

GOLF REGION INSTRUCTIONS





Table of Contents

GENERAL POSTSEASON AND GOLF SPECIFIC

INSTRUCTIONS 2

KHSAA Contact List 2

Reference to Team Alignment 2

Allowable Competition Dates 2

Entries, Substitutions, Pairings, Scoring 2

Requirements for Entry 2

Instructions for Tournament Entry 2

Substitutions 2

Procedure for Regional Tournament Pairings 2

Scoring System 3

Tiebreaker 3

Points of Emphasis 3

Format of Event 3

Course Specifications 3

Appropriate Dress 3

Coaching Advice 3

Carry/Card Rule 4

Hard Card 4

Procedure for Getting Officials and Fees 4

Post Event 4

Regional Results Submission 4

State Tournament Qualifiers 4

State Entry 4

State Pairings 4

Trophies 4

Important Website Links 5

GENERAL FOR ALL SPORTS AND SPORT ACTIVITIES 2

Brief Welcome 2

Supersedure Note 2

Wellness Consideration 2

Duties Summary Statement 2

Manager's Responsibilities 2

Hosting Postseason 2

District Manager Forms 2

Region Manager Forms 2

Initial Event Manager Forms - GE55 & GE56 3

Site Selection Forms - GE57 & GE58 3

Application for Hosting Form - GE59 3

Finances And Finances Forms - GE52, GE53 & GE51 3

Contact Participating Schools 3

Development of Info Document for Participants 3

Outside Providers/Vendors 4

Host Site Administrator 4

Lightning/Thunder Policy 4

Stoppage/Postponement 5

Tickets and Fan Admission 5

Pre-Competition Meeting 5

Pre-Tournament Meetings 5

Venue Logistics 6

Site Specifications 6

Entering Host Site 6

Signage, Noisemakers, Balloons and Music 6

Entry of Service Animals 7

Security 7

Emergency Action Plan 7

Medical Provisions 7

Heat Illness Program 8

Physical Exam / Parent Permission Form 8

Rosters, Substitutions 8

Postseason Rosters 8

Substitutions/Limitations 9

Bylaw 22 Reminder 9

Requirement to Accompany Team Members 9

Media and Intellectual Property Rights 9

General Media Rights 9

General Media Notes 9

Radio Broadcasts 10

Telecast/Webcast Including NFHS Network Restrictions 10

Music Copyright 10

Event Merchandise 11

Important Website Links 11

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GENERAL POSTSEASON AND GOLF 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 golf is Assistant Commissioner Joe Angolia (jangolia@khsaa.org).

If Mr. Angolia for some reason is not available, Associate Commissioner Butch Cope (bcope@khsaa.org) or Assistant Commissioner Abby Jackson (ajackson@khsaa.org) are the backup contacts.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in 12 regions.

The current alignment is available on the golf page of the KHSAA website and included as a link at the end of this section.

Only schools on the list of aligned teams are eligible to enter a regional tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

Boys' and Girls' Regional Golf Tournaments may be played Sept. 21-23 provided both genders from the same region are not scheduled on the same day.

ENTRIES, SUBSTITUTIONS, PAIRINGS, SCORING

REQUIREMENTS FOR ENTRY

Region entrants are to have competed in at least one (1) 18-hole match representing the high school during the regular season.

Coaches should be able to verify through match results that this requirement has been met in case of a challenge.

All other requirements for postseason entry, in terms of match experience, are coaching decisions at the local level.

INSTRUCTIONS FOR TOURNAMENT ENTRY

All initial entries for the regional tournament must be submitted using Form GF101Boys (Boys Regional Golf Entry Form) or GF101Girls (Girls Regional Golf Entry Form) no later than 9 p.m., four (4) days prior to the event. Both forms are listed in the important links at the end of this section.

By 9 p.m., three (3) days prior to the regional tournament, the region manager shall distribute a list of entrants to all competing schools.

By 9 p.m., two (2) days prior to the regional tournament, all coaches desiring to challenge the validity of an entry shall have notified the regional manager as to the objection. The region manager shall thereafter make a final determination.

From that point forward, all entries are considered final.

SUBSTITUTIONS

Any player whose name appears on the team's official roster may be substituted on a team prior to the first time of play for the region tournament.

All substitution requests must comply with the rules previously distributed.

PROCEDURE FOR REGIONAL TOURNAMENT PAIRINGS

When the initial entry report is submitted by 9 p.m., four (4) days prior to the regional tournament, the Region Manager shall



2026-27 Golf Region Tournament Instructions

place the competitors into groups (threesomes/foursomes) based on average scores.

No two (2) golfers from the same school shall play in the same group.

SCORING SYSTEM

The team champion of each regional tournament is the four (4) or five (5) person team with the lowest aggregate score for four (4) golfers playing 18 holes.

The individual champion at the regional tournament is the golfer with the lowest score.

TIEBREAKER

Ties for the first and second team and the 10th at large spot advancing to State First Round will be broken by a hole-by-hole, sudden-death playoff immediately upon completion of play.

Individual scoring (including playoffs) should include a single individual placing 11th in both genders.

A team playoff will precede an individual playoff if both are required.

The best 4 of 5 individual scores, with respect to par, will determine a team's playoff score.

The holes to be used shall be predetermined by the Region Manager prior to the tournament beginning.

- For a two-team tie, pairings will be as follows, with player numbered order determined by tournament scores:
 - o Group I: Team A (Players 3-4-5), Team B (Players 4-5)
 - o Group II: Team A (Players 1-2), Team B (Players 1-2-3)
- For a tie with three (3) or more teams, the tiebreaker will proceed as follows:
 - o Hole #1: Player #1 from each team
 - o Hole #2: Player #2 from each team
 - o Hole #3: Player #3 from each team
 - o Hole #4: Player #4 from each team
 - o Hole #5: Player #5 from each team

POINTS OF EMPHASIS

FORMAT OF EVENT

Region tournaments are single-day, 18-hole events. In the event of inclement weather, play will resume at the point of interruption.

COURSE SPECIFICATIONS

The regional course distance must be set up for girls with no less than 5,000 yards and no greater than 5,700 yards. For boys, it shall be set up with no less than 6,200 yards and no greater than 6,800 yards.

APPROPRIATE DRESS

Participants and coaches MUST be appropriately dressed during the practice and tournament rounds per American Junior Golf Association guidelines.

COACHING ADVICE

Coaching advice may be given only by individuals that meet Bylaw 25 KHSAA Coaching requirements.

No more than one coach may coach an individual player at any one time following the parameters within the KHSAA Hard Card.

- For Example: Full team of five enters the tournament and the program has three (3) coaches that meet requirements.
- Any one of those three may give advice, but a player can receive advice from only one at a time.
- Coaching advice may not hinder pace of play as determined by the officials.



CARRY/CART RULE

Each golfer shall carry his/her own clubs or pull a cart.

The use of motorized carts by coaches is a local tournament committee decision.

If permitted by the local committee, the cost shall be borne by the competing team desiring to use a cart.

HARD CARD

Review the Local Rules and Conditions of Competition for KHSAA Events, also known as the Hard Card, which is included as a link at the end of this section of these instructions.

Points of emphasis on the card include: the coaching advice rule, rules regarding distance measuring devices and the rules and restrictions regarding communication devices - cell phones are permitted for live scoring and approved GPS applications.

PROCEDURE FOR GETTING OFFICIALS AND FEES

Each Region Manager shall designate a KGA Rules Official and contact Gabe Smith (gsmith@kygolf.org) with Golf House of Kentucky at 502-792-9703 for verification.

If unable to identify one, they may be able to assist finding an available official.

This official shall be responsible for all rulings and is a requirement for KHSAA Golf Region Tournaments.

There is an approximate fee of \$165 for the official, which can be shared by the schools in the region.

POST EVENT

REGIONAL RESULTS SUBMISSION

Complete KHSAA Form [GF106](#) (Regional Tournament Results) immediately following completion of the event. It is imperative that results are posted the day the event concludes, as the qualifier information is needed to set pairings for the state first round.

- Note, a fine may be assessed for late submissions of results.

Results will be posted as received from the Region Manager.

Ensure that the actual names of participants are listed for each team as this will be how state tournament qualifiers are entered.

STATE TOURNAMENT QUALIFIERS

From girls' and boys' region tournaments, the top two finishing teams and the top ten (10) individuals with the lowest score that are not on those two teams, will qualify for the Leachman Buick GMC Cadillac/KHSAA Golf State First Round Tournament on Sept. 28-30 at one of the three locations, determined by region.

- Site #1, Regions 1-4, Bardstown Country Club;
- Site #2, Regions 5-8, Kenton County Golf Courses; or
- Site #3, Regions 9-12, StoneCrest Golf Course (Prestonsburg).

STATE ENTRY

Contestants qualifying for the Leachman Buick•GMC•Cadillac/KHSAA State Tournaments are entered into the event based upon region entries/results. There is no entry form required.

STATE PAIRINGS

State tournament pairings will be published once all regional results have been received and the tee times have been assigned.

TROPHIES

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

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

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



2026-27 Golf Region Tournament Instructions

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.

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:

- One (1) team champion trophy
- One (1) team runner-up trophy
- One (1) individual champion gold medal
- One (1) individual runner-up silver medal
- Six (6) bronze medals for individual finishers 3-8
- 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.

IMPORTANT WEBSITE LINKS

- [Golf Website](#)
- [KHSAA Hard Card](#)
- [Boys' and Girls' Golf Alignment](#)
- [GF101 \(Boys' Regional Golf Tournament Entry Form\)](#)
- [GF101 \(Girls' Regional Golf Tournament Entry Form\)](#)
- [GF106 \(Regional Golf Tournament Online Results Form\)](#)



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 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](#)