



# LACROSSE

## STATE OPENING ROUNDS

**PRESENTED BY UK HEALTHCARE**  
**INSTRUCTIONS**





# 2025 Lacrosse State Opening Rounds presented by UK HealthCare

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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





## **LACROSSE SPECIFIC INSTRUCTIONS**

### **BRIEF WELCOME**

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the opening rounds of the 2025 KHSAA Lacrosse State Tournaments.

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 lacrosse is Assistant Commissioner Abby Jackson ([ajackson@khsaa.org](mailto:ajackson@khsaa.org)).

If Ms. Jackson is not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) is the backup contact.

Media, broadcast/webcast and statistics related questions should be directed to the Association's Media Relations and Publications Director, Connor Link ([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 can refer you to the correct party.

### **QUALIFYING FOR STATE FIRST, SECOND ROUNDS**

The winners and runner-ups boys'/coed and girls' teams from the eight (8) regional tournaments advance to the state first round.

The winning boys'/coed and girls' teams from the eight (8) state first round games advance to the state second round (quarterfinals).

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

#### **STATE FIRST ROUND DATES**

Boys'/coed and girls' state first round games shall be played May 14 or May 15 by mutual consent of the two teams at host sites.

All game times shall be 7 p.m. local time unless otherwise approved by the Commissioner's office.

#### **STATE FIRST ROUND SCHEDULE**

Rotations and pairings have been set through the 2028 season. See the KHSAA website for the rotation or follow the link at the end of these instructions.

For 2025, the rotation is as follows:

- First Round State 1 - Region 2 runner-up at Region 1 winner
- First Round State 2 - Region 1 runner-up at Region 2 winner
- First Round State 3 - Region 4 runner-up at Region 3 winner
- First Round State 4 - Region 3 runner-up at Region 4 winner
- First Round State 5 - Region 6 runner-up at Region 5 winner
- First Round State 6 - Region 5 runner-up at Region 6 winner
- First Round State 7 - Region 8 runner-up at Region 7 winner
- First Round State 8 - Region 7 runner-up at Region 8 winner

#### **STATE QUARTERFINAL SCHEDULE**

Boys'/coed and girls' winners of each state first round contests advance to state quarterfinals, which is to be played May 16 or May 17 by mutual consent of the two teams at host sites.

All game times shall be 7 p.m. local time unless otherwise approved by the Commissioner's office.

All host sites must meet the postseason site specifications.



For 2025, the pairings are as follows:

- Regions 1 and 2 will be paired for the quarterfinals.
- Regions 3 and 4 will be paired for the quarterfinals.
- Regions 5 and 6 will be paired for the quarterfinals.
- Regions 7 and 8 will be paired for the quarterfinals.

Winners will play at the higher seed for quarterfinals if the seeds are different.

If both are the same seed, the odd-numbered region will be hosting the quarterfinal round.

## **INSTRUCTIONS FOR MATERIALS FOR TEAMS ADVANCING TO STATE ROUNDS**

### **BASIC SETUP FOR MANAGER'S REVIEW**

The pairings of the first round of the state tournament for each gender are set via a rotation table listed on the KHSAA website with the link address at the end of these instructions.

The draw for semifinal pairings will be 1:30 pm on April 29 and webcast via [khsaa.tv](http://khsaa.tv).

Once the draw is completed, a standard single sixteen-team bracket will be produced for both the boys' and girls' tournaments.

The following lists the materials sent to each site based on the bracket line number once that bracket is drawn, from the top (Slot 1) to the bottom (Slot 16).

Below is the list that should guide teams winning the prior round with expectations to ensure that the state first round and quarterfinal games are able to be managed and shared as a state level round despite the extremely tight turnaround between contests.

This list should guide teams winning the prior round with expectations to ensure that the state first round and quarterfinal games are able to be managed and shared as a state level round despite the extremely tight turnaround between contests.

### **REGION WINNERS PLACED IN SLOTS 1, 5, 9 AND 13**

These regions will receive a large brown box, containing additional boxes and materials, including three different white boxes that will be critical in managing both the State First Round and Quarterfinals.

A return label for banners will be found in each box and full instructions can be found on the website.

#### **REGIONAL HOST MANAGER INSTRUCTIONS**

- The white box labeled "Region Winner" which should be held separately and given to the team that wins the region championship contest and contains:
  - o State First Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.
- The white box labeled "Region Runner-up" which should be held separately and given to the team that wins the region championship contest and contains:
  - o State First Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.

Provide the remaining materials to the region winner.

#### **STATE FIRST ROUND MANAGER INSTRUCTIONS**

State First Round Box: (DO NOT OPEN QUARTERFINAL BOX)

- State First Round and Quarterfinal instructions which can also be found on KHSAA website;
- A host banner to be displayed in a prominent location;
- An allocation of State First Round (15) Media Passes to clearly identify those individuals that are properly credentialed;
- State First Round (10) Event Staff Passes;
- A return label to return the banner to KHSAA; and
- The white box labeled "First Round Winner", is to be handed to the First Round winner.



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- o This box contains: Quarterfinal Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the Opening Rounds instructions.

Give the remaining materials (for the quarterfinal manager) to the contest winner following the game.

### **QUARTERFINAL MANAGER MATERIAL**

The following material is to be maintained in the original box by the first round manager, and given.

Quarterfinal Materials:

- A host banner to display in a prominent location;
- State Quarterfinal (10) Event Staff Passes;
- An allocation of State First Round (15) and Quarterfinal (15) Media Passes to clearly identify those individuals that are properly credentialed;
- A Quarterfinal Team Plaque, to be given to the non-advancing team as detailed in the trophy and awards portion of these instructions;
- A Quarterfinal All-Tournament Plaque, to be given to a player on the non-advancing team as detailed in the trophy and awards portion of these instructions;
- A return label to return the banner to KHSAA; and
- The white box labeled "Quarterfinal Winner", is to be handed to the Quarterfinal winner.

- o This box contains: Championship Rounds (Semifinal & Final) Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Final Rounds (both semifinal and final) instructions.

Return remaining materials to KHSAA with the provided return label.

### **REGIONS PLACED IN SLOTS 3, 7, 11 AND 15**

These regions will receive a large brown box, containing additional boxes and materials, including three different white boxes that will be critical in managing both the State First Round and Quarterfinals.

A return label for banners will be found in each box and full instructions can be found on the website.

### **REGIONAL HOST MANAGER INSTRUCTIONS**

- The white box labeled "Region Winner" which should be held separately and given to the team that wins the region championship contest and contains:
  - o State First Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.
- The white box labeled "Region Runner-up" which should be held separately and given to the team that wins the region championship contest and contains:
  - o State First Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the State Opening Rounds instructions.

Provide the remaining materials to the region winner.

### **STATE FIRST ROUND MANAGER INSTRUCTIONS**

State First Round Box: (DO NOT OPEN QUARTERFINAL BOX)

- State First Round and Quarterfinal instructions can also be found on KHSAA website;
- A host banner to be displayed in a prominent location;
- An allocation of State First Round (15) Media Passes to clearly identify those individuals that are properly credentialed;
- State First Round (10) Event Staff Passes; and
- A return label to return the banner to KHSAA;
- The white box labeled "First Round Winner", is to be handed to the First Round winner.
  - o This box contains: Quarterfinal Round Team Party Passes (15) (non-player and non-uniformed personnel) with direction for use found in the Opening Rounds instructions.





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Return remaining materials to KHSAA with the provided return label.

### TICKETING

#### TICKET POLICIES

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" 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.

All spectators must enter and exit through the admission gate which will open one (1) hour prior to the start of each contest.

Each game is its own ticketed event and the arena will be cleared of all patrons between matches.

#### 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.

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 of each participating school.

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

Any individual not in uniform as a participant or holding a Team Party credential will be required to have a ticket for admittance.

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 and only for the participating teams), coach passes and cards, athletic director passes, official passes and any other type of identification.

Complimentary admission is not provided for college coaches or scouts.

### GAME MANAGER DUTIES

#### PRE-EVENT

Refer to the KHSAA Handbook to review the rules and regulations governing lacrosse tournaments and also familiarize yourself



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with previous distributed KHSAA materials including coaches and rules clinic videos.

Remind your opponent that the host school shall be the home team and wear light-colored uniforms.

Boxes that will help Game Managers will be delivered to region host sites and passed on throughout each round to aid in the management of each round. Above in the section, Instructions for Teams Advancing to State Rounds, is a detailed list of what each site will receive and what to do with the contents of each box or item.

### **WORKERS**

The Game Manager is permitted to hire certain specific positions, with specific maximum allowable rates of pay (per contest), to staff the contests, including:

- Game Manager;
- Officials Liaison and Manager;
- Public Address Announcer;
- Scoreboard Operator;
- Official Scorer;
- Statistician, maximum one (1) person per game, if providing complete equipment and service;
- Uniform Security at rate agreed by KHSAA prior to contest(s); and
- Medical/Training Services at rate agreed by KHSAA prior to contest(s).

Unless a worker is doing different jobs on different days, one worker should not have multiple roles, such as the PA announcer also working the clock.

Each of these workers are to complete the GE100 form prior to the request for compensation being submitted, a form that is included as a link at the end of these instructions.

Costs for these specific permitted workers shall only be paid through Arbiter by the KHSAA upon receipt of the completed GE88 Form, which is included as a link at the end of these instructions.

No other payment for workers or other costs can be made without prior authorization from Assistant Commissioner Abby Jackson.

### **HOST SITE ADMINISTRATOR**

The KHSAA requires a tournament administrator at the host site to ensure all non-game-related occurrences have dedicated personnel's attention.

Responsibilities include but are not limited to, working with officials, assisting in emergency situations on- or off-the-field, reporting scores, filing financial forms, etc.

Due to a coach's need to focus on the team, the Association requires this individual to be someone other than a member of the coaching staff.

### **DURING THE GAME**

Prior to the start of the contest, home game management shall identify themselves to both the opponent's administrators and the officials and establish a designated area where they can be reached in the event of an emergency.

During your sportsmanship announcements, remind fans that foul language and harassment of officials will not be tolerated and could result in being removed from the stadium.

Have the officials escorted to the locker room and/or parking lot after the game.

### **POST GAME**

Each Game Manager is to report scores to the Riherd's.com/KHSAA Scoreboard online. Scores can be reported utilizing the link in the daily scoreboard email or emailing [scheduleentry@khsaa.org](mailto:scheduleentry@khsaa.org).

Failure to report the scores could result in a fine.

Each Game Manager is to complete and submit Form GE88 (First round Game Financial Report) to the KHSAA, including itemized expenses, within one week of the tournament using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Game Managers are reminded not to



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pay any visiting team's expenses or officials.

Officials shall be paid via ArbiterPay.

### TROPHIES AND AWARDS

There are no awards during the state first round.

Game Managers at state second round sites (quarterfinals) will be sent one (1) state quarterfinalist plaque, given to the non-advancing team, and one (1) All-Tournament Team plaque to be awarded to a member of the non-advancing team as selected by the coach.

- A photo of the team with the plaque as well as a photo of the All-Tournament Team member with plaque shall be taken and sent to [lx@khsaa.org](mailto:lx@khsaa.org).
- Remind teams and individuals, these photos will be used on social media to promote these accomplishments. Shots of poor taste may not be used.

### LIMITATIONS AND SUBSTITUTIONS, TEAM PARTY

#### LIMITATIONS AND SUBSTITUTIONS

Teams may dress a maximum of 24 players in uniform per contest.

Those 24 players selected may rotate each match as long as they appear on the postseason roster.

No other players outside of the 24 designated as eligible for each match may be in uniform or participate in pre-game activities, including warm-up activities.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating.

#### TEAM PARTY

Participating teams are limited to 15 team-party passes, and only those 15 selected by the head coach may be given sideline access outside of the players in uniform.

Team party includes all superintendents, principals, athletic directors, coaches, managers, trainers, statisticians, ball holders and other adults designated by the school as a member of the traveling party on a daily basis.

### CONDUCTING THE EVENT

#### FORMAT OF EVENT

Each state first and second round game is a single-elimination event and NFHS playing rules will be utilized without exception.

#### FIELD SPECIFICATIONS

Each host should prepare the facility for tournament play, making sure to use the proper specifications set forth in the NFHS Lacrosse Rulebook.

Ensure that the Minimum Facility Requirements, as set by the KHSAA Board of Control for each level of the postseason, are met by the site.

A link to the minimum requirements is included at the end of these instructions.

#### REQUIRED BALL TYPE

A NOCSAE standard approved lacrosse balls must be used with the National Federation authenticating mark displayed as the official ball for all rounds of the postseason.

At this time, there is not a contracted ball for Lacrosse.

At the point when a specific ball is contracted in the future, the use of any other ball is contractually prohibited by the KHSAA and will subject the tournament and its participating teams to possible penalties.

Schools or the site may provide balls for warm-up that are not the official brand or model, but once play begins, game balls must meet NOCSAE standards and have the NFHS authenticating mark.

Each team will be responsible for keeping a minimum of four balls on the endlines throughout the game. To help keep play running





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smoothly, it is recommended that each team designate one to two team representatives to assist with this task.

### CONTEST COMPLETION REMINDER

Every contest must have a winner.

Games tied at the end of regulation time will continue with sudden-victory overtime period and continue until a goal is scored to break the tie.

### OFFICIATING ASSIGNMENTS AND FEES

Three officials shall be used on the field for each postseason first and second round boys' match, not including an alternate official, and be paid \$95 per contest.

Two officials shall be used on the field for each postseason first and second round girls' match, not including an alternate official, and be paid \$120 per contest.

An alternate/table official will be assigned to all state contests, and the fee shall be 70 percent of the on-field fee for officials.

State officials traveling greater than 100 miles one way would be paid an additional \$30 per official.

Officials' assignments for the state first and second rounds will be made by the Commissioner's office.

Assigners are not required to honor scratches in the postseason.

Officials shall be paid via ArbiterPay.

No additional mileage expenses will be added for any official.

### NOTES FOR TEAMS ADVANCING

The eight (8) winning teams in boys'/coed and girls' state first round advance to the state quarterfinals to be played May 16 or May 17 by mutual consent of the two teams at host sites.

The four (4) winning boys'/coed and girls' teams in state quarterfinals advance to the Lacrosse State Tournament final site.

Semifinal games will be played at Shelby County and Collins High School.

The final games will be played at Collins High School.

State Championship Instructions for Participants and Fans will be released for those advancing to the final site.

### TEAM INFORMATION FORM (GE63)

By Friday, May 16, the Athletic Director or Designated Representative from all teams advancing to the semifinals must submit form GE63 (Team Information Form) which is a link at the end of these instructions.

### FINANCES AND EXPENSES

Each Host Site is to complete and submit Form GE88 (State First Round Financial Report) to the KHSAA, including itemized expenses, within one week of the tournament using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Host Sites are reminded not to pay any visiting team's expenses or officials.

Officials shall be paid via ArbiterPay by the KHSAA.

### STATE TOURNAMENT EXPENSE REIMBURSEMENT

#### EXPENSE ALLOWANCE REIMBURSEMENT RESTRICTIONS

##### GENERAL POLICY

- An expense allowance will be paid for teams traveling to field hockey, soccer, volleyball, football, basketball, lacrosse, baseball and softball tournaments.
- The total number of players and travel party reimbursed is twenty-four (24) for field hockey, volleyball, soccer, lacrosse, baseball and softball.
- Schools inside a 40 mile, one-way radius from the event site will only be reimbursed as a commuting team.



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- Schools will only receive reimbursement after completing the KHSAA form GE64 within thirty (30) days of the completion of the event.
- The link to the GE64 form is in the link listing at the end of these instructions.

### **MILEAGE**

- Each team will be reimburse \$2 per mile, round trip from the school address to the competition facility address for football.
- Any mileage allowance will be for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

### **COMMUTING TEAMS**

- Each commuting team will be reimbursed mileage as detailed above, plus \$15 per player per contest played.

### **TEAMS USING LODGING**

- No lodging will be reimbursed for teams in the State First Round without prior authorization from the lead sport contact.
- Schools are responsible for the initial payment of all lodging bills and will be reimbursed the lodging allowance, provided it is utilized.
- If you are exempt from state sales tax, be prepared to show that verification to the hotel.
- Teams using lodging shall be paid for the actual nights used as verified by the property through the morning following elimination from the tournament.
- If housing is assigned to specific hotels, teams not commuting but failing to stay in the assigned property will only be reimbursed mileage for their participation.

## **RESPONSIBILITY FOR FANS AND PARTICIPANTS**

### **RESPONSIBILITY FOR FAN CONDUCT**

- The participating schools are responsible for the conduct of the fans supporting that team.
- Any and all steps including fines or other penalties will be levied in the event of mass entrance to the field, floor or competition area.

### **DAMAGE TO FACILITY**

- The KHSAA will take whatever action is necessary, including fining the particular school and assessing the cost for repair, to those schools leaving the seating area in a damaged condition or destroying any venue property, including fences, gates and barriers that can be directly attributed to the student body or representatives of the school.
- Any school action in response to damage shall be completed within sixty (60) days of the close of the event, after which time any damage will be submitted to the KHSAA insurance carrier with the damage-responsible school liable for likely subrogation and potential litigation.

### **OFFSETS TO EXPENSE ALLOWANCE REIMBURSEMENT FOR REIMBURSED TEAM SPORTS (FIELD HOCKEY, FOOTBALL, SOCCER, VOLLEYBALL, LACROSSE)**

- Any and all steps including fines or other penalties (including the withholding of team expense payments if such are paid in a particular sport or sport-activity) will be levied in the event of players or others entering the stands during or after a game.
- Expense allowance reimbursements (if such are paid in a particular sport or sport-activity) will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school.
- By requesting reimbursement (if such are paid in a particular sport or sport-activity), the school acknowledges liability for damage directly attributable to the school, student body or fans.

## **IMPORTANT WEBSITE LINKS**

- [KHSAA Lacrosse Website](#)
- Minimum Facility Requirements
- Boys'/Coed Bracket
- Girls' Bracket



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- [GoFan Ticket Training](#)
- [GE63 - Team Information Form](#)
- [GE64 \(Request for Team Reimbursement\)](#)
- [GE88 - State First and Second Round Financial Report](#)
- [GE100 - State First and Second Round Worker Request Payment Form](#)
- [Heat Illness Program](#)
- Game Tie-Breaking Procedure
- [KHSAA Form GE105 to Specify State First Round and State Quarterfinal Round Date, Time and Site](#)



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Event Services Manager .....	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





## **GENERAL SPRING INSTRUCTIONS FOR ALL SPORTS 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, [GE04](#), English
- Athletic Participation Form, [GE04](#), Spanish
- [Media Credential Request and Guidelines](#)
- [GoFan Ticket Training](#)



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



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

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



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