
 Results ..... 7  
 Trophies and Awards ..... 7  
 Finances and Expenses ..... 7  
**Important Website Links ..... 7**  
**GENERAL WINTER INSTRUCTIONS FOR ALL SPORT AND  
SPORT ACTIVITIES ..... 2**  
**Supersedure Note ..... 2**  
 Water ..... 2  
 Venue Safety ..... 2  
 Signage, Noisemakers, Balloons and Music ..... 2  
 Entry of Service Animals ..... 2  
**Sportsmanship..... 3**  
**Rosters ..... 3**  
 Postseason Roster ..... 3  
**Bylaw 22 Reminder ..... 3**  
 Requirement to Accompany Team Members ..... 3  
**Health Information ..... 3**  
 Physical Exam Form ..... 3  
 Emergency Action Plan ..... 4  
 Athletic Trainers..... 4  
 Inclement Weather Procedures ..... 4  
 Heat Illness Prevention ..... 4  
 Lightning/Thunder Policy ..... 4

Stoppage/Postponement ..... 4  
**Videotaping, Media and Intellectual Property Rights ..... 5**  
 General Media Rights ..... 5  
 School Media Credentials ..... 5  
 Traditional Media Credentials ..... 5  
 Media Rights Fee ..... 6  
 Telecast/Webcast Including NFHS Network Restrictions And Fees ..... 6  
 Music Copyright ..... 6  
 Filming..... 6  
**Event Merchandise..... 6**  
 Official KHSAA Championship Photos ..... 6  
**Important Website Links ..... 6**

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



@KHSAA



@KHSAAEvents





## **DANCE SPECIFIC INSTRUCTIONS**

### **BRIEF WELCOME**

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2024 Dance State Championships presented by UK HealthCare.

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 dance is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is for some reason not available, Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

Media inquiries should be directed to Media Relations and Publications Director ([clink@khsaa.org](mailto:clink@khsaa.org)).

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

## **QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS**

Qualifying is dependent upon the number of entries at each region competition.

A link to the number of qualifying teams for 2024 can be found at the end of this section of these instructions.

## **COMPETITION DATES, LOCATION, AND SCHEDULE**

### **DATES**

The 2024 Dance State Championships presented by UK HealthCare will be held Sunday, December 15.

### **SCHEDULE**

A link to the complete time schedule is located at the end of this document.

### **VENUE AND ADDRESS**

[George Rogers Clark High School](#)

[2745 Boonesboro Rd., Winchester, Ky., 40391](#)

## **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](https://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 regional competitions are over and qualifiers have been determined 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**

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.

A multiple session pass is also an option. The price will be lower, all fees included, if purchased prior to midnight on day of the event.

The price for the multiple session pass increases by \$5, 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](https://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.

Team members outside of the participating dancers plus any alternates must purchase a ticket in advance through GoFan and enter through the ticket gate.

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.

## **COMPETITION CONFIGURATION**

### **GENERAL CONFIGURATION**

- Competition will be divided into two separate sessions. Session 1 will include the Game Day and Hip Hop (Small & Large) divisions and Session 2 will include Jazz & Pom divisions.

### **FAN ADMISSION**

- These two sessions will allow for emptying of the venue and permit all competitors in a given session to be in the gym for performance.
- Those with multiple session passes, will be allowed re-entry.

## **PRE-EVENT LOGISTICS**

### **CONFERENCE CALL**

There will be a web conference for participating coaches and athletic directors at 2:30 p.m. ET on Monday, December 9.

Additional instructions regarding the call will be sent via email once the field is set.

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

There will be no mandatory, pre-competition meeting at the venue.

Instead, teams should use the conference call to ask any questions.



## **PRE-EVENT MATERIALS**

Schools should have music copyright information and verification on hand in the event it is requested.

## **PRACTICE**

There is no on-site practice time other than the published schedule on the day of competition.

## **LODGING**

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, 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 Competitive Cheer State Championships.

## **PARKING**

General parking will be available in the main lot in front of the GRC Arena.

Team buses will off-load at the team entrance and then proceed to the team parking area.

## **SUBSTITUTIONS AND LIMITATIONS**

### **SUBSTITUTIONS/LIMITATIONS**

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

Entry into the venue on the date of competition will be limited to the size of the division plus those who occupy the coaching box or playing music.

In the event of an injury, substitutions can be made in compliance with the previously distributed information regarding injuries during competition.

## **ADMISSION INTO VENUE**

### **PARTICIPANT CHECK-IN AND ENTRY**

Teams should enter through the team pass gate.

The number of participants on the performance floor plus any alternates will be admitted through the team gate.

The team check-in will be open for Session 1 at 12:00 PM ET.

The team check-in will be open for Session 2 at 4:30 PM ET.

Certified coaches will be admitted with the team (as long as it doesn't exceed the coaching box limits).

Team members outside of the participating dancers (plus any alternates), must purchase a ticket in advance through GoFan and enter through the ticket gate.

Only the current session's participating teams will be admitted for that session.

Team members wanting to watch a session they are not participating in must purchase a ticket.

### **TEAM PARTY-COACH ENTRY/COACHING BOX**

Coaches must be listed on the KHSAA school page and have completed all of the Bylaw 25 coaching requirements in order to receive comp admission.

All team members and coaches need to arrive at the venue together for admission.

Coaches must be listed on the KHSAA school page and have completed all of the Bylaw 25 coaching requirements.

The coaching box seats during each performance shall not exceed six (6) total (i.e. two (2) alternates, four (4) coaches; or three



## 2024 Dance State Championships presented by UK HealthCare

(3) alternates, three (3) coaches).

No additional persons will be allowed in the coaching box and there will be no filming from this area.

Lost or stolen credentials will not be replaced.

### **FAN ENTRY**

Everyone must enter and exit through the admission gate which opens 30 minutes before the start of each session.

### **FLOOR LEVEL ADMINISTRATORS**

There will be floor marshals in the warm-up and competition areas to assist you.

## **VENUE LOGISTICS**

### **DRESSING/LOCKER ROOMS**

Locker rooms are made available as changing areas for those squads in multiple divisions.

Locker rooms are not assigned and teams should only use them to change and move out as other teams will need that area throughout the day.

## **CONDUCTING THE EVENT**

### **ORDER OF APPEARANCE**

A full, detailed, station-by-station appearance order schedule is included as a link at the end of these instructions.

Order of appearance was decided using a blind draw.

If a school has qualified in two (2) or more divisions, it is only guaranteed a minimum of 20 minutes from the end of the first performance until re-entering the warm-up room for its second performance.

### **COMPETITION FLOOR SPECIFICATIONS**

Refer to the floor diagram posted on the dance section of the KHSAA website to see the flow of events on the competition floor.

Coaches and alternates must remain within the coach viewing area during their team's performance.

A maximum of six (6) individuals are permitted in the coaching box area.

Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches; or two (2) alternates, a choreographer, three (3) coaches).

No other participants from other squads or individuals will be permitted on the floor.

As a reminder, in accordance with the Universal Dance Association's (UDA) Championship Rules, it is required that each team has a responsible adult at the music station that knows the routine and music (no alternates or team members allowed) and is not in the coaching box.

This representative is responsible for pressing "play".

A short sound test will be conducted before being called to the floor for competition.

All squads will compete facing the judge's area.

No cameras are allowed in the coach viewing area.

### **MUSIC AND MUSIC COPYRIGHT**

KHSAA Coaches must have completed the NFHSLearn.com "Understanding Copyrights and Compliance" Course before regional competition.

Each school is responsible for securing the proper proof of music copyright compliance.

A Sound System with CD (mp3 format), any device that uses Apple lightning connector or 5mm headphone connector ie: iPhone, iPad, iPod, iMac laptops, Windows based laptops, android phones adapter, will be provided.

- Please make sure that all devices are fully charged, volume turned up and placed in airplane mode. If using CDs, make sure it's unscratched, so it doesn't skip.



## 2024 Dance State Championships presented by UK HealthCare

- Each team is required to have a responsible adult remain at the music station that knows the routine and music to operate the music equipment.
- Note any volume settings or adjustments to the provided technician.
- This representative is responsible for starting the music and stopping the music in case of technical malfunction or injury.

No internet based music will be permitted.

### **WARM-UP AREA SPECIFICATIONS**

Squads will check-in upon arrival to receive team credentials and team packets and then check-in again to begin the warm-up process.

A link to the published time schedule and order of appearance is available on the KHSAA website as well as at the end of these instructions.

Participants should be dressed prior to entering the warm-up area and ready to compete.

A maximum of six (6) individuals that checked in with the team are permitted in the warm-up area.

Due to liability issues, no students or children other than the participation squad and alternates are permitted in the area.

Personal sound systems/devices and other equipment will not be permitted in the warm-up room as squads should be dressed for competition prior to entering.

Any squads in multiple divisions will have access to locker room areas for changing attire.

A certified trainer will be on hand in the warm-up room and on the competition floor; however, preliminary treatment such as ankle taping, etc. should be taken care of by school representatives prior to warming up.

A sound system with CD (mp3 format), any device that uses Apple lightning connector or 5mm headphone connector ie: iPhone, iPad, iPod, iMac laptops, Windows based laptops, android phones adapter, will be provided on the final full warm-up mat.

Any volume settings or adjustments should be noted to the technician in charge of sound.

Coaches should remind their squad to use the restroom prior to the warm-up process as there will not be time during warm-up to do so and the clock will not be stopped once you enter the area.

Restrooms are available in the warm-up room.

There will be no Point Deduction Judges in the warm-up area.

### **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

#### **COMPETITION RULES**

National Federation (NFHS) and UDA competition rules will be utilized without exception.

All scores by judges are final and no scores will be revised once declared final.

#### **VIDEO REVIEW**

There will be no video review for scoring or timing questions.

#### **TIEBREAKER**

Ties will be broken by the judging panel in accordance with UDA adopted provisions.

In the event of a first-place tie, the team with the lesser deductions will be awarded first place.

In the event of a first-place tie, if the deductions remain equal, the tie will not be broken and both teams will be awarded first place.

All other ties in each division will remain.

### **STATE COMPETITION JUDGES**

Judges are trained/licensed and assigned by Varsity Spirit (UDA).





Varsity officials will also be used as timers for the competition.

## **POST EVENT**

### **RESULTS**

Results will be announced at the competition site and posted on the KHSAA website.

Teams' scoresheets will be posted on the KHSAA site immediately following the competition.

### **TROPHIES AND AWARDS**

Awards distributions will be discussed during the team conference call.

Teams placing first through fourth place in each division will be awarded a team trophy.

### **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, judges and event workers.

## **IMPORTANT WEBSITE LINKS**

- [KHSAA Dance Website](#)
- [Dance Alignment](#)
- [State Time Schedule](#)
- [Detailed Order of Appearance](#)
- [Parking Map](#)
- [UDA Scoresheet And Information](#)
- [Media Credential Requests and Guidelines](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [VisitLex Championship Hotel Information](#)
- [KHSAA GoFan Digital Event Tickets](#)
- [GoFan Training](#)
- [Qualifiers](#)



**KENDRA SCOTT**  
KENDRASCOTT.COM







## Table of Contents

**GENERAL WINTER INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES** ..... 2

**Supersedure Note** ..... 2

    Water..... 2

    Venue Safety ..... 2

    Signage, Noisemakers, Balloons and Music..... 2

    Entry of Service Animals ..... 2

**Sportsmanship**..... 3

**Rosters** ..... 3

    Postseason Roster ..... 3

**Bylaw 22 Reminder** ..... 3

    Requirement to Accompany Team Members..... 3

**Health Information** ..... 3

    Physical Exam Form..... 3

    Emergency Action Plan ..... 4

    Athletic Trainers..... 4

    Inclement Weather Procedures ..... 4

    Heat Illness Prevention ..... 4

    Lightning/Thunder Policy ..... 4

    Stoppage/Postponement ..... 4

**Videotaping, Media and Intellectual Property Rights** 5

    General Media Rights ..... 5

    School Media Credentials ..... 5

    Traditional Media Credentials..... 5

    Media Rights Fee ..... 6

    Telecast/Webcast Including NFHS Network Restrictions And Fees ..... 6

    Music Copyright ..... 6

    Filming..... 6

**Event Merchandise**..... 6

    Official KHSAA Championship Photos ..... 6

**Important Website Links** ..... 6

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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





## **GENERAL WINTER 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.

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.

## **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](https://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](https://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](https://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](#)



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