



ARCHERY



OPERATION UNITE STATE CHAMPIONSHIPS PRESENTED BY UK HEALTHCARE INSTRUCTIONS





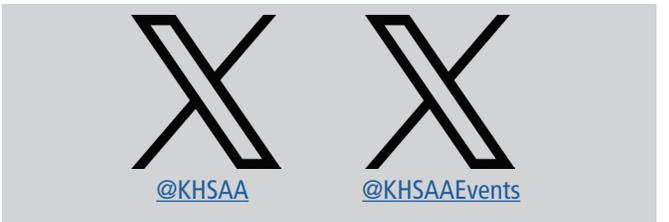
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ARCHERY SPECIFIC INSTRUCTIONS

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2024 Operation UNITE Archery State Championships presented by UK HealthCare which will be held April 16 at Central Bank Center in Lexington.

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

KHSAA CONTACTS

The primary contact for archery is Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org).

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

Media, broadcast/webcast and statistics related questions should be directed to Media Relations and Publications Director Connor Link (clink@khsaa.org).

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

COMPETITION DATES, SCHEDULE AND LOCATION

DATES

The 2024 Operation UNITE KHSAA Archery State Championships will be held Tuesday, April 16 at Central Bank Center in Lexington.

Gates will open for participants to check-in at 7 am and 7:30 am for the general public.

The first flight will begin at 8:30 am.

SCHEDULE

A link to the complete time schedule is located at the end of this document.

PRACTICE ROUND

There are no practice times available at the venue prior to the date of competition.

VENUE AND ADDRESS

Central Bank Center

[430 W Vine St., Lexington, KY 40507](https://www.centralbankcenter.com/430-W-Vine-St.-Lexington-KY-40507)

TICKET AVAILABILITY, NON PARTICIPANT ENTRY AND POLICIES

PURCHASING TICKETS

All state championship tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at 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 also be purchased via credit card at the admission gates on site.

No tickets will be sold from the box office or on site using cash.

FAN ENTRY

Fans should enter through the Central Bank Center doors off of High Street.

Once inside the building, look for the specific marked areas for fans to enter the venue.

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 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.

COMPLIMENTARY PASSES AND ENTRY

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest for the Superintendent, Principal and Athletic Director of each participating school.

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

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

No passes, other than those produced by the Association for the championships, will be honored at the pass gate.

Examples of passes NOT accepted include, principal passes and cards (other than the Commonwealth Card and only for the participating teams), coach passes and cards, athletic director passes, official passes and any other type of identification.

POSTSEASON AND SUBSTITUTIONS

TOURNAMENT ENTRY, REGISTRATION AND SUBSTITUTIONS

Registration for the state tournaments takes place online at the link listed at the end of these instructions.

Coaches must access the created event and register ALL of the archers they want to be eligible to participate.

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

Any female who participated on a boys'/coed team at a regional tournament is only eligible to compete in the boys'/coed state event.

Females competing in the boys'/coed division will not be eligible for individual awards in the female division.

The boys'/coed qualifying team:

- May include seven (7) to 12 archers who may be male or female.
- May include up to six male competitors from a school, or may include a combination of up to six males and females from the same school.

The girls' tournament (both team and individual) is limited to female archers only (as defined in KRS 156.070 (2)(g)(2)).

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

The KHSAA postseason roster serves as the required eligibility listing for the team in the event of a permitted substitution and only if that change is needed due to injury or illness.



Any changes to your previously entered list of shooters online must be reported to Lisa Frye upon arrival.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a web conference for participating coaches and athletic directors 2 p.m. April 11.

Information regarding the call will be emailed once finalized.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

LODGING

Schools will arrange lodging for their contestants 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.

There is no requirement to utilize a specific hotel, however, the following hotels have held rooms for this event and may be contacted for lodging:

- [Comfort Inn and Suites](#), 2400 Buena Vista Road, Lexington, KY 40505, 859-317-2339
- [Home 2 Suites By Hilton](#), 1750 Pleasant Ridge Drive, Lexington, KY 40509, 859-900-2333
- [Towne Place Suites By Marriott](#), 1790 Vendor Way, Lexington, KY 40509, 804-450-4849

PARKING

Buses should drop participants off directly in front of the Central Bank Center on High Street, take the immediate next right - Manchester Street. Construction will be to your left. The road will lead buses to Level 3 loading dock of Central Bank Center, where they are to park for this event.

There is a map at the end of this section of the instructions. On the map, the gray line portion of High Street is where buses are to drop participants off. Before the High Street line turns light green, there is a pink line to the right where the buses are to turn on Manchester Street. Continue on that pink line into the Level 3 loading dock of Central Bank Center.

Bus Drivers will be granted free admission via the event pass/media.

Fans should park across from the Central Bank Center in the lots labeled Gate 1 and Gate 2 on High Street.

The cost for parking is \$4/hour for the first two hours and \$2/hour for each additional hour.

TEAM AND PARTICIPANT ADMISSION INTO VENUE

PARTICIPANT ENTRY

Participants should enter through the Central Bank Center doors on High Street at the doors farthest from the Hyatt Regency.

Once inside the building, look for the specific marked areas for participants to enter the venue.

Coaches will pick up a packet at the team entrance for the participating team members and certified coaches.

All team members and coaches need to arrive at the venue together for admission.

All non-participating team members are required to pay admission.

Coaches are required to be listed on the KHSAA school subdomain page and have completed all of the Bylaw 25 coaching requirements in order to be issued credentials.

Each packet will contain bag tags for the participating team members.

The bag tags are souvenirs only, not good for admission.

Only participants and certified coaches are allowed on the range.

FAN ENTRY

Everyone must enter and exit through the admission gate which opens at 7:30 a.m.



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

CONDUCTING THE EVENT

FLIGHT AND RANGE ASSIGNMENTS

KHSAA representatives will place, in cooperation with the NASP Scoring Official, teams into six (6) flights.

Individual qualifiers will be assigned to a flight close to teams from their region if practical and feasible.

Range assignments will be set ahead of time as well and sent to all schools before the date of the competition.

Arrival and warm-up times will be designated by the state manager and must be adhered to by all participating schools.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

RULES CLARIFICATIONS

Each team (consisting of a minimum seven (7) shooters) will shoot one (1) flight (three (3) 10-meter scoring ends and three (3) 15-meter scoring ends).

A school's individual scores will be combined to determine its team score.

To accommodate schools that compete in both NASP and KHSAA competitions, the NASP scoring protocol will be used.

INDIVIDUAL COMPETITION TIEBREAKER

If there is a tie for any place other than the winner, those ties shall be final.

If there is a tie for the winner, the following procedures shall be used to determine the state champion:

- Tiebreaking shall begin by counting the number of 10s, 9s, 8s, etc.
- The archer who has more 10s shall be the winner. If a tie persists, compare the number of 9s and so on through the 1s.
- If a tie still persists, it shall remain and co-champions shall be declared and additional awards shall be ordered.

TEAM COMPETITION TIEBREAKER

If there is a tie for any place other than the winner, those ties shall be final.

If there is a tie for the winner, the following procedures shall be used to determine the state champion:

- Tiebreaking shall begin by counting the number of 10s, 9s, 8s, etc., for the top seven (7) archers of each team tied.
- The team who has more 10s shall be the winner. If a tie persists, compare the number of 9s and so on through the 1s.
- If a tie still persists, it shall remain and co-champions shall be declared and additional awards shall be ordered.

STATE EVENT OFFICIALS

The Head Official, Lisa Frye, shall settle any disputes about rules and scoring procedures at the championships.

Mrs. Frye and her staff of officials will assist the KHSAA with the Archery aspects of the tournaments.

POST EVENT

RESULTS

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

TROPHIES AND AWARDS

The KHSAA will present awards for the following:

- Team championship trophies;



- Team runner-up trophies;
- Team third place trophies;
- Team fourth place trophies;
- Individual medals will be given to the top five (5) boys'/coed and top five (5) girls' finishers.

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 and charges no school or individual entry fee for this event.

IMPORTANT WEBSITE LINKS

- [KHSAA Archery Website](#)
- [Media Credential Application](#)
- [Online Tournament Registration](#)
- [GoFan Digital Tickets](#)
- [GoFan Training](#)
- [Parking Map](#)
- [Tournament Schedule](#)



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

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.

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.



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

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



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