



# TENNIS

## STATE CHAMPIONSHIPS

PRESENTED BY UK HEALTHCARE

## INSTRUCTIONS





# 2024 Tennis State Championships 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

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

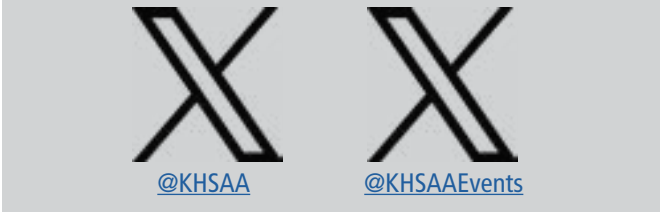
Administrative Support Specialist ..... Jeanie Molloy

Administrative Support, Accounting..... Marilyn Mitchell

Administrative Assistant ..... Sara McClain

Supervisor of Officials Licensing..... Scott Bottoms

Physical Plant Director ..... Roy Tatum





## TENNIS SPECIFIC INSTRUCTIONS

### BRIEF WELCOME

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

Refer to this manual and the important website links included at the end of this section of the document to guide you through preparation for your participation.

### KHSAA CONTACTS

The primary contact for tennis is Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

If Mr. Angolia is 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 Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)), who will also be on site throughout the event.

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

For the singles and doubles tournament, the champion, runner-up and semifinalists from each regional tournament advance to fill a 64-place, single-elimination state tournament bracket.

For the team tournament, the 16 region champions will advance to fill the single-elimination state bracket.

### COMPETITION DATES, LOCATION & SCHEDULE

#### DATES

The 2024 KHSAA State Tennis Singles and Doubles Tournaments presented by UK HealthCare will be held May 28-30.

Play on May 28 will be split between UK Hilary J. Boone/Downing Tennis Complex in Lexington, Berea College's Wilson Evans Tennis Complex in Berea and Eastern Kentucky University's Tom Higgins Tennis Court in Richmond.

All matches on May 29-30 will be played at UK Hilary J. Boone/Downing Tennis Complex in Lexington.

The 2024 KHSAA State Tennis Team Tournaments presented by UK HealthCare will be held June 3-4.

Play on June 3 will be split between UK Hilary J. Boone/Downing Tennis Complex in Lexington and Berea College's Wilson Evans Tennis Complex in Berea.

All matches on June 4 will be played at UK Hilary J. Boone/Downing Tennis Complex in Lexington.

#### SCHEDULE

A complete timetable for singles and doubles as well as team tournaments is included as a link at the end of this section of the instructions, as well as on the tennis page of the KHSAA website.

See the inclement weather section for other guidance in case these situations should occur.

#### VENUES AND ADDRESSES

##### SINGLES & DOUBLES TOURNAMENTS

[UK Hilary J. Boone/Downing Tennis Complex](#)

[454 Complex Dr., Lexington, Ky., 40506](#)

and

[Wilson Evans Tennis Complex - Berea College](#)

[313 North Main Street, Berea, Ky., 40404](#)

and



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[Tom Higgins Tennis Courts - EKU Tennis Center](#)  
[Kit Carson Drive, Perkins 202, Richmond, Ky., 40475](#)

### TEAM TOURNAMENTS

[UK Hilary J. Boone/Downing Tennis Complex](#)  
[454 Complex Dr., Lexington, Ky., 40506](#)

and

[Wilson Evans Tennis Complex](#)  
[313 North Main Street, Berea, Ky., 40404](#)

## TICKET AVAILABILITY, NON PARTICIPANT ENTRY & 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 semifinals are over to help with the ticketing process.

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

There will be no paper tickets sold or cash sales at the walk-up gate.

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 gates to the site.

### FAN ENTRY

All non-squad members (individuals other than the properly qualified coaches and participants) must enter and exit through the admission gate which opens at 7 a.m. ET on all three days for the singles and doubles tournaments.

Gates will open at 7 a.m. ET both days for the team tournaments.

### TICKET PRICING AND CONFIGURATION

General admission will be \$15, all fees included, if purchased before midnight of the day prior to the event.

The price increases to \$17, all fees included, after midnight on day prior to the event.

- Purchasers will be issued a wristband to be visibly worn all day to allow for re-entry to the facility.

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

- To receive these qualifying free tickets, you must "purchase" them through [khsaatickets.org](https://khsaatickets.org) even though there will be no charge.
- Purchasers will be issued a wristband to be visibly worn all day to allow for re-entry to the facility.

Wristbands are valid for all sites when multiple venues are being used.

### 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.



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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.

### **ALTERNATE-WEATHER VENUE ADMISSION**

If weather forces play completely indoors, a new ticket will not be required at alternate sites.

## **PRE-EVENT LOGISTICS**

### **CONFERENCE CALL**

There will be a web conference via Zoom for participating coaches and athletic directors at 2 p.m. ET on Thursday, May 23. 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.

### **PRE-CHAMPIONSHIP, ON-SITE MEETING**

There will be no mandatory, pre-competition meeting at the venue. Instead, teams should use the conference call to ask any questions.

### **PRACTICE**

There is no opportunity for practice at any of the championship facilities once the brackets have been drawn. Facilities will be available on a first-come, first-serve basis one hour prior to the start of competition on each day for players to warm-up.

### **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.

### **PARKING**

University of Kentucky

- All spectators attending KHSAA tennis matches should park their vehicles in an E-Lot (adjacent to the old baseball field - Cliff Hagan; across from Boone Tennis Facility - Tim Couch; or the small lot at Boone Tennis Facility), Kroger Field Green Lot or in Parking Structure 7.
- Parking in any other nearby lots may result in a ticket as these locations are for UK residential students only.

Eastern Kentucky University

- Parking is available at the indoor Greg Adams Tennis Center (Carter Lot) and the outdoor tennis courts (by the forensic/criminal justice building).

Berea College

- Parking is available at the Wilson Evans Tennis Complex with overflow at the main student parking lot across the street. All buses and shuttles should park in the student parking lot.

## **POSTSEASON ROSTERS AND SUBSTITUTIONS**

### **POSTSEASON ROSTERS**

Remember rosters in UTR are separate from those in the KHSAA system, and member schools should ensure all players are listed on both rosters.



### **FORM TN103 - SINGLES & DOUBLES**

For competition at the state tournaments, form TN103 must have been submitted before the regional tournaments.

### **FORM TN115 - TEAM ENTRY**

Form TN115 must have been submitted before the regional team tournaments. This roster of team members may not be changed.

Members playing in the singles and doubles championships may also represent the member school in the team championship series.

Coaches are to rank (based on strength) their entrants, from 1 to 10 (1 being the strongest).

You must have a minimum of five (5) players to enter the team tournament.

The default format of the event is three singles and two doubles matches.

Teams may enter that can only fill four of the slots, but will forfeit the open match.

### **PLAYER PROFILE FOR SEEDING**

All information (season results, scores, etc.) used for consideration of seeds must be entered through UTR. No other criteria will be used in any seeding discussion.

## **ADMISSION INTO VENUE**

### **PARTICIPANT ENTRY**

Teams will check-in to receive their credentials for all approved coaches and be given the proper number of bag tags for the participants based upon the number of entrants in the tournament.

The bag tags given to the students are simply souvenir in nature and are not admission credentials.

Team members outside of the participating athletes must purchase a ticket in advance through GoFan.

### **TEAM PARTY ENTRY - NON-PARTICIPANTS**

The player check-in gate will open at 7 a.m. ET on May 28 at both venues.

Players and coaches need to arrive at the venue together for admission.

Coaches will be admitted if appearing on the valid coaching list provided to the managers.

The only coaches who will appear on that listing are coaches who have completed the current year rules clinic and those that are current in the KHSAA Sports Safety Course.

All other individuals will be required to purchase a ticket online through GoFan to attend.

Do not redeem the tickets prior to arriving at the gate.

### **FAN ENTRY**

Spectators must enter and exit through the admission gate, which opens 30 minutes before the start of play each day.

There will be re-entry without the purchase of a new ticket, including at alternate-weather venues, via a wristband, which must be visibly worn at all times.

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

## **VENUE LOGISTICS**

### **DRESSING/LOCKER ROOMS**

Locker room access is not provided on-site.

Participants should arrive at the venue dressed and ready to compete.

Due to maintenance and facility needs, the only restrooms available at UK will be portable toilets.

## **CONDUCTING THE EVENT**

### **COMPILATION OF ENTRIES**

For the singles and doubles tournaments, KHSAA staff, along with the tournament manager, will supervise the conduct of the



seeding and draw.

UTR information shall be used to gather necessary initial information for seeding consideration.

Seeding shall be based on the All-Factors Method, considering each entrant's chances of winning the tournament and shall consider all reasonably available information, including UTR, recent results, and particularly, head-to-head competition.

UTR is a tool to assist in consideration of seeding.

UTR information shall be used to gather necessary initial information for Strength of Roster, but can be reviewed during the region seeding meeting if challenged and examined with consideration of additional factors (results, outliers, injuries, etc.).

## **BRACKETS/DRAW SHEETS**

The singles and doubles state tournaments will utilize a 64-position bracket with up to 16 seeded positions based off of one (1) seed for every four (4) entrants.

For the team tournaments, a blind draw will be used prior to the state tournament to place the 16 regions into bracket format.

Brackets will be posted in advance of the tournaments on the tennis page of the KHSAA website.

## **STATE SUBSTITUTIONS**

### **Singles & Doubles**

Prior to the first match, the Tournament Manager may allow substitution on a doubles team if the original entry is prevented from participating due to circumstances due to injury/illness. No advantage may be gained by a substitution or it will not be permitted.

After the first match has begun, there cannot be a substitution on a doubles team.

There cannot be a substitute for a singles player at any time during the tournament.

Withdrawal of any player after the bracket is set shall result in leaving the player in the bracket and advancing the opponent by withdrawal.

## **KHSAA FORM TN112 - TEAM LINE-UP CARD FORM**

This form must be submitted to the state Tournament Director one hour prior to play.

Using the TN112, please list those participants that will play both singles and doubles for that particular match.

Be careful to remember the strength of participants must be consistent on both the TN115 and TN112 forms.

## **ORDER OF PLAY**

### **Team Tennis**

Your strength of roster should be consistent with lineups played through the season.

Stacking is not permitted.

- Documented cases of "stacking" to gain an advantage will be penalized under Bylaw 21 (Sportsmanship) against the head coach.

### **Singles & Doubles**

For doubles play, the combined total of each pairing must be played in order of strength (i.e., players submitted 4/6 could not play behind a pairing ranked 5/7).

## **FORFEIT**

### **Team Tennis Provisions**

Should a team forfeit a court during the team tournament, it would be either the No. 3 singles or No. 2 doubles.

If a team forfeits a court when submitting a lineup prior to the match, the opposing team can resubmit its lineup with the knowledge that the other team is forfeiting the court (but cannot view the other team's lineup).

## **ALTERNATE SITE**

In case of inclement weather, play during the championships may be moved indoors.

If play is moved indoors, directions to the alternate venue will be given on-site, as well as through the KHSAA website, texting system and social-media accounts.



Attendance may be limited at the alternate sites for indoor competition.

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

### **COMPETITION RULES**

The championships shall be played using the rules as established by the USTA, unless modified by the KHSAA.

### **MATCH PLAY, SCORING SYSTEM, & ADVANCEMENT**

All match play, individual and doubles as well as team tournament, shall be best two-out-of-three sets, with the third set played as a super tiebreaker.

For individuals and doubles, in the event of inclement weather and with the approval of the KHSAA, the manager may implement "No-Ad" scoring provided such is used in a symmetrical pod of matches.

In case of inclement weather, during the team tournament, play may be moved indoors and the implementation of "No-Ad" scoring used.

Guidelines for "No-Ad" scoring may be found in the "Friend at Court" publication.

### **TEAM TOURNAMENT FORMAT**

Team format shall be three (3) singles and two (2) doubles.

The winner shall be declared when one team has won three (3) matches and all other play shall stop at that time.

### **COACHING ADVICE**

Any certified coach (hired by the school and meeting all the KHSAA coaching requirements - KHSAA Bylaw 25) may give instruction or advice to his/her team.

Only two certified coaches may sit on the bench and both may give advice.

### **INCLEMENT WEATHER SCORING**

A modified scoring method may be implemented by the Tournament Director due to inclement weather per the Competition Rules.

Modified scoring may be implemented at the beginning of a round and could be "no-ad" scoring/continuous play with no break between second and third set tiebreakers.

### **REQUIRED BALL**

Tennis balls will be provided for each match by the KHSAA Tournament Manager.

Diadem is the ball used for all KHSAA State Championship play.

### **COURT SPECIFICATIONS**

The facilities meet the proper specifications according to the USTA.

## **STATE EVENT OFFICIALS**

Officials presiding over the event are licensed by the Kentucky Tennis Umpires Association, Inc. and assigned by the KHSAA staff.

## **POST EVENT**

### **RESULTS**

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

### **TROPHIES AND AWARDS**

The KHSAA will present the following awards:

- Team champion trophies
- Team runner-up trophies





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- Two Team Semifinalist trophies
- Individual champion and runner-up plaques for singles and doubles
- Individual medals will be given to the semifinalists and quarterfinalists for singles and doubles

### **FINANCES AND EXPENSES**

There is no school reimbursement for this event as member schools are responsible for all expenses incurred for participation. The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers and charges no school or individual entry fee for this event.

### **IMPORTANT WEBSITE LINKS**

- [KHSAA Tennis Website](#)
- [Media Credentials](#)
- [Tennis Alignment](#)
- [State Time Schedule](#)
- [UK Parking Map](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)
- [Form TN112 - Team Tennis Lineup Card](#)
- [Boys'/Coed Team Tournament Championship Bracket](#)
- [Girls' Team Tournament Championship Bracket](#)
- [VisitLex Spring Championships Hotel Information](#)



## **GENERAL SPRING INSTRUCTIONS FOR ALL SPORT AND SPORT ACTIVITIES**

### **SUPERSEDURE NOTE**

The information in these instructions supersedes any information previously distributed, including the Competition Rules.

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, BALLOONS, NOISEMAKERS 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:

- Air horns that may interrupt cadence or cause safety issues in specific sports and sport-activities
- Electronic amplifiers or any other equipment required power to be plugged into an outlet or any size or type.
- Portable sound systems unless used by bands during outdoor events when they are permitted to be used by playing or competition rules
- Whistles
- 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.

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 are aware of the definitions and guidelines in place to make certain service animals are present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.

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

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

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

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided



to the animal and service provided.

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

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1000.

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.

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency, including specific assignments to the designated on-site training staff.

The on-site training staff will also 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 will also be located at the team check-in area.

### **ATHLETIC TRAINERS**

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state events, 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 in regards to 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 INDEX PROGRAM**

Tournament play will adhere to the KHSAA's Heat Index and Activity Adjustment Program, which pertains to the outside temperature.

Tournament administration will be responsible for tracking and implementing the program's guidelines.

### **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 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.

Remember per the US Weather Bureau, Heat Lightning does not exist, it is a myth.

Lightning is lightning if it can be seen or heard, period.

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.

## **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 should 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**

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 at the following link - [khsaa.teamip.com](https://khsaa.teamip.com).

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

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).



**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.**

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