



ARCHERY

**2021 REGIONAL
TOURNAMENT INSTRUCTIONS
FOR MANAGERS, PARTICIPATING TEAMS AND FANS**

DRAFT

**THE INFORMATION INCLUDED WITHIN
THESE INSTRUCTIONS IS TENTATIVE AND
SUBJECT TO CHANGE**



2021 Archery Regional Tournament Instructions

Table of Contents

- Covid-19 Guidance** [3](#)
 - Masks, Face Coverings and Social Distance [3](#)
 - Cross-Reference to Other Guidance..... [4](#)
 - Season Limitation and Contest Adjustments [4](#)
 - Archery Competition Setup (Recommended Unless Otherwise Indicated)..... [4](#)
 - Administrative and Court Setup (All Required Unless Otherwise Indicated) .. [5](#)
 - Officiating (Rules) (Adopted for 2020-21) [6](#)
- Duties Summary Statement**..... [6](#)
- KHSAA Contact List**..... [6](#)
- Reference To Team Alignment** [6](#)
- Allowable Competition Dates**..... [6](#)
- Pre-Tournament Manager’s Responsibilities**..... [7](#)
 - Complete Tournament Manager’s Form..... [7](#)
 - Contact Participating Schools [7](#)
 - Development of Info Document for Participants..... [7](#)
 - Pre-Tournament Meetings [7](#)
 - Future Regional Sites..... [7](#)
 - Admission of Fans/Participants/Team Party..... [7](#)
 - Host Site Administrator..... [7](#)
 - Outside Providers/Vendors..... [7](#)
- Pre-Tournament Meeting And Model Agenda**..... [7](#)
- Venue Logistics**..... [8](#)
 - COVID-19 Guidelines [8](#)
 - Signage, Balloons, Noisemakers and Music..... [8](#)
 - Water - COVID-19 Guidance [8](#)
- Entry, Rosters, Lane Assignments** [8](#)
 - Tournament Entry and Registration [8](#)
 - Postseason Rosters [9](#)
 - Substitutions/Limitations [9](#)
 - Flight and Range Assignments [9](#)
- Format of Event**..... [9](#)
 - COVID Adjustments [9](#)
 - Scoring Protocol [10](#)
 - Team Competition Tiebreaker [10](#)
 - Individual Competition Tiebreaker [10](#)
 - Tiebreaking Protocol for Standings..... [10](#)
- Points of Emphasis**..... [10](#)
 - Warm-Up Time..... [10](#)
- Procedure For Getting Officials** [11](#)
- Bylaw 22 Reminder** [11](#)
 - Requirement to Accompany Team Members..... [11](#)
 - Bylaw 22, Section 8..... [11](#)
- Security** [11](#)
- Medical Provisions** [11](#)
- Emergency Action Plan**..... [12](#)
- Inclement Weather Procedures**..... [12](#)
 - Stoppage/Postponement [12](#)
- Media and intellectual Property Rights**..... [12](#)
 - General Media Rights..... [12](#)
 - Radio Broadcasts..... [12](#)
 - Telecast/Webcast Including NFHS Network Restrictions [13](#)
 - Music Copyright [13](#)
 - Event Merchandise [13](#)

- Post Event** [13](#)
 - Reporting Results [13](#)
 - Trophies..... [13](#)
 - Instructions for Teams Advancing to State Championship .. [14](#)
- Finances** [14](#)
 - Tournament Financial Report..... [14](#)
 - Tournament Costs..... [14](#)
- Important Website Links** [15](#)
- Electronic Data Instructions for Managers**..... [15](#)
 - Setting Up the Online Listing..... [15](#)
 - Setting Up the NASP Pro Parameters..... [15](#)
 - Managing Registration [16](#)
 - Tournament Day Management..... [16](#)

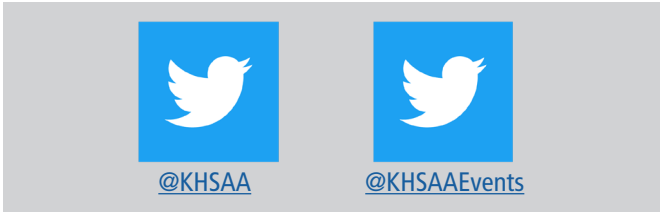
Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.



2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner Julian Tackett
- Associate Commissioner Butch Cope
- Assistant Commissioner Mike Barren
- Assistant Commissioner Darren Bilberry
- Assistant Commissioner Sarah Bridenbaugh
- General Counsel..... Chad Collins
- Communications Director..... Joe Angolia
- Information Technology Director Rob Catron
- Event Management Specialist..... Dan White
- Administrative Assistant/Office Manager Kara Howard
- Administrative Support Specialist Jeremy Ison
- Administrative Support Specialist Jeanie Molloy
- Physical Plant Director Roy Tatum





2021 Archery Regional Tournament Instructions

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport-Activities" document for archery can be found at the following link: <https://bit.ly/3b4S78b>

In addition to archery specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a regional tournament.

REMINDER - Any individual with symptoms of COVID-19 or failing the required temperature check shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED-** These standards are required at all sanctioned contests.
- **RECOMMENDED-** These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER-** While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

Differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

MASKS, FACE COVERINGS AND SOCIAL DISTANCE

Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved

BASIC MASK/FACE COVERING INFORMATION

All individuals entering a venue before, during, and after a contest shall wear a mask/face covering. (REQUIRED)

All administrators, spectators, workers, coaches and non-competitors, including substitutes and sideline cheerleaders (when not involved in permitted legal stunting) shall wear a mask/face covering at all times. (REQUIRED)

A "gaiter" with multiple layers of cloth complies with this requirement provided it is properly worn covering the nose and mouth when the player is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

All spectators and non-competitors in the contest must wear masks unless they are eating or drinking at the moment. (REQUIRED)

- At indoor events, masking is required all the time unless eating or drinking at that moment. (REQUIRED)
- If individuals move or are moving to another venue location, they are to wear masks when moving. (REQUIRED)

At all practices and contests, it is expected that these standards for universal masking be applied at all facilities and that patrons should be escorted out of the event if they refuse to comply. (RECOMMENDED)

Being more than six-feet away from other individuals does NOT waive the requirement to wear a mask.

MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES

A mask/face covering is required for all participants at any time.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned ideally in a washer with hot water and soap and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)

Social distancing of at least six (6) feet shall be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times.

No hugging, high fives, shaking hands, or fist bumps for support/encouragement.

Behavior shall be modeled by adults, who must insist on compliance by students.

Social distancing shall be maintained during the National Anthem and on sidelines.



2021 Archery Regional Tournament Instructions

Indoor sports may need to use lower-level bleachers or multiple levels of seating to ensure social distancing among team members before addressing attendees.

Be mindful as we teach the students, it won't be like this forever!

CROSS-REFERENCE TO OTHER GUIDANCE

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

Portions of the archery specific section of the document are included below.

SEASON LIMITATION AND CONTEST ADJUSTMENTS

The last official regular season contest can be held on the day prior to the final regional tournament.

Postseason play, at this time, is scheduled to begin with the regions required to be completed one (1) week prior to the state championship competition, which will be held on a yet to be determined date.

ARCHERY COMPETITION SETUP (RECOMMENDED UNLESS OTHERWISE INDICATED)

SOCIAL DISTANCING AND KHSAA/NASP®

The following information is provided only as recommendations if social distancing and disinfecting practices are required by appropriate government or health authorities to protect the health of participants.

The KHSAA and NASP® have and will continue to follow the advice of state and federal health officials regarding any activities.

As has been the case for our nearly two (2) decades of partnership with NASP, safety is our first priority.

RANGE LANE SPACING - AVOIDING SHARED BREATH AND TOUCHING

Whatever safe spacing distance is required, that would also be the minimum width of lanes on the range.

If six (6) feet continues to be the recommended safe distancing, lanes should be six (6) feet wide with a single archer/lane standing in the middle of the lane and a single quiver in the center of each lane.

Only one (1) archer at a time should go to the target line to score and retrieve arrows.

The waiting line should also be marked and managed to maintain safe distancing.

EQUIPMENT MANAGEMENT - AVOIDING CROSS-CONTAMINATION

Students should each have their own, without sharing, personal Stringbow, when learning and practicing the NASP Eleven Steps to Archery Success.

The same would hold true if the archers are using armguards, gloves, or finger tabs.

Because the archer is to wear a face mask while shooting, care should be taken that all parts of the mask are such that they won't be snagged by the string when released.

It is noted that Bowhunters routinely shoot while wearing face masks.

When retrieving or returning bows to the bow rack, only one archer should be at the bow rack at a time.

If the range has multiple bow racks, they should be spaced according to social distancing requirements to allow multiple archers to pick up and return bows.

Each archer's bow should be on its own hook with no sharing of bow or hook unless disinfected between archers.

Shared bows and arrows should be regularly disinfected.

To disinfect, the CDC indicates, "Most common EPA-registered household disinfectants will work". Except caustic agents such as bleach should be kept off the bowstring.

- Soap and water
- 60% or greater alcohol wipes
- Bleach should be avoided on bowstrings.
- Special care should be taken to maintain safe distancing when setting up or taking down the range if students help.



2021 Archery Regional Tournament Instructions

SCORED SHOOTING - AVOIDING CROSS-CONTAMINATION

Each archer should have a scorecard and pencil on their own scoreboard.

KHSAA event participants are expected to fully comply with adopted and approved NASP guidance for 2020-2021 events.

ADMINISTRATIVE AND COURT SETUP (ALL REQUIRED UNLESS OTHERWISE INDICATED)

PRE-COMPETITION INFORMATION AND VENUE SETUP (ALL REQUIRED)

Suspend pre-event protocol of shaking hands during introductions or pre-match activity.

Suspend post-event protocol of shaking hands.

Before, during, and after the event, players, coaches, game officials, team personnel, and game administration officials should wash and sanitize their hands as often as possible.

Everyone should have their drink container that is not shared.

Cloth face coverings are permissible for all coaches and team staff and all game administration officials.

Athletes are permitted to wear gloves and/or masks/face coverings during competition with no restriction on color or type.

Gloves are permissible for all coaches and team staff and all game administration officials.

Try and limit the number of non-essential personnel who are on the bench throughout the contest.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating and able to socially distance from other groups.

Team Packets: Tournament Managers are encouraged to transmit as much information as possible electronically before the match.

For any information that cannot be submitted electronically, organize a method for the packet pick up that keeps coaches socially distanced (i.e. time slots for small numbers of coaches to pick up packets, marks on the floor that are 6 feet apart for coaches' lines formed at packet pick-up, etc.).

Distribute awards in envelopes and have the coaches pick them up, one at a time, after the contest.

Mass awards ceremonies shall be eliminated, particularly in early season segments.

CONDUCTING THE EVENT

Have a standard NASP® range setup (including using official 80cm FITA paper target faces) (REQUIRED)

Lanes must be six (6) feet wide with centers clearly marked on the 10 meter and 15 meter shooting lines. (REQUIRED)

One (1) quiver placed per target in the center of the lane (REQUIRED)

Target line, shooting lines and waiting lines must be present and properly spaced (a waiting area must be present in front of audience seating). (REQUIRED)

Archers will have a mark behind the waiting line to stand on.

Mark will be six (6) feet from audience seating. (REQUIRED)

Targets – numbered and set at recommended distance of 6 ft. center to center. (REQUIRED)

Scoreboards – placed on target line in front of targets (flat with rubber bands), (REQUIRED)

Bow racks – double hooks numbered with a corresponding target number (Each bow rack usually has room to hang 12 bows or six (6) double hooks). (REQUIRED)

Place target numbers, one (1) per double hook. So, one (1) rack would be #'s 1 to 6, the second rack, #7 to 12, etc. (REQUIRED)

Paper faces must be replaced after each flight (like regionals/state/nationals). Scoreboards are flat boards without clips. (REQUIRED)

Establish socially distanced seating for spectators. (REQUIRED)

Archers, coaches, participants and attendees will properly wear a mask at all times, fully covering the nose, mouth and chin. (REQUIRED)

All equipment should be sanitized. (RECOMMENDED)

Coaches will temperature check their archers prior to entering the facility. (REQUIRED)



2021 Archery Regional Tournament Instructions

Students should each have their own, without sharing, personal Stringbow, when learning and practicing the Eleven Steps to Archery Success and the same would hold true if the archers are using armguards, gloves, or finger tabs. (RECOMMENDED)

Archers bring in their own equipment – bow placed on a bowrack noting the number– scorecard goes to scoreboard at corresponding target. (REQUIRED)

Archers will hang their bow on the number associated with their target number. (RECOMMENDED)

Archers will stand in their waiting spot (socially distanced) designated by a mark behind the waiting line in their shooting lane. (RECOMMENDED)

Archers will shoot in the center of the lane and be conscious of remaining apart from one another while moving on the range. (REQUIRED)

Archers will shoot a scoring end – an adult will pick up the scoreboard, call out the arrows, bubble while calling arrows a second time, ask archer if they agree, adult will check the box stating out loud that they are checking the box because the archer agrees. (RECOMMENDED)

After shooting, adult will ask archer to retrieve arrows, set scoreboard down and go to next archer to score. (RECOMMENDED)

Adult scorer will collect all cards as archers exit the facility. (RECOMMENDED)

Adult scorer will sanitize all scoreboards, targets, quivers, and bowracks prior to the next group of archers entering. (RECOMMENDED)

After the last arrows are called and verified, scoreboard will be placed on the target line.

Archer will use his/her own pencil/pen to mark their initials on the bottom of the card as a signature (this will be done by bending over and writing their initials without touching/picking up the scoreboard). (REQUIRED)

Spectators will be made aware to leave the venue during the last scoring end. Archers will exit and meet them outside the entrance/exit or at their vehicles. (RECOMMENDED)

A coach will be outside to meet archers not being collected by a parent. (RECOMMENDED)

OFFICIATING (RULES) (ADOPTED FOR 2020-21)

Have a minimum of one range official per five (5) targets – range officials will score up to five (5) targets. (REQUIRED)

DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing archery tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for archery is Communications Director Joe Angolia (jangolia@khsaa.org).

If Mr. Angolia is for some reason not available, General Counsel Chad Collins (ccollins@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 11 regions.

The current alignment is available on the archery page of the KHSAA website and included as a link at the end of these instructions.

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

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

ALLOWABLE COMPETITION DATES

As of Jan. 21, 2021, the planned regional archery tournament dates begin March 13 and must be completed by April 3, but are subject to change based on current events.

If you have not already been contacted by the host school, please see the list of Region Managers on the KHSAA website.



2021 Archery Regional Tournament Instructions

The dates and location of your region tournament can be found on the site as well under Regional Managers Listing.

PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Regional Tournament Manager's Form (GE56) to provide general information about your event. The manager should keep KHSAA staff informed of any changes to the form after it has been submitted. A link to the form is included at the end of these instructions.

CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region about how to enter the tournament and inform them of your region's schedule.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

This document shall include any COVID-19 requirements or adjustments made for the event.

PRE-TOURNAMENT MEETINGS

A coaches meeting should take place before the event begins, including allowing time for officials to conduct the rules portion of the meeting.

Please ask any questions you might have during this period.

The use of a virtual meeting is permitted and strongly recommended.

FUTURE REGIONAL SITES

The Region Manager should review the Regional Tournament Hosting Criteria with all schools in the region. A link to the criteria is included at the end of these instructions.

Schools wishing to be a future host must complete KHSAA Form GE59 (Application for Hosting), which is included as a link at the end of these instructions, and return it to the KHSAA.

All sites shall comply with NFHS rules and requirements and any deviations to the standards and specifications are to be approved by the KHSAA Board of Control.

ADMISSION OF FANS/PARTICIPANTS/TEAM PARTY

All teams should be reminded that this is not a "home" event for anyone, and that the ticketing policies and allocations must be the same for all competing teams.

The KHSAA suggests a ticker price of no less than \$5 for general admission.

Hosts sites, in consultation with the KHSAA, will have set attendance limits due to COVID-19.

HOST SITE ADMINISTRATOR

The KHSAA requires a tournament administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

OUTSIDE PROVIDERS/VENDORS

Contact security and other outside providers/vendors and ensure that all other pre-tournament functions are complete.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "KHSAA Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport Activities" document for archery (<https://bit.ly/3b4S78b>)



2021 Archery Regional Tournament Instructions

- Rules discussion with officials
- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorer/scoresheets
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules and other notes
- Discuss the inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans
- Discuss future sites and review regional tournament hosting criteria (link at end of instructions)
- Discuss any changes to Regional Tournament Managers Form (GE56) and keep KHSAA informed

VENUE LOGISTICS

COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

Masks must be worn by the archers at all times.

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 game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are not permitted at the venue and will be taken away if found.

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 and when the archers are not competing.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3b4S78b>) for multiple references to water, hydration and food guidelines.

ENTRY, ROSTERS, LANE ASSIGNMENTS

TOURNAMENT ENTRY AND REGISTRATION

Registration for both the regional and - if advancing - state tournaments takes place online at the link listed at the end of these instructions.

Coaches must access the KHSAA website and register ALL of the archers they want to be eligible to participate on their KHSAA Regional and/or State teams.

The team size for each boys' and girls' team competition will be seven (7) to 12 archers.

The girls' tournament (both team and individual) is limited to female archers only.

- If you do not have enough female archers for a girls' team, you can register them as individuals (under the high school division group) or add them to your boys' team.



2021 Archery Regional Tournament Instructions

The boys' team tournament may include female archers if there are not enough males to fill a team. However, any female who participates on a boys' team at a regional tournament shall compete in the boys' event for the remainder of the postseason.

- The team must include at least one male archer.
- If you do not have enough male archers for a boys' team, you can register them as individuals (under the high school division group) or add female archers to your boys' team.

A school may enter less than seven (7) participants to compete as individuals, however, a school entering a team may not enter additional competitors as individuals in the same tournament.

The team entry shall be turned in to the Region Manager a minimum of four (4) days before the tournament.

There is no minimum number of contests needed to be eligible to compete in the postseason.

POSTSEASON ROSTERS

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.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only archers appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional archers 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 archers.

This roster information is also used for advance preparations for state qualifying teams and individuals.

SUBSTITUTIONS/LIMITATIONS

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

After the flight assignment is final, the Region Manager may allow substitution if the original entry is prevented from participating due to circumstances such as injury/illness.

Any archer whose name is on the official postseason online roster for the school may be substituted on a team prior to the time of the first flight for the regional tournament.

FLIGHT AND RANGE ASSIGNMENTS

Range assignments shall be random and will be made ahead of time and given out to the coaches before arriving at the regional tournament. These assignments shall be final.

This shall be sent to all schools before the date of the competition and will help teams and fans know where to go when they arrive at the site.

FORMAT OF EVENT

The KHSAA will sponsor boys' and girls' competition for both teams and individuals.

The team score for the regional tournament shall be the best seven (7) scores from those entered.

Each team with a minimum of seven (7) archers and maximum of 12 will shoot one (1) flight (three 10-meter scoring ends and three 15-meter scoring ends).

The top seven (7) scores will be combined to determine the team score.

The winning and runner-up team at each regional competition shall advance to the state competition, if such an event is able to be held.

In addition, the top three (3) scorers in both the boys' and girls' divisions that are not advancing with a team, shall advance to the state competition as individuals, if such is able to be held.

COVID ADJUSTMENTS

Lanes must be six (6) feet wide with centers clearly marked on the 10 meter and 15 meter shooting lines. (REQUIRED)

One (1) quiver placed per target in the center of the lane (REQUIRED)

Scoreboards – placed on target line in front of targets (flat with rubber bands) (REQUIRED)



2021 Archery Regional Tournament Instructions

Paper faces must be replaced after each flight (like regionals/state/nationals). Scoreboards are flat boards without clips. (REQUIRED)

Establish socially distanced seating for spectators. (REQUIRED)

Archers, coaches, participants and attendees will properly wear a mask at all times, fully covering the nose, mouth and chin. (REQUIRED)

All equipment should be sanitized. (RECOMMENDED)

Coaches will temperature check their archers prior to entering the facility. (REQUIRED)

Archers will shoot in the center of the lane and be conscious of remaining apart from one another while moving on the range. (REQUIRED)

Archers will shoot a scoring end – an adult will pick up the scoreboard, call out the arrows, bubble while calling arrows a second time, ask archer if they agree, adult will check the box stating out loud that they are checking the box because the archer agrees. (RECOMMENDED)

SCORING PROTOCOL

After shooting, adult will ask archer to retrieve arrows, set scoreboard down and go to next archer to score. (RECOMMENDED)

Adult scorer will collect all cards as archers exit the facility. (RECOMMENDED)

Spectators will be made aware to leave the venue during the last scoring end. Archers will exit and meet them outside the entrance/exit or at their vehicles. (RECOMMENDED)

To accommodate our schools who compete in both NASP and KHSAA competitions, we are using the NASP scoring protocol.

It is important to teach and practice this process with your archers so they can complete it quickly and accurately, and to make sure that scoring is consistent for all competitions.

A link to the complete scoring protocol is provided at the end of these instructions.

TEAM COMPETITION TIEBREAKER

Tiebreaking shall begin by counting the number of 10's, 9's, 8's, etc., for the top seven (7) archers of each tied team.

The team that has more 10's will be the winner. If a tie persists, compare the number of 9's, and so on, through the 1's.

If a tie still persists, it shall remain and all tied teams for an advancing position shall advance to the state competition.

INDIVIDUAL COMPETITION TIEBREAKER

Tiebreaking shall begin by counting the number of 10's, 9's, 8's, etc.

The archer who has more 10's will be the winner. If a tie persists, compare the number of 9's, and so on, through the 1's.

If a tie still persists, it shall remain and all tied archers for an advancing position shall advance to the state competition.

TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

POINTS OF EMPHASIS

WARM-UP TIME

Arrival and warm-up times will be designated by the Region Manager.



2021 Archery Regional Tournament Instructions

PROCEDURE FOR GETTING OFFICIALS

It is the discretion of the Region Manager, in consultation with the participating schools, as to the use of an official for the regional tournament.

This person could likely be a NASP liaison who will assist the host school manager with the competition/scoring aspects of the tournament.

If you would like assistance in acquiring an official, please contact Patrick O'Connell (920-523-6040) who serves as the head official for the state tournament.

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. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

SECURITY

It is the responsibility of the Region Manager to secure adequate police protection and other security precautions as necessary.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

While acknowledging the expense of security, it is noted that this shall be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.



2021 Archery Regional Tournament Instructions

EMERGENCY ACTION PLAN

All region hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each Region Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

Before the start of the tournament, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start 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 that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.



2021 Archery Regional Tournament Instructions

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

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.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications Director of the KHSAA.

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

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REPORTING RESULTS

It is the Region Manager's responsibility to post the standings and results throughout the tournament.

Please refer to the Electronic Procedures for Managers section of these instructions for details on reporting results.

Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations.

TROPHIES

The KHSAA Board of Control has contracted with Rihersds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2020-21 tournaments.

Region hosts should have the trophies from last year's shipment before the season was suspended, ultimately leading to the cancelation of postseason events.

If the host is different in 2021, the KHSAA will facilitate the transfer of trophies and awards.



2021 Archery Regional Tournament Instructions

Your region package, which was shipped directly to your school from Rihards.com, should've consisted of the following:

- Two (2) region team champion trophies (one (1) per gender)
- Two (2) region team runner-up trophies (one (1) per gender)
- Two (2) champion medals (one (1) per gender)
- Two (2) runner-up medals (one (1) per gender)
- Two (2) each of third and fourth place medals (one (1) per gender for both)

In order to re-use the trophies, new plates will be shipped to the hosts and Rihards has supplied the instructions below to assist with application:

- The new plates are slightly larger than the original plates to facilitate placing and centering.
- DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO REMOVE THE ORIGINAL PLATE FROM THE TROPHY. YOU WILL LIKELY IRREPARABLY DAMAGE THE TROPHY. YOU ALSO RISK PERSONAL INJURY FROM THE SHARP EDGES OF THE METAL PLATE.
- Double-sided tape is on the back side of the plate.
- Before you place the new plate over the original plate remove the orange protective layer on the tape.
- Do NOT touch the sticky surface of the tape. Treat it as you would super glue.
- Make absolutely certain you have the plate correctly positioned before making contact with the original plate.
- YOU GET ONE CHANCE, YOU WILL NOT BE ABLE TO REMOVE THE NEW PLATE WITHOUT DAMAGING IT!

The cost for the replacement plates has been absorbed by the KHSAA.

The original cost of the trophies was paid by the Region Manager on behalf of the tournament. An invoice was included with the shipment.

- The estimated region cost from last year was \$310.80, not including shipping.

It is a local, region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

INSTRUCTIONS FOR TEAMS ADVANCING TO STATE CHAMPIONSHIP

The winning and runner-up teams at each regional competition advance to the state competition if such an event is able to be held.

Additionally, the top three (3) scorers in both the boys' and girls' divisions not advancing with a team shall advance to the state competition as individuals in their respective divisions if such an event is able to be held.

Region results and state qualifiers will be released as soon as all region results are verified through the KHSAA office.

Final plans for a culminating state championship will be determined prior to March 31.

Be on the lookout for the State Team Participant and Tournament Information release to ensure you know the rules and regulations of the state tournament prior to the event.

FINANCES

TOURNAMENT FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to jangolia@khsaa.org.

TOURNAMENT COSTS

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

The participating schools shall adopt a plan for distribution of proceeds.

If there is a dispute, contact the Commissioner's office.



2021 Archery Regional Tournament Instructions

IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Winter Sports and Sport-Activities - Archery](#)
- [COVID-19 Media Guidance](#)
- [Current Alignment](#)
- [Online Tournament Registration](#)
- [Tournament Entry Tutorial](#)
- [Online Scoring Guide](#)
- [Regional Managers Listing](#)
- [GE51 - Regional Tournament Financial Report \(DOCX\) \(PDF\)](#)
- [GE56 - Regional Tournament Manager Form](#)
- [GE59 - Application for Hosting](#)
- [Regional Tournament Hosting Criteria](#)

ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

SETTING UP THE ONLINE LISTING

You will need to set up two (2) regional tournaments for your region on nasptournaments.org.

- 2021 KHSAA Region ## Boys Tournament
- 2021 KHSAA Region ## Girls Tournament

The events must be listed as local events.

You must limit registration to one (1) team per division.

Team size should be restricted to 7-12 archers.

You can only list a high school division (no elementary, middle or individual).

You will need to determine your flight schedule since you will be conducting two (2) events at the same time.

The recommendation would be to alternate flight times (girls flight then boys flight) or to conduct all flights for one (1) gender than conduct all flights for the other.

SETTING UP THE NASP PRO PARAMETERS

After you import your participant file ([nasparchers.csv](#)) into the nasp pro software, go to Set Tournament Parameters and set the parameters as specified below (for both events), (you will have two (2) copies of the nasp pro program, one (1) for boys and one (1) for girls).

- Parameter_Name - Parameter_Value - Parameter_Description
- MaxTeamSize - 12 - Maximum number of shooters allowed on a team
- MinTeamSize - 1 - Minimum number of shooters allowed on a team
- MinSizeQualify - 7 - Minimum number of shooters needed to qualify as an official team
- MinMales - 0 - Minimum number of male shooters needed to qualify as an official team
- MinFemales - 0 - Minimum number of female shooters needed to qualify as an official team
- TotForScore - 7 - Total number of shooters used for the Team Score
- MinForScoreMale - 0 - Minimum number of male scores used for the Team Score
- MinForScoreFemale - 0 - Minimum number of female scores used for the Team Score
- MinGrade - 7 - Minimum School Grade allowed to Shoot - valid values are 1 through 12



2021 Archery Regional Tournament Instructions

- MaxGrade - 12 - Maximum School Grade allowed to Shoot - valid values are 1 through 12

MANAGING REGISTRATION

You will need to monitor registration for each event.

- Registration for the girls' tournament is limited to female archers.
- Registration for the boys' tournament is limited to male archers.
- Female archers may be added to the boys' team if there are not enough female archers for the school to allow a girls' team to compete.
- If the school registers a girls' team for regionals, female archers may not be added to the boys' regional team.

TOURNAMENT DAY MANAGEMENT

Be aware that you have two (2) events going at the same time.

If possible, run each tournament on a separate computer.

If that is not possible, make sure the events are separated in different folders.

Substitutions are allowed on site, but the archer must be listed on the school's KHSAA postseason roster detailed earlier in these instructions.

You can use the team standings by division to determine the winning teams for the events.

Since the girls can advance as individuals from the boys' tournament, you will use "Indiv Standings Overall – All Genders" to determine individual winners from the boys' event.

You can use the Individual Standings Overall from the girls' tournament to determine the girls' individual winners.