

**2019**



**STATE TRACK & FIELD  
CHAMPIONSHIPS  
INSTRUCTIONS  
FOR PARTICIPATING  
TEAMS**



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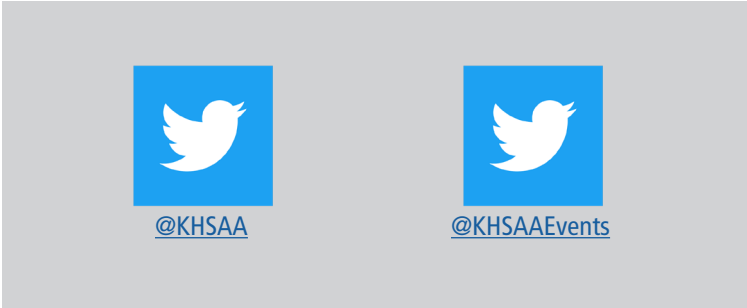
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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

**KHSAA Staff**

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- Associate Commissioner ..... Butch Cope
- Assistant Commissioner..... Mike Barren
- Assistant Commissioner.....Darren Bilberry
- Assistant Commissioner..... Sarah Bridenbaugh
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- Event Management Specialist..... Dan White
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- Administrative Support Specialist ..... Ginger Gilbert
- Physical Plant Director ..... Roy Tatum





## BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Track & Field Championships.

Refer to this manual and the important website links included at the end of the document to guide participants, coaches, fans and administrators through preparation for your participation.

## KHSAA CONTACTS

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

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

Media and results inquiries should be directed to Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

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

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The state meet shall include 24 competitors in each event, and any athlete tied for the 24th qualifying position, to include:

- The top two (2) competitors in each event at the seven region meets in each class.
- The next 10 best times/heights/marks from the state at-large per class.
- There is no additional formal entry process for individual or team state qualifiers as regional results shall serve as entries for the state championships.

## COMPETITION DATES AND SCHEDULE

### DATES

The 2019 KHSAA State Track & Field Championships will take place May 30-June 1 at the Outdoor Track & Field Complex on the University of Kentucky campus in Lexington.

- Class 1A will compete on Thursday, May 30.
- Class 2A will compete on Friday, May 31.
- Class 3A will compete on Saturday, June 1.

### TIMES

Gates will open for teams at 8:30 a.m. ET and for the general public at 9 a.m., on all three (3) days of competition.

A complete timetable for the championships is included as a link at the end of these instructions.

Due to the unpredictable nature of weather or other unforeseen circumstances, times are tentative and subject to change.

A rolling schedule may be utilized if needed.

### PRACTICE

The track will open for warm-ups at 9:15 a.m. ET all three days, but there will be NO practice time or day for the state track & field meet prior to the date of competition for each class.

## PRE-EVENT LOGISTICS

### CONFERENCE CALL

There will be a brief web conference for coaches and athletic directors prior to the event at 11 a.m. ET on May 28.



Participating schools will be sent additional instructions regarding the call via email once the entries are compiled. Participants can join the video conference from any location to join the conference.

### **VENUE AND GPS ADDRESS**

UK Outdoor Track & Field Complex

- 698 Sports Center Dr., Lexington, Ky., 40506

### **DIRECTIONS TO UK OUTDOOR TRACK & FIELD COMPLEX**

From Eastern Kentucky (via I-64)

- Use left lane to take Exit 81 to merge onto I-75 S toward Richmond/Knoxville (1.5 miles)
- Use right two (2) lanes to take Exit 110 for US-60 toward Lexington (0.2 miles)
- Use right two (2) lanes to turn onto US-60 W/Winchester Rd. (1.8 miles)
- Continue straight on Winchester Rd. (1.5 miles)
- Turn slightly left onto Midland Ave. (0.5 miles)
- Turn left onto E Main St. (0.2 miles)
- Turn right onto Woodland Ave. (0.8 miles)
- Turn left onto Sports Center Dr. (0.4) miles

From Louisville

- Get on the I-65 ramp and follow signs for I-71 N/I-64 E/Cincinnati/Lexington (1.8 miles)
- Merge onto I-64 E (0.4 miles)
- Keep left to stay on I-64 E and follow signs for Lexington (70.5 miles)
- Use right lane to take Exit 115 to merge onto KY-922 S/Newtown Pike toward Lexington (0.3 miles)
- Merge onto KY-922 S/Newtown Pike (3.2 miles)
- Continue straight onto Oliver Lewis Way (0.3 miles)
- Turn left onto W High St./W Maxwell St. and continue to follow W Maxwell St. (1.3 miles)
- Turn right onto Woodland Ave. (0.5 miles)
- Turn left onto Sports Center Dr. (0.4 miles)

From Northern Kentucky

- Merge onto I-71 S/I-75 S toward Lexington/Louisville (0.4 miles)
- Merge onto I-71 S/I-75 S (6.9 miles)
- Keep left at the fork to continue on I-75 S (57.6 miles)
- Use right lane to take Exit 115 to merge onto KY-922 S/Newtown Pike toward Lexington (0.3 miles)
- Merge onto KY-922 S/Newtown Pike (3.2 miles)
- Continue straight onto Oliver Lewis Way (0.3 miles)
- Turn left onto W High St./W Maxwell St. and continue to follow W Maxwell St. (1.3 miles)
- Turn right onto Woodland Ave. (0.5 miles)
- Turn left onto Sports Center Dr. (0.4 miles)



From South Central Kentucky

- Merge onto I-75 N (88.1 miles)
- Use right two lanes to take Exit 104 for KY-418 toward Athens/Lexington (0.2 miles)
- Use left two lanes to turn onto KY-418 W/Athens Boonesboro Rd. (signs for Lexington) (2.6 miles)
- Continue onto Richmond Rd. (1.6 miles)
- Use left two lanes to turn onto Man O'War Blvd. W (1.0 mile)
- Turn right at the third cross street onto Alumni Dr. (2.7 miles)
- Turn right onto Tates Creek Rd. (0.6 miles)
- Turn left onto Cooper Dr. (0.6 miles)
- Turn right onto Sports Center Dr. (0.2 miles)

From Western Kentucky (via Collins/Bluegrass Parkway)

- From Bluegrass Parkway, take Exit 72A to merge onto US-60 E/Lexington Rd. toward Lexington (0.2 miles)
- Merge onto US-60 E/Lexington Rd. and continue to follow US-60 E (7.4 miles)
- Turn right onto Mason Headley Rd. (1.5 miles)
- Continue straight onto Waller Ave. (0.9 miles)
- Continue onto Cooper Dr. (0.5 miles)
- Turn left onto Sports Center Dr. (0.2 miles)

## **PARKING**

All towing and parking regulations will be enforced by the University of Kentucky Parking office.

Parking will be on your own and limited near the facility as there are no reserved spots.

Parking for spectators is available in the parking garage located on Sports Center Drive (there will be a fee on Thursday & Friday only), and be aware that the collection of this fee upon exit may slow departure if using this parking garage.

Parking for spectators is available without a fee at Kroger Field the entirety of the meet with a shuttle running throughout the day for those that have mobility issues and for drivers of team transportation.

Remind your fans to be prepared for a short walk to the track complex.

Accessible parking is available in lot E immediately next to the track and below the old baseball facility, and this lot will be controlled to prevent unauthorized access.

Parking for buses will be available in the Kroger Field lot only with attendants there to help drivers assure they are in the correct spot.

Team buses MUST follow the bus route map provided at the link at the end of these instructions.

Buses may drop off teams by using Sports Center Drive, loop through the small parking lot, and then follow the map to move to the football Stadium to park.

Once buses are parked, there is a provided shuttle back to the track complex and bus drivers will check-in at the same tent as teams for admission.

## **LODGING**

Representatives of each school will arrange lodging accommodations for his/her competitors as needed.

All lodging costs are the responsibility of the individual school.



Hotels with special rates for state participants have been identified by the Lexington Convention and Visitors Bureau, and special rates are available by making the property aware that the individual is representing a school involved in the State Track and Field Championships.

These hotels with published discounts are:

- Clarion Hotel North, 1950 Newtown Pike, Lexington, Ky., 40511, Contact Jamie Thomas at 859-233-0512 for reservations, \$95 per night.
- Four Points by Sheraton Hotel, 1938 Stanton Way, Lexington, Ky., 40511, Contact Megan Byrd at 859-259-1311 for reservations, \$90 per night.

### **BYLAW 22 - REQUIREMENT TO ACCOMPANY**

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

A segment of that bylaw states:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

## **ADMISSION INTO VENUE**

### **TICKETS**

General admission tickets with no re-entry privileges will be \$10 for each day.

General admission tickets with re-entry permitted throughout the day will be \$15 for each day.

Advance tickets may be purchased online through the KHSAA website at the link included at the end of these instructions.

Children 10 and under will be admitted free.

Pets are not permitted at the event.

### **TEAM ENTRY**

Bus drivers may drop off teams and equipment outside of the track & field complex using the bus route map.

Ensure your driver has a copy of the bus route map to ensure they understand where to drop off teams.

A link to the bus route map is provided at the end of these instructions.

### **COACH ENTRY**

Coaches must go to the team check-in tent near the drop off area to receive their packet.

The check-in tent will open 90 minutes before the start of each meet and early arrivers will be held outside of the gate.

The drop-off area can be found on the layout and logistics map on the KHSAA website at the link listed at the end of these instructions.

### **ATHLETE ENTRY**

Each state qualifier will be issued a competitor number, including alternates.

Contestants are responsible for maintaining these numbers at all times.

State track & field competitors must show their number at the team-entry gate for admission without charge and only during their respective class' meet.

Competitors will NOT be admitted through the front entrance (ticket) gate, even with their numbers.

### **TEAM PACKETS**

Coaches may pick up their team packets only on the day of their respective class' meet.



No packets will be distributed early.

Each packet will contain the following:

- Competitor numbers with pins
- Meet schedule
- Coaches' passes (amount dependent on Bylaw 25 certification in the KHSAA database)
- Commemorative bag tags for participants

Coaches are to distribute competitor's numbers and coaches' passes outside of the facility to prevent ingress issues for other teams.

## **ROSTERS, NUMBERS, ENTRIES, SCORING**

### **ROSTERS AND SUBSTITUTIONS**

There are no substitutions at the state meet.

### **NUMBERS**

Numbers shall be worn on the front of uniforms in running events.

Numbers shall be worn on the front of uniforms in field events, except for the high jump and pole vault.

The field event chief will direct placement in the high jump and pole vault.

Athletes must keep their number if they exit the facility and expect to re-enter.

Hip numbers shall be worn as directed by the clerk in select events and will be distributed at the clerking station.

### **LOST/MISPLACED/REPLACED NUMBERS**

There will be a \$10 charge for authorized replacement numbers.

In the case of a lost number, athletes/coaches will be required to complete a form at the team check-in gate.

KHSAA staff will confirm the athlete has events remaining as replacement numbers will not be issued to eliminated/disqualified participants.

Upon verification, KHSAA staff will sign the form authorizing replacement and alert admission personnel to admit the athlete.

Once signed, the form is to be brought to the press box for re-issue.

### **INDIVIDUAL AND RELAY ENTRIES**

Only teams and individuals that have qualified at a regional meet are eligible to enter the state meet.

Coaches with a qualified relay team will have already submitted the names of possible competitors prior to the regional meet.

Eight (8) participants were able, prior to the regionals, to be named to a relay team and any four (4) of whom may be used at state.

Relay competitors may only come from the competitors listed at the region (maximum eight (8) per relay), including alternates.

There shall be no additional alternates after completion of the regional meet.

When relay teams check in with the Clerk of Course, the clerk will mark the competitors that the coach chooses from the available listing.

Only those relay contestants selected to participate and reporting will be considered official entries.

Relay competitors do not need to be the same from the regional meet to the state meet.

### **LANE ASSIGNMENTS**

Lane assignments will be posted to the KHSAA website the week of the state meet.

The standard order of events will be followed from the Rule Book with the fastest section running last.

The 4x800 relay and 800-meter run will be completed in two sections with fourteen athletes entered in the faster section and 10



in the slower section.

The 100/110 Hurdles, 100 Dash, 4x200 Relay, 4x100 Relay, 400 Dash, 300 Hurdles, 200 Dash and 4x400 Relay will be run in three (3) sections, with the two (2) fastest sections using all available lanes.

The 1,600 and 3,200-meter runs will be completed in one race each.

The Games Committee (The Commissioner, designated KHSAA Staff and senior meet management) may alter these provisions in the case of an inclement weather emergency.

### **TEAM SCORE**

At the state championships, all individuals or relays placing eighth or higher in each event shall score team points.

A team's score shall be determined by totaling the points earned by the top-eight finishers using a 10-8-6-5-4-3-2-1 scale.

### **SCRATCH PROCEDURE AND PENALTY**

There is no penalty for athletes scratching from events after the meet starts, or for athletes failing to finish an event once they are entered.

There will not be a roll-up of athletes into the state meet if athletes are scratched.

Scratched athletes will result in an empty lane in that event.

## **VENUE LOGISTICS**

### **ON-SITE REFEREE MEETINGS/BRIEFINGS**

There will be a short, voluntary briefing with officials prior to the start of each meet.

While this is not mandatory, it is an opportunity for coaches to ask questions.

The meet officials will be available for consultation at the time and place listed on the state event schedule.

This briefing is solely for the purpose of inquiries and clarifications.

Any questions regarding legality shall be resolved prior to the start of the meet.

This will be the only track access granted to coaches as it will be cleared prior to the first event.

Select meet officials will have a mandatory meeting with the Meet Director and Assistant Commissioner. Those involved will be notified of the time and place.

### **TEAM TENTS/WARM-UP AREA**

The only area for team tents will be in the designated area referred to as "tent city," which is on the far side of the track from the ticket gate and houses a warm-up track.

Schools may NOT set up their tents ahead of time or in any other location. They must wait until the facility is open for team check-in.

It is especially important that teams clean up their area at the conclusion of their meet.

The gate into tent city will be marshaled and only competitors with numbers and coaches with proper credentials will be admitted. Be sure to make your parents and fans aware of this restriction.

There will be an additional drop off spot for team coolers as no coolers will be permitted through the general public entrance.

### **RESTRICTED AREAS**

Maps and diagrams are posted on the KHSAA website through a link at the end of these instructions defining zones and areas for team members, coaches, officials, etc.

No runners are allowed on the track after events begin, except during the designated warm-up periods and at the awards tent when needed.

Block holders for individual competitors will not be allowed, and block holders of any type will only be allowed on the track in situations where it is determined necessary by the starter.

Competitors will not be allowed to have non-participating athletes accompany them to field event areas.





Coaches will not be granted access to the track as only athletes and officials will be given access.

## **DRESSING/LOCKER ROOMS**

There are no locker rooms provided on-site.

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

## **WHEELCHAIR/A.D.A. ACCOMMODATIONS**

The KHSAA will exercise normal care and control to provide students and fans with accessible seating.

Efforts will be made to make a reasonable accommodation for those individuals who may need wheelchair access or have other needs due to disabilities.

Please see an event staff member for instructions.

## **SIGNAGE/BALLOONS/NOISEMAKERS**

Signs/banners are permitted, but are required to be of good taste and sportsmanship.

The covering of any corporate signage is not permitted.

Signs are required to be hand-held.

Artificial noisemakers, portable sound systems and balloons are not permitted at the facilities.

## **CONDUCTING THE MEET**

### **REPORTING FOR EVENTS**

Competitors are to report to the gate area in tent city on the first call to their events.

Competitors are to report to the clerk area equipment building (near tent city) on the second call to their events.

Participants will then be escorted to the starting line or the field event area.

Attendants shall not accompany a competitor to the starting line or during the race.

State meet contestants should allow plenty of time to report for their events as no start times will be delayed to allow for the arrival of an athlete.

### **STARTING BLOCKS**

All races where the first leg (or entire race) is 400 meters or less shall use starting blocks.

Starting blocks will be provided by the University of Kentucky.

For the few schools that continue to utilize Moye starting blocks, this is legal and has been approved by the Games Committee (The Commissioner, designated KHSAA Staff and senior meet management).

If a school desires to use the Moye block, the athletes/school must provide those blocks and they must be approved by the Meet Director prior to usage.

There shall be no block attendants allowed unless the starter deems them necessary within the rules.

### **SHOT AND DISCUS - COMMON IMPLEMENTS**

In addition to the common implements provided by the KHSAA, athletes may use their own implements at state, provided they pass inspection.

If an athlete weighs in his/her implement, it then becomes a "common" implement and may be used by any athlete in the competition.

If an athlete misses the weigh-in/inspection period of their implement, they must use a common implement provided by the KHSAA or another athlete.

Illegal implements will be marked and impounded. Coaches will be notified so they can reclaim the items at the conclusion of the event.

All shots and discs shall be weighed prior to the competition.



The KHSAA will have a legal shot and discus available for use by competitors in case they do not have their own or if his/her implement would fail inspection.

### **4X800 RELAY/800 RUN**

The 4x800 meter relay and the 800-meter run will use a staggered start with a one-turn stagger.

Athletes may break to the inside at the start of the back stretch of the track.

Lapped runners shall run a normal course if permitted to continue in the race.

Participants may use tape on the track, but shall remove all tape after the event.

### **1,600 RUN/3,200 RUN**

The 1,600 and 3,200-meter runs shall utilize a one-turn stagger with the runners breaking to the inside of the track at the start of the back stretch.

Lane assignments for both races will utilize the same format for starting listed above for the 3,200-meter relay and 800-meter run.

Lapped runners shall run a normal course if permitted to continue in the race.

### **4X100 RELAY/4X200 RELAY**

The 4x100 meter relay and 4x200 meter relay will be ran in lanes for the duration of the race.

Participants may use tape on the track, but shall remove all tape after the events.

### **4X400 RELAY**

The 4x400 meter relay will be completed with a three-turn stagger.

The first leg will be ran in lanes for the entire distance.

The runners of the second leg in the 4x400 relay shall be free to take over any position on the track after the curve at the entrance to the back straightaway, which is marked with a broken line and cones.

The third relay exchanges, referred to as the "California Exchange," shall be used thereafter until the completion of the event.

Participants may use tape on the track, but shall remove all tape after the event.

### **POLE VAULT COACHING BOX**

A coaching box/designated area will be provided for Pole Vault Coaches to communicate with athletes per NFHS Track Rule 3-2-4(g).

This coaching area will be provided outside of the oval and bordering fence, and marshalled to ensure that coaches can communicate with athletes between trials.

### **FIELD EVENT QUALIFYING FROM PRELIMINARIES TO FINALS**

The order of competition in the throwing and jumping events will be set so the top qualifier will go last.

The top nine (9) competitors in the trials will qualify for the finals in field events (one (1) more than the number of medaled places).

The starting heights for the high jump and pole vault will be determined by the Games Committee (The Commissioner, designated KHSAA Staff and senior meet management) and sent to schools prior to the state meet.

The Games Committee (The Commissioner, designated KHSAA Staff and senior meet management) reserves the right, per NFHS rules, to adjust starting height due to unforeseen conditions.

### **MARSHALS AND MARSHALLING**

There will be a marshaling area in the vicinity of the finish line for athletes to report to immediately following each race.

The athletes will be released quickly, unless there is a violation during the race.

After competing in any finals, the athletes are to immediately proceed to the awards area.



## **INCLEMENT WEATHER PROCEDURES**

Should it begin to rain without lightning or thunder, the meet will continue on schedule, unless the head official determines that it is unsafe to continue.

The Head Meet Official must delay or interrupt a competition at the first sight of lightning or sound of thunder and the site should be cleared of all persons immediately by event administration.

If it is anticipated that the storm will pass, the competition may resume following a 15 minute warm-up period, no sooner than 30 minutes after the last sight of lightning or sound of thunder.

In the event of inclement weather which forces postponement or interruption of the meet, it is the duty of the KHSAA to make decisions in regard to resumption, 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.

Should weather force a postponement or delay, teams and fans should immediately leave the bleacher area and team area upon hearing the announcement.

Should evacuation of the track be necessary, directions will be given by uniformed officers, as well as meet officials.

Other facilities at the University of Kentucky are available as emergency shelter or individuals can seek refuge in the parking garage or in individual or team transportation.

Should the meet be suspended and a decision made to resume, the following procedure will be utilized:

- If and when the decision is made to resume, uniformed officers and meet officials will circulate through the parking lots and a PA announcement will be made.
- There will be a 15-minute warm-up and waiting period prior to the first call for the first resumed event.
- Once the first event has begun, the meet will continue on a rolling schedule.

If the severe weather is of great length or intensity, the Games Committee (The Commissioner, designated KHSAA Staff and senior meet management) have the responsibility and authority to resume, postpone, or cancel the competition.

If the decision is made by the Games Committee to cancel the meet, it shall be considered to be complete and scoring finalized through all events in which final results have been recorded.

The safety of the public and participants will be the most important factor in any decision.

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

### **COMPETITION RULES**

The championships shall be contested using the KHSAA Competition Rules as adopted by the Board of Control and a link to these rules is included at the end of these instructions.

### **WIRELESS COMMUNICATION**

Electronic devices may be used in unrestricted areas and coaching boxes, provided the location does not interfere with progress of the competition as determined by the meet official.

Electronic devices shall not be used to transmit information to the competitor during the race or trial.

Electronic devices shall not be used for any review of an official's decision.

## **APPEALS**

### **FORMS**

Appeal forms will be available at the check-in tent by request of a participating coach.

### **APPEAL PROCEDURE**

A coach shall first protest to the appropriate Referee.



- If the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, the written appeal shall be made and submitted to the Meet Director.
- Appeals shall be submitted by the HEAD COACH ONLY to the Meet Director at the finish line.
- The director will then submit it to the appropriate official.
- Appeals must be put in writing and submitted immediately (within 10 minutes) after the situation occurs. There will be extra appeal forms available at the team entrance tent for this purpose.
- The jury of appeals shall be the final authority and only those issues for which the NFHS rules specify are appealable.

### **APPEALABLE SITUATIONS**

Situations which are subject to appeal include, but are not limited to:

- Misapplication of the rules, which must be filed within 10 minutes after the announcement of event results.
- Correction of clerical or team scoring errors which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the Games Committee or Meet Director.
- Correction of meet results involving an ineligible participant which may be made at any time when discovered.
- Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the Games Committee or Meet Director, such as the time schedule, the number of qualifiers to advance, number of trials, etc.

### **NON-APPEALABLE SITUATIONS**

The following are non-appealable situations:

- Any judgment decisions pertaining to violations or alleged violations of the rules.
- A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition.
- Whether a start is fair and legal.

## **STATE EVENT OFFICIALS**

In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will assign all officials.

Officials presiding over the event are licensed and assigned by the KHSAA.

## **HEALTH INFORMATION**

### **ATHLETIC TRAINERS**

The Association will use the services of University of Kentucky Sports Medicine to provide trainers for the state track championships.

UK Sports Medicine will have one tent inside the tent city team area and another near the finish line.

Athletic training staff will be available for 45 minutes prior to each event and remain available during and after each competition and several volunteer medical professionals will be on hand.

Any school desiring admission of its own certified trainer shall coordinate that with University of Kentucky Sports Medicine staff.

Teams will be given instructions on that process during the conference call.

### **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 the completed 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.

## **INHALER**

National Federation rules allow athletes the use of an inhaler in the area of a Track & Field meet, but only with the written permission of a physician.

If an athlete is to be involved in Track & Field competition and must use an inhaler or have one available, Form TR120 must be completed and presented to the Head Official during the pre-race meeting.

A link to Form TR120 is included at the end of these instructions.

## **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 encountered in which any one 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, University of Kentucky police or the on-duty officer.

Several areas of the facility will be marked as off limits with flagging, barriers and signage. Coaches are directly responsible for their athletes' adherence to these areas.

Athletes are not to wear spikes when sitting in the bleachers.

Implements from other sports are not allowed at the event (frisbees, footballs, Nerf products, baseballs, soccer balls, etc.) as space is limited and safety is minimized if these activities occur.

Participants are reminded to drink plenty of fluids throughout the day, particularly if it is warm.

Attendance at events is a vital family and community based activity which is encouraged.

## **EMERGENCY ACTION PLAN (EAP)**

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, UK ATC/LAT or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in, as well as First Aid Kits, coolers with ice and bags, crutches and splint bag and additional athletic training equipment.

## **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.

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.

## **TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO**

### **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.

Applications should be submitted by the editor or director at each organization and a link to do so is provided at the end of these instructions.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.



### **SCHOOL MEDIA CREDENTIALS**

Each school is permitted one (1) school media pass at KHSAA State Championship events - valid only for a student - for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

### **MEDIA RIGHTS FEE**

Freelance/commercial photographers 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.

### **INTELLECTUAL PROPERTY RIGHTS**

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

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all State Championship play.

### **BROADCAST/TELECAST/WEBCAST**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to state events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events.

No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events, including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

### **TEAM BROADCASTS**

By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each event its affiliated school participates in.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted using the online system.

The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system.

Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system.

### **FILMING**

External power sources may not be used by patrons.

Spectators may film any portion of this competition from the confines of their defined 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.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.



No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the championship venue.

## POST EVENT

### RESULTS

Results will be finalized and made official at the conclusion of each event.

Once meet officials validate the results, they will be announced at the event and posted on the KHSAA website.

Physical copies of the results will be posted to a board near the admission gate and the concession stand.

### TROPHIES AND AWARDS

Medals will be awarded for the first eight (8) places in each event.

Team trophies will be given to the top four (4) teams in each class and each gender immediately following the last event.

The individual, relay and team awards area will be located inside the track.

Competitors shall report to the awards area immediately following the finals in each event.

Athletes involved in other events who are not able to stay for the awards presentation can pick up their medals at a later time.

Teams shall be present to receive their awards. As soon as the trophies have been presented, the top four (4) teams in each class are to report for official meet pictures. Only credentialed media members may take photos during the awards presentation.

### OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event.

The KHSAA employs, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pregame and postgame events, and action shots during the meet.

All other photographers must come through the KHSAA credentialing system.

Commercial or freelance photographers wishing to sell their work must pay a rights fee.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

### FINANCES AND EXPENSES

There is no school travel reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers.

## IMPORTANT WEBSITE LINKS

[KHSAA Track & Field Website](#)

[Competition Rules](#)

[Time Schedule](#)

[Layout and Logistics Map](#)

[Bus Route Map](#)

[Parking Map](#)

[Team Hotel Accommodation Information](#)

[Media Credential Request Form](#)

[School Media Credential Request Form](#)



[School Broadcast Radio](#)

[GoFan Advance Online Ticket Sales](#)

[Official KHSAA Championship Photos](#)

[Form GE04 \(Physical Exam Form\)](#)

[Form TR120 \(Medical Report Form\)](#)



