



# BASKETBALL



## **2025 CLARK'S PUMP-N-SHOP GIRLS' SWEET 16®**

## **2025 UK HEALTHCARE BOYS' SWEET 16®**

## **INSTRUCTIONS**





## 2024-2025 Postseason Instructions for State Events

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

### KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
Assistant Commissioner .....	Abby Jackson
General Counsel.....	Chad Collins
Information Technology Director .....	Rob Catron
Media Relations and Publications Director .....	Connor Link
Event Services and Social Media Director .....	Jenny Elder
Event Services Manager.....	Kara Howard
Administrative Support Specialist .....	Jeremy Ison
Administrative Support Specialist .....	Jeanie Molloy
Administrative Support, Accounting.....	Marilyn Mitchell
Administrative Assistant .....	Sara McClain
Supervisor of Officials Licensing.....	Scott Bottoms
Physical Plant Director .....	Roy Tatum



[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



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### BASKETBALL SPECIFIC INSTRUCTIONS

#### BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff on winning your regional tournament and advancing to the 2025 Clark's Pump-N-Shop Girls' Sweet 16® or the 2025 UK HealthCare Boys' Sweet 16®.

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

#### KHSAA CONTACTS

The primary contact for the boys' and girls' basketball tournaments is Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)).

If he is not available or unable to respond, your inquiry may be referred to Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) or Event Services Manager Kara Howard ([khoward@khsaa.org](mailto:khoward@khsaa.org)).

Media and statistics inquiries should be directed to KHSAA Publications and Media Relations Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)) and if he is unavailable, your inquiry may be referred to Event Services and Social Media Director Jenny Elder ([jelder@khsaa.org](mailto:jelder@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 you to the correct party.

#### QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

Teams competing in the Basketball State Tournament have advanced through the District Tournament and won one of 16 Regional Tournaments.

#### COMPETITION DATES AND SCHEDULE

##### DATES AND BRACKETS

The girls' tournament will be played March 12-15 and the boys' tournament will be played March 26-29.

Listed on the KHSAA website is a schedule of games and bracket that will trace the tournament pairings from the first round through the championship game, including the ticket section and locker room assignments for participating teams.

The first round schedule of games is NOT necessarily in bracket order and there is a link to the complete schedule and bracket at the end of these instructions.

##### KHSAA STAFF

On Monday, before the start of each tournament, the staff will be available by contacting the KHSAA offices in Lexington at (859) 299-5472.

On Tuesday, before the start of each tournament, the staff will be transitioning to the arena for setup but should be readily available via email.

#### PRE-EVENT LOGISTICS

##### TEAM CONFERENCE CALL

There will be a webinar for participants, coaches and athletic directors prior to the girls' event at 9 a.m. ET on Monday, March 10.

For 2025, due to the week gap between the girls' and boys' state tournaments, there will be a webinar for participants, coaches and athletic directors prior to the boys' event at 9 a.m. ET on Monday, March 24.

Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference.

It is highly advisable to join the call from a computer in order to be able to review instructions and documents, however it is not necessary to have each participant shown on camera.

The webinar participants will not have the opportunity to speak but any questions may be submitted using the Zoom webinar



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Q/A function and will be answered for the group.

### REQUIRED COACH PRESS MEDIA AVAILABILITY

#### BACKGROUND

- On Monday of each state tournament week, each coach, in reverse region order, will have a 10-minute time slot for media who join into a web conference.
- This call helps not only get promotion out about the event, but also helps to keep our head coaches from getting peppered with numerous requests for interviews.
- The first media availability will begin at 1:00 ET each week.
- Please note, the time changes to Daylight Savings Time on the Sunday before the girls' tournament, March 9, 2025.
- Please be sure your head coach is available and able to connect via Zoom either with a camera on your computer or phone.
- The call will be monitored by Ms. Elder of KHSAA staff.
- A private link to the Zoom call will be provided to each coach via email on Monday morning.
- We will mute all participating media members at first, take questions by chat, and open it up at the end if we have any time left.
- All coaches will be scheduled in 10-minute segments and held in a waiting room until their turn.
- The recording will be made available afterward on the KHSAA YouTube channel and specific media members are likely to request to record at the time.

#### SCHEDULE

- In deference to the schools in the Central Time Zone and to attempt to minimize conflicts with late day and after school commitments, the interviews will be held in reverse region order.
- For planning purposes, the scheduled time for each coach's appearance and details to join the web conference are listed below and are in Eastern Time:
  - o 1:00 PM – Region 16
  - o 1:10 PM – Region 15
  - o 1:20 PM – Region 14
  - o 1:30 PM – Region 13
  - o 1:40 PM – Region 12
  - o 1:50 PM – Region 11
  - o 2:00 PM – Region 10
  - o 2:10 PM – Region 9
  - o 2:20 PM – Region 8
  - o 2:30 PM – Region 7
  - o 2:40 PM – Region 6
  - o 2:50 PM – Region 5
  - o 3:00 PM – Region 4
  - o 3:10 PM – Region 3
  - o 3:20 PM – Region 2
  - o 3:30 PM – Region 1

#### PRE-EVENT MATERIALS

Included in the pre-tournament package which was sent to the regional manager is:



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- The sixty (60) official TEAM PARTY passes to be worn by adult staff (i.e. ALL coaches and other team party members, etc.) as well as all team members when these individuals attend sessions other than in which they participate.
- These passes must be worn and visible by all non uniformed team members on the bench during the game.
- Details regarding the TEAM PARTY passes are contained in these instructions.
- In addition, there may be material to help assist schools while they are in Lexington.

### FORMS TO BE SUBMITTED

The forms and information below are available at the end of these instructions and on the KHSAA website.

Deadlines for each of the forms are included below.

By Monday at 10 a.m.:

- Any missing game statistics must be entered using the link at the end of these instructions
- GE63 – School Participant Team Information Form
- SI113 – Designated Radio Station for the one station which may originate a broadcast
- School Student Media Request Form submitted through the online media credentials portal

By Tuesday at 4 p.m. if the school desires to have students considered:

- BK118 – J. B. Mansfield Award (Girls' Only)
- BK117 – Ted Sanford Award (Boys' Only)
- BK119 – Academic Scholarship Application

### GPS ADDRESS FOR RUPP ARENA

[430 W. Vine St., Lexington, Ky., 40507](#)

### LODGING

Team housing for the basketball state tournaments is arranged through the Lexington Convention and Visitors' Bureau.

A complete list of the tournament lodging assignments is on the KHSAA website.

Each property is holding a block of twelve (12) rooms for your traveling party until Monday week of the girls' tournament and for 2025, also Monday before the boys' event.

Teams should contact the hotel before NOON on that date to confirm or cancel your reservations.

There is a penalty for failing to utilize the assigned property if another property is used in deference to the properties that have not only offered a significantly discounted rate, but have held the rooms for the schools rather than selling them at a higher rate to the public.

For details regarding the expense reduction related to lodging, see the team expense reimbursement section.

## TICKETING, CONFIGURATION AND ENTRY

### PURCHASING TICKETS

For basketball state tournaments, all ticketing is electronic and administered by the Rupp Arena and Central Bank Center ticket office.

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets.

Tickets are available only through links on the KHSAA website and via the public market on Ticketmaster.com.

Schools will have designated links for their fan section to help with the ticketing process.

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

Ticket holders will access their tickets on their phones and can transfer them electronically to other members in their party when necessary.





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Spectators are strongly encouraged to download the Ticketmaster mobile app and save the tickets through that app prior to arrival.

Tickets will be available via credit card at the admission gates to the site.

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

### COMPLIMENTARY PASSES AND ENTRY

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

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

Examples of passes NOT accepted include, principal passes and cards, coach passes and cards, athletic director passes, official licensing passes and any other type of identification.

Any individual not in uniform as a participant or holding a TEAM PARTY pass will be required to have a ticket for admittance.

Upon entering the arena, there will be no re-admittance without the purchase of a new ticket.

### TICKET SALES

#### GENERAL FAN TICKETING

- All tickets will incur a \$2 facility fee and bond fees paid to Rupp Arena that is not at KHSAA discretion or retained by the KHSAA, as well as nominal ticketmaster fees including credit card charges that are not controlled by Rupp Arena or the KHSAA.
- Service Fees can generally be lessened by ordering tickets in groups instead of all purchasers buying individually.
- Every person unable to be held in the seat with a parent must have a ticket.

#### GENERAL TEAM SECTION TICKET NOTES (GIRLS)

- For the school cheering sections, the tickets are for one game, not for a doubleheader session, if purchased at the school labeled links at a discounted price.
- The single contest seat assignments for the girls' tournament are General Admission, with assigned sections outside of the middle three sections.
- These tickets allow fans to see one game (not a doubleheader) for a lesser price than the full session price.
- These single game seats can be used in all sections EXCEPT 13, 14, 15, 30, 31 and 32.
- There will be an advance sales period where the tickets will be discounted below regular prices to help with student purchases, and details will be sent to each school.
- Tickets will be sold through direct links at <https://www.khsaatickets.org> or <https://www.khsaa.org/ruppgirls/>

#### GENERAL TEAM SECTION TICKET NOTES (BOYS)

- For the school cheering sections, including discounted sections, the tickets are for one game, not for a doubleheader session, if purchased at the school labeled links at a discounted price.
- All seats for the boys' tournament are reserved seats.
- These tickets allow fans to see one game (not a doubleheader) for a lesser price than the full session price.
- These single game seats are reserved seats and do not allow for general seating.
- There will be an advance sales period where the tickets will be discounted below regular prices to help with student purchases, and details will be sent to each school.
- Tickets will be sold through direct links at <https://www.khsaatickets.org> or <https://www.khsaa.org/rupboys/>

#### GENERAL TEAM SECTION TICKET NOTES (BOTH TOURNAMENTS)

- Each team is allotted all of the seats in one lower arena end zone as a "pep" section.
- These tickets will be discounted from the public rate and valid for only the game in which the team is playing.
- Single game tickets for the second game of a session will not be available to be used for admission until one hour before the game published start time.
- Additional seating in other sections will be made available via the box office through the links on the KHSAA ticketing sites



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listed above.

- No tickets will be issued on consignment.
- A block of 140 seats (not including your band allocation) may be purchased from the box office based on the information contained in the GE63 form, but require prepayment for the electronic tickets, and will only be available if so designated on the GE63 form.
- Purchasing in a single block will result in lower processing fees for your patrons vs. individual purchases.
- A complete diagram of seat locations to be assigned throughout the event is located on the KHSAA website.
- Tickets are available only through direct links on the KHSAA website, [khsaatickets.org](https://www.khsaatickets.org) and via the public market on [rupparena.com](https://rupparena.com).
- Patrons should be advised that there are significant possible risks purchasing from any site, including secondary markets, other than [khsaatickets.org](https://www.khsaatickets.org) or [rupparena.com](https://rupparena.com) including higher tickets prices and fees.
- Links to all available tickets will be on the KHSAA and Rupp Arena websites.
- The box office will be in contact with the designated ticket contact on the GE63 form if needed.

For each game you win, you have the option of purchasing two additional blocks of seats to take back to the school.

- First, you may purchase the band block as a group (but limited to the number of instruments in the gym for round one plus the director(s)), and those will be located in the same lower rows as in your initial round.
- You may also purchase ONLY a maximum of 140 additional tickets for use in distribution to the parents, faculty and administration.
- The arena staff will sell the balance of the designated cheering (pep) section through the digital ticketing system.
- If you choose to take either of these ticket blocks, no refunds will be issued and they must be pre-paid to ensure that your official school representatives are prepared to make payment.

### DISCOUNT IN ADVANCE OF EACH GAME AND TIMELINE FOR SALES

- For the first round, tickets will go on sale on Monday, March 10 at 1:00 p.m. ET for the Girls' Tournament.
- Due to the staggering of regional completion dates, the three hour block of time for the discount pre-sale will be announced to the competing teams separately.
- Each team will have a specific link for the first round that if used, will result in a lesser price (approximately \$2.50 per seat less) being charged per ticket.
- These discounted tickets will be available for three hours at this discount price and will no longer be available at that price after 4:00 p.m. ET.
- Band and advance requested school allocations must be completed during the advance sales window for the discount price to be honored.
- After the advance period, the tickets will be for the end zone locations in the cheering (pep) section, but will be at the normal rate (not discounted) for the single game (not session).

For the second, third and fourth rounds, tickets will be available online immediately following the game.

- For the second and subsequent rounds, the tickets will be discounted for two hours after the conclusion of that team's contest.
- Each team will have a specific link for the first round that if used, will result in a lesser price (approximately \$2.50 per seat less) being charged per ticket.
  - o For winners of the first game each day, these discounted tickets will be available from 12:30 to 2:30 p.m. ET and only available via the link at <https://www.khsaatickets.org> or the gender specific links at <https://www.khsaa.org/rupppboys/> and <https://www.khsaa.org/ruppgirls/>.
  - o For winners of the second game each day, these discounted tickets will be available from 3:00 to 5:00 p.m. ET and only available via the link at <https://www.khsaatickets.org> or the gender specific links at <https://www.khsaa.org/rupppboys/> and <https://www.khsaa.org/ruppgirls/>.
  - o For winners of the third game each day, these discounted tickets will be available from 7:30 to 9:30 p.m. ET and only



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available via the link at <https://www.khsaatickets.org/> or the gender specific links at <https://www.khsaa.org/ruppgirls/> and <https://www.khsaa.org/ruppgirls/>.

o For winners of the fourth game each day, these discounted tickets will be available from 10:00 p.m. to midnight ET and only available via the link at <https://www.khsaatickets.org/> or the gender specific links at <https://www.khsaa.org/ruppgirls/> and <https://www.khsaa.org/ruppgirls/>.

- After the advance period, the tickets will be for the end zone locations in the cheering (pep) section, but will be at the normal rate for the single game.

### CHEERLEADERS ADMISSION AND LOCATION

DUE TO ARENA AREA CONSTRUCTION, THERE MAY BE ADJUSTMENTS TO THIS THAT WILL BE DETAILED IN THE TEAM CONFERENCE CALL.

Cheerleaders of competing schools (limited to twenty (20) per team per game plus one (1) mascot) must enter through a team pass gate using one of the TEAM PARTY credentials as a group in uniform to be entitled to free admission.

The cheerleaders and coach(es) are to be included in the count of sixty (60) TEAM PARTY passes.

All cheer team members participating in the tournament in a game during the current session shall enter the pass gate at the Level 1 parking garage, which is the only pass gate for current session teams and each must be in possession of the TEAM PARTY credential.

Non-uniformed cheerleaders traveling with the cheer team will not be entitled to complimentary admission and must have a purchased ticket if they do not hold a TEAM PARTY pass.

### BAND TICKETS AND ENTRY

DUE TO ARENA AREA CONSTRUCTION, THERE MAY BE ADJUSTMENTS TO THIS THAT WILL BE DETAILED IN THE TEAM CONFERENCE CALL.

Members of the band must have a ticket, which must be purchased either by the school or band member.

Pep bands will be admitted to any session in which their team is a participant by presenting a ticket.

The band must sit in the first five rows (FF through KK) of the lowest level cheering (pep) section if they are going to play during the games or bring instruments into the arena.

These tickets may be purchased through the box office who will be in contact based on the information given on the GE63 form.

If you need more than seventy (70) seats (the first five rows in double letter seats) for your band, the additional seats needed may be purchased as a block for distribution by the amount of extra band seats, but this must be noted on the GE63 form prior to the tickets going on sale for the school.

If you do not need all rows for your band, the band must sit in the forward most seats in the section, and the balance of the tickets behind them can then be sold to your fans.

Current session bands should enter through the pass gate at Parking Level 1 in the rear of the arena (see Parking locator map), ground level of the arena and present the ticket for scanning.

The band must then proceed to its designated seating area on the arena floor level.

The band shall adhere to regulations under the section entitled "Band Information and Restrictions" in these instructions.

### PEP BUSES

DUE TO ARENA AREA CONSTRUCTION, THERE MAY BE ADJUSTMENTS TO THIS THAT WILL BE DETAILED IN THE TEAM CONFERENCE CALL.

Follow the directions for team parking listed on the KHSAA website, which will enter through Gate 1 of the High Street parking lot.

The bus must go to the Pep Bus parking lot detailed in the diagram and park in that lot, and the driver shall proceed down the sidewalk and enter through the main arena High Street entrance.

The fans can then proceed to the entrances for admission.

Pep bus drivers who are not issued a TEAM PARTY pass may enter through the pass gate at the main entry to the arena on High Street and will be admitted without charge through that gate by identifying themselves to the KHSAA staff.



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Each school will be issued one electronic parking pass for each session for the team party to use in sessions where the team is not participating.

If no notice is given, the driver should be prepared to pay the \$32 fee ELECTRONICALLY upon entry to the lot. Cash payment is not an option.

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

Tickets for accessible and companion (attendant) seating are available through the Central Bank Center Box Office by calling 859-233-3535.

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

Accommodations have been made for persons in wheelchairs and those otherwise unable to utilize the traditional arena seating.

Rupp Arena does not provide wheelchairs for public use during events.

Tickets for those individuals who need accessible seating, and applicable companion seating may be purchased at the main ticket office.

Due to insurance and other concerns, wheelchairs are not normally permitted in the team bench areas, and are to be seated in the designated areas.

### **SUPERINTENDENT, PRINCIPAL, ATHLETIC DIRECTOR**

Admission using the KHSAA issued Commonwealth Card is ONLY valid at the Pass Gate entrance, off High Street, and only for the card holder pictured on the card.

Seating for this pass will only be in general team seating area with location addressed when the bearer checks in.

If arena floor access is desired for the Superintendent, Principal or Athletic Director, these individuals must also be issued one of the TEAM PARTY passes.

### **BUS DRIVERS**

Provisions for admission of drivers is contained in the Loading/Unloading section.

The available seating for the bus drivers for schools NOT playing in the current session will be in Sections 28 and 34, which serves as the general participant seating for both tournaments.

## **TEAM PARTY PASS & ADMISSION**

### **TEAM PARTY CREDENTIALS (TEAM PARTY PASSES)**

#### **GENERAL PROVISIONS**

- Each participating team was issued sixty (60) TEAM PARTY, region specific passes.
  - o The sixty (60) passes were shipped to the regional managers to be given to the region championship team.
  - o These are to be used for gate admission for school administrators, coaches, team members, cheerleaders, managers, etc. to be admitted through the participant pass gate(s).
  - o These passes are valid for admission by the holder at any session of the tournament, and no other identification or claim will be valid for admission.
- No additional TEAM PARTY credentials will be issued once these two allotments are received by the school.
- Persons found to be transferring TEAM PARTY passes to a non-traveling party member will have the pass confiscated and will not have that pass replaced.
- TEAM PARTY passes are valid for entry once per session at the pass gate when entering as a group.
- TEAM PARTY passes lost/stolen will not be replaced.
- TEAM PARTY passes will be honored at the lower garage pass gate, as well as on the arena concourse level.

#### **TEAM MEMBERS, COACHES AND SUPPORT STAFF**

- Team members should be issued one of the TEAM PARTY passes and must have them to enter at either the Level 1 parking garage (current session) or upper Pass Gate (any other session).



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- This requirement includes all coaches and non-uniformed personnel.
- The players and coach(es) are including in the count of sixty (60) TEAM PARTY passes.

### NON-PLAYER TEAM PARTY PASSES

- The allowance of sixty (60) TEAM PARTY passes is intended for coaches, assistant coaches, statisticians, trainers, doctors, etc.
- These can also be used by school administrators in marshaling and controlling the student cheering (pep) sections as necessary, and those individuals may be seated in designated areas.
- The team videographers are to be issued a TEAM PARTY pass.
- This limitation includes all coaches, managers, trainers, statisticians, and other adults designated by the school as a member of the traveling party on a daily basis.

### ADMINISTRATORS

Each school shall submit KHSAA Form GE63 online by the time line detailed in the conference call.

A link to this form is included at the end of these instructions.

Failure to submit this form may result in a denial of admission for the traveling party.

This form stipulates in-game contact for any potential issues with the team, cheering (pep) section, or cheer team.

Do not list the coach as the primary contact as this person should be available to come to the arena floor, security check point, or other meeting space in the event of an issue.

Up to four team administrators will be permitted to be in the identified seats, located adjacent to the cheering section, for help with this task.

No administrators will be permitted on the floor of the arena.

### TEAM BENCHES

The top team in the bracket will be the home team and will occupy the bench on the RIGHT side of the scorer's table as you face the scorer's table from the court.

There may be no more than 25 persons in the bench area, inclusive of the five (5) that are on the floor at any time.

No more than 20 individuals may occupy the 20 chairs that will be provided on each bench.

Bench personnel will not be allowed to be seated on equipment cases, etc.

No continual standing will be allowed by bench personnel during the game other than the head coach in compliance with NFHS playing rules.

### TEAM VIDEO

Schools will be restricted to the use of a single space in a designated area at the bottom of the upper arena to record its contest, and only that contest.

The person performing this task should be issued a TEAM PARTY pass.

These credentials may not be issued to outside videographers and the video may only be shared within the team for game evaluation and preparation.

## ADMINISTRATIVE, TEAM PARKING AND VENUE LOGISTICS

### PRACTICE AND WARM-UP TIMES

Teams may not use the Rupp Arena floor for practice other than the time allotted for pre-game warm-ups.

Teams may work with local schools for available practice times at nearby gyms.

### OFFICIAL TEAM PARKING

#### CURRENT SESSION GAME PARTICIPANTS

Teams will follow the entry map on the KHSAA website to drop off the members of the team, cheerleaders and band in the Level 1 parking garage during the session in which the team is scheduled to play.





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After unloading, the team buses for the current four-game session will be permitted to park in the garage or immediately outside of the garage to allow for re-loading at the discretion of the parking staff.

Individuals not in school transportation will not be permitted to park in the Level 1 parking garage but may proceed in to unload and then leave the garage, at which point non-school transportation will be directed back out onto Oliver Lewis Way and will need to find surface parking.

Team bus drivers who are in the current session but not issued a TEAM PARTY pass may enter with the Team Party through the Level 1 parking garage and will be admitted without charge through that gate by identifying themselves to the KHSAA staff.

### **PARKING IN SESSIONS IN WHICH TEAMS ARE NOT PARTICIPATING**

Any team bus or vehicle unloading but not participating in the current session must leave the parking lot via Oliver Lewis Way, turn right onto main, another right onto Broadway, and turn right on High Street and use Gate 1.

School transportation with individuals NOT participating in the current session should proceed directly to the public bus parking lots through Gate 1 off High Street per the parking instructions previously mentioned in this document, park in that lot, and proceed down the sidewalk and enter through the main arena High Street entrance.

There will be no loading or unloading at the High Street entrance.

Team bus drivers who are NOT in the current session but not issued a TEAM PARTY pass may enter through the pass gate at the main entry to the arena on High Street and will be admitted without charge through that gate by identifying themselves to the KHSAA staff.

### **ARRIVAL AT ARENA AND LOCKER ROOMS**

The KHSAA will have representatives to meet the schools when they arrive at the arena.

The KHSAA utilizes attendants at the tournament to assist teams when they arrive at the arena.

These representatives will direct you to the proper dressing facility and are excellent contacts to help with any unforeseen needs during the tournament.

A complete listing of locker room assignments is listed on the KHSAA website, as is a map of the arena rooms to help you navigate the facility.

### **VALUABLES AND LOCKER ROOM KEYS**

The KHSAA employs a great deal of security for the tournament as well as the employment of assistants to help with the locker rooms.

However, it is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security.

Each team will be issued a key to the dressing room that must be returned to the locker room managers following the game.

The KHSAA is not responsible for this key if lost and the school will be billed for any necessary charges should the key be lost.

### **UNIFORMS**

The team designated as the home team shall wear WHITE uniforms, the visitors shall wear DARK uniforms that clearly contrast to white.

### **OFFICIALS**

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

The officials will be appointed and announced by the Kentucky High School Athletic Association.

A crew of three (3) officials will be used for each game along with an alternate stand-by official.

The Precision Timing System will be used for stopping the clock.

A clock operator will handle all clock adjustments.

No official will be assigned a contest that involves a team from the region in which they reside or normally officiate.

### **ROSTER LIMITATIONS**

No more than 15 players may be in uniform for a state tournament game.



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Each school will be provided a line-up card for use in designating the 15 players and the starting line-up.

You may enter any 15 players from your online postseason roster (all levels) for each game, and it is not necessary that the same 15 be in uniform.

### WARM-UPS

No team will enter the playing floor area prior to the clock starting for a 30-minute warm-up period.

Locker room assistants or KHSAA personnel will inform you as to the proper time for entry to the court.

Teams playing in the second game of the doubleheader will be given a full 30-minute warm-up period AFTER the floor is clear from the first game.

No dunking will be allowed during pre-game warm-ups, irrespective of the presence of game officials.

Any school with players dunking during the pre-game warm-up period prior to the arrival of game officials will have a minimum \$250 deducted from team travel reimbursement, and likely higher if the activity is repeated or if the act results in delay of the game.

All pre-game warm-ups will be done at the basket opposite the team bench.

### TIMEOUTS

Each team will be allowed to call a maximum of three (3) full-length timeouts.

Each full timeout will be 1:30 in duration, with a warning horn sounding with 15 seconds remaining.

Each team will be allowed to call a maximum of two (2) 30-second timeouts.

Each of those will be 30 seconds in duration, with a warning horn sounding with 10 seconds remaining.

There will be one (1) media timeout each quarter which shall occur at the first dead ball after the three (3) minute mark.

When a shooting foul is committed that causes the ball to become dead at the specified time mark on the game clock for a media timeout, the media break shall be taken and then the free throw(s) shall be administered after the timeout.

Media timeouts will be taken each quarter regardless of how many timeouts have been called by the teams before or after the three (3) minute mark on the clock.

Any unused media timeouts from a quarter will be carried to the first dead ball of the following quarter.

All full timeouts (media or team) will be 1:30, regardless of the teams' readiness to play.

Teams get whatever timeouts they call (full or 30 sec), or have left, regardless of the time on the clock.

There will be no media timeouts in any overtime period.

During all timeouts, the alternate official will rise from his/her seat at the scorer's table and will not be seated until the second horn has sounded indicating the resumption of play.

This official will indicate with the extended index finger when the first horn has sounded, and shall continue this signal until the sounding of the second horn.

### TIMEOUT SITUATIONS

1st quarter, Team A calls a full-length timeout at 4:40.

- There will be a media timeout called during the first dead ball under the 3 minute mark in the 1st quarter.

2nd quarter, Team B calls a full-length timeout at 2:30.

- There will be a media timeout called on the next dead ball in the 2nd quarter.

1st quarter, Team B calls a 30 second timeout at 5:15.

- There will be a media timeout called on the first dead ball under the 3 minute mark in the 1st quarter.

2nd quarter, Team A calls a full-length timeout at 2:30.

- There will be a media timeout called on the next dead in the 2nd quarter.
- If no dead ball situation occurs for a media timeout, the media timeout will be called on the first dead ball in the 3rd quarter.

4th quarter, Team A calls a full-length timeout at 2:50 and Team B calls a 30 second timeout at 2:05, and the first dead ball



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situation in the 4th quarter under 3 minutes where a media timeout could be called occurs at 1:55.

- A media timeout will be called at 1:55 in the 4th quarter.

2nd quarter, 2:45 on the clock, B1 is dribbling the ball near mid-court and is fouled by A1 and this is Team A's seventh (7) team foul of the half.

- As soon as official reports foul to scorer's table a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes B1 will be shooting the bonus.

3rd quarter, 2:30 on the clock, subs A3 and B4 are at the scorer's table waiting to enter the game when B2 fouls A5 in the act of shooting.

- As soon as official reports foul to scorer's table, a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes both subs (A3 and B4) are in the game and A5 will be shooting free throws (2 or 3).

4th quarter, 2:59 on the clock, A4 fouls B2 and this is Team A's tenth (10) team foul of the half and is A4's fifth (5) personal foul.

- As soon as official reports foul to scorer's table, the scorers notify the official that A4 has five fouls.
- Team A has 30 seconds to replace A4 and then a media timeout is taken.
- During timeout, officials should signal or tell scorers who is the free throw shooter.
- When play resumes B2 will be shooting free throws (2 or 3).
- In this situation no timeout will be taken until fouled out player is replaced and a media timeout will then be taken.

Either team may call a timeout after the media timeout is over.

### GAME TIMES, HALFTIME AND PERIOD BETWEEN GAMES

No game will start prior to its original published time.

Halftime intermission will be 15 minutes for all games.

There will be 30 minutes between games during a session.

A tentative timetable for the first round of games is listed on the KHSAA website.

### TOWELS

The KHSAA does not provide towels for the teams participating in the tournament.

Your school will need to inform the participants who plan on showering after the games to bring their own towels.

### WATER

Through its arena contract, water and cups will be placed on the team benches for the teams participating in the tournament.

Schools will need to inform the participants of this availability and provide attendants from your non-uniform personnel.

### TEAM SCOREBOOK, STATISTICS AND COMPUTER STATS

The KHSAA provides official statistics for the games.

There is no space provided for team statisticians at the scorer's table.

All official stats will be available live on the KHSAA website and a final box score will be posted following each game.

The KHSAA provides official scorers for the tournament, and a seat nearest the home bench will be provided for each team scorer.

If scorers in these seats are not performing this task, they will be reseated either on the team bench (with proper credential and if space allows), or in the stands.

Please remind this person (scorer) that they are NOT to cheer for either team or show any unsportsmanlike conduct toward officials, players or others as the press table and scorer's table are working areas and violations will result in immediate removal.



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### GAME BALLS

Spalding basketballs will be used for both the Girls' and Boys' tournaments.

Game and warm-up balls will be provided by the Association.

The KHSAA will provide nine (9) balls for each team to use in the pre-game warm-up period.

### HEALTH INFORMATION

#### ATHLETIC TRAINERS

Through University of Kentucky Sports Medicine, trainer and medical coverage will be available for ALL teams in the tournament. Please make any special needs known to the trainers as early as possible so that all athletes have the opportunity for treatment.

Our Sports Medicine partners have been asked to be at the arena ninety (90) minutes before each session begins.

Each team is also entitled to have its own team doctor available for consultation but if utilized, must be part of the TEAM PARTY passes.

Please feel free to utilize these important services, which are fully described in an additional letter.

A trainer will be provided at all games and stationed outside the end zone during games.

Information about the licensed and certified trainer coverage will be sent to each team with the conference call notice.

#### EMERGENCY TREATMENT

Ambulance services will be on call/on site for this event.

Should emergency medical treatment be necessary, the injured person(s) will be transported to UK Good Samaritan Hospital, 310 S Limestone, Lexington, KY, 40508, 859-226-7000.

The member school administration is responsible for ensuring that the parental permission to seek medical treatment is authorized for each participant.

The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (Parent Permission and Consent Form) for this purpose, as it contains appropriate language and should be brought for each athlete to the tournament. A link to the form is included at the end of these instructions.

### SPORTSMANSHIP, TEAM AND FAN BEHAVIOR

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values.

All parties have worked hard to create a sense of teamwork, respect, responsibility, and perspective.

Officials expect good behavior and will quickly penalize misconduct.

Let this competition reflect mutual respect among all participants and officials.

#### BENCH DECORUM

The KHSAA will instruct the game officials to enforce the rules of the game regarding bench conduct and the coaching box.

The NFHS approved 28-foot coaching box will be utilized for the tournament games.

With the continued emphasis on sportsmanship and the high profile nature of the state tournament, there should be no need for further reminders about the conduct of the coaching staff and other personnel on the bench, including actions, gestures and language.

In light of recent Board of Control emphasis on conduct, the game officials have been instructed to ensure that all rules are enforced within the NFHS Rules and other books.

#### FAN CONDUCT, BEHAVIOR OF CHEERING (PEP) SECTION

Fans demonstrating unsportsmanlike conduct are subject to removal without refund.

Note that all fans entering the arena are subject to the search of any personal belongings, including purses, bags, carry-alls, back packs, etc.



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While the Association encourages spirited competition and fan participation, it is important to set out boundaries for the fan groups, and absolutely essential to have the cooperation of member school personnel.

No one is to come on the arena floor without a TEAM PARTY pass.

Fans are to stay in the stands before, during and after the game.

The School Administrators are expected to notify non competing students that they are not to come on the playing area prior to, during, or following the game and to assist in the prevention of this, and if this occurs, penalties will be imposed upon the member school per bylaw 27.

Access to competition areas shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals at all times.

School Administrators should remind fans the sections of the arena to which your school has been assigned.

Any member school who has students relocate to a specific section of the arena to rendezvous with team members; has team members enter the stands following the game, or has members of its cheering (pep) section enter the court en mass following the game will be penalized as a violation of KHSAA Bylaw 15 (practice of sportsmanship).

### **THROWING OF OBJECTS AND FACILITY DAMAGE**

Any team whose student/cheering (pep) section throws any object or material on the floor that results in a delay of game will be assessed a team technical foul under NFHS Rule 10-1-5b without warning.

This prohibition on throwing objects or materials includes paper, powder and any other foreign substance and school representatives should remind your student body repeatedly of this prohibition.

Schools will be responsible for any damage to the playing facility by your cheering (pep) section.

Any amount for repair will be deducted from team expenses and if it exceeds team expenses, billed to your school for immediate payment.

Please make certain you inform your student body and the team family that the school will be financially liable for damage to any part of the arena.

### **SIGNS, PLACARDS AND BODY PAINT**

Confetti, signs, placards, flags and banners that cannot be held by one person within the confines of his/her seat shall not be brought into the arena and signage may not obstruct the view of patrons during play.

Balloons are not permitted.

No posters or signs of any kind will be permitted to be adhered to any surface of the arena.

Please make certain all pep, spirit and support organizations are aware of this rule.

Body painting must be done prior to arrival at the arena.

Schools will be penalized for the actions of their students and fans in defacing the restrooms, etc. by applying the paint once inside the arena or on any part of the property.

### **NOISE MAKERS AND ADDITIONAL FAN ITEMS**

No electronic amplification equipment will be allowed in the arena, or any other electronic, mechanical or semi-mechanical noisemaker.

This includes stereos, speakers, cannons, electronic horns, air horns, etc. In addition, no recorded music or other type of reproduction subject to copyright restrictions will be permitted with the exception of that provided by the KHSAA.

### **FANS, PARENTS AND PLAYERS AFTER THE GAME**

Team members cannot leave the floor to go into the stands and meet parents.

Please inform your parents and family members as to your post game procedure for leaving the arena.

It causes unnecessary security problems when fans loiter near the end of the arena waiting for team members and you have already exited via the back entrance.

The school representatives designated on Form GE63 will be contacted should any student member of the cheering (pep) section





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exhibit conduct such that local police must get involved.

### CHEERLEADING INFORMATION

#### GENERAL CHEERLEADING INFORMATION

Assistant Commissioner Sarah Bridenbaugh will be helping facilitate an in-game cheer competition during the tournaments as well as coordinating the floor aspects of the cheerleaders, whether or not they are participating in the competition.

There is no cheerleading hospitality room.

Each squad should have a representative responsible for securing the belongings and those may be stored under the end zone cheering (pep) section of seats.

There is a maximum of 20 cheerleaders who may be in uniform and participating on the floor during any tournament game, not including a single individual serving as the mascot.

This limit of cheerleaders is observed whether or not the cheer team is competing in the KHSAA in-game tournament cheerleading competition.

Advancing schools with larger squads may rotate cheerleaders during subsequent games throughout the week if necessary – but not during the game.

For schools without an official cheerleading squad that have other students "leading cheers" for the students, these leaders shall be in school day dress and conduct will be held to an acceptable level of decorum.

Violators of basic decorum and proper conduct within the cheerleaders or cheer leaders will be removed from the arena with no opportunity to return to the contest.

No signs of any kind may be affixed to the permanent arena surfaces or obstruct the view of fans during play.

Cheerleaders may use hand-held signs for cheers when the ball is not live.

Props such as flags, etc., that may potentially obstruct crowd view may not be used during the game, and must be kept out of the arena floor area while the game is in progress.

For any official photograph following the semifinals or finals, a limit of 20 cheerleaders and one mascot may be in the team pictures that are taken by the Association.

Time permitting following the finals, schools may take additional photographs if additional cheerleaders or team members desire to appear.

Schools violating these limitations, including limits on number of individuals, mounts, stunts or tumbling will be fined and otherwise penalized in accordance with KHSAA Bylaw 27.

#### PRE-GAME AND PLAYER INTRODUCTION

Cheerleaders are allowed to cheer on the playing floor during player introductions (in support of the players, not a choreographed performance).

During introductions, no stunts of any type will be allowed as the same restrictions are in place at that time as during the floor cheers.

Introductions will be done with reduced lighting.

#### CHEERS DURING THE GAME

Cheerleaders will not be allowed on the playing floor after the introductions except for halftime of each first round game as part of the in-game competition.

Floor type cheers may only be done in that team's end zone (when the ball is not live).

All location restrictions, including between free-throw lane lines, shall be enforced during the tournament.

No mounts, stunts or tumbling of any type is permitted during these floor type cheers.

All NFHS rules and restrictions shall be followed during all games of the tournament.

#### IN-GAME CHEER REGULATIONS AND COMPETITION

An in-game cheer competition is being conducted, under the supervision of specific representatives of the Kentucky Association of Pep Organization Sponsors, under the direction of Assistant Commissioner Sarah Bridenbaugh, but the competition judging



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and results are not under the jurisdiction of the KHSAA.

Further details on this competition are on the KHSAA website.

Cheer regulations in this manual, including all limitations, are in place regardless of a school's desire to participate in the in-game competition.

Schools must notify the KHSAA offices by the close of business on Monday for girls' teams, and for 2025, Monday, March 24, for boys' teams if they do not wish to compete in the in-game competition.

All NFHS Spirit rules and restrictions shall be followed during the state tournament.

This in-game cheer competition opportunity includes all cheer teams competing in the tournament.

Judges will judge the squads throughout the team's first round game, including pre-game, halftime and following the game.

Judging sheets may be picked up after the awards presentation on Friday evening.

A reminder, signs that obstruct the line of site of any patron are prohibited.

Cheerleaders may use hand-held signs both in their cheer and on sidelines when the ball is NOT in play, including timeouts and quarter breaks.

Cheerleaders may not use signs while the ball is in play, which includes during free throws.

Cheerleading hosts will always be available at courtside tables to answer any questions you may have.

All cheer teams must follow the National Federation Spirit Rules as explained in the NFHS Spirit Rules Handbook.

If there are questions about any of those rules related solely to the competition, contact Gwen Saylor, who will manage the competition, at [gwen.saylor@kapos.org](mailto:gwen.saylor@kapos.org).

### FLOOR CHEERS IN FRONT OF THE CHEERING (PEP) SECTIONS

Floor type cheers may be done in your end zone (when the ball is not live) and will be judged in the "Floor Cheer" category.

No mounts, stunts or tumbling of any type is permitted during these floor type cheers or during player introductions.

In-game cheer judges will be instructed to deduct points in the safety category should mounts, stunts or tumbling be observed.

### FIRST ROUND HALFTIME FLOOR CHEERS

KHSAA in-game cheer competition workers will guide the cheer coaches to assist getting them on and off the floor.

During halftime of each first round game, cheer teams may perform two (2) floor cheers of their choosing, which may or may not include gymnastics and shall not exceed 1:30 in total floor time.

Both cheers may utilize a maximum of 20 cheerleaders and must utilize the same 20 cheerleaders in each performance.

Visitor cheer teams will be judged first.

Two (2) cheers will be performed back to back.

Both cheers may include stunting, gymnastics, etc. but should be appropriate for game situations and the performance surface.

The same individuals must participate in both floor cheers.

Coaches should review the General Risk Management provisions in the NFHS Spirit Rules prior to the competition.

Cheer teams will face AWAY FROM the official scorer's table when performing.

### AWARDS FOR IN-GAME CHEER COMPETITION

The top two (2) teams will be recognized on Friday evening of each tournament with presentation of awards taking place at halftime of the first game.

On Friday evening, cheerleaders of teams that are being recognized should come in uniform; however, if cheerleaders cannot be present on Friday night, please appoint someone to represent them.

If you will be receiving an award on Friday evening, your coach will be contacted prior to Friday evening based on the



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information supplied to the KHSAA on form GE63.

### **BAND INFORMATION**

#### **BAND ADMISSION**

Band admission information is delineated earlier in the section related to traveling party admission.

#### **BAND ALLOWANCES AND RESTRICTIONS**

The Association reserves the right to request that the band not perform during certain times in order to allow for the completion of various ceremonies.

Bands are to perform only at the game in which the school is playing, beginning no sooner than 25 minutes before game time and only when there is a timeout on the floor, between periods and at the end of the game.

Large percussion and other instruments may be placed on the landing deck at the base of the section, but must leave clear ingress and egress to the section.

No instrument of any type may be placed on the main arena floor level.

The director shall prohibit the band or any component thereof (including drums) from playing or standing while the game is in progress.

Bands shall make every effort to play in alternating timeouts during the game.

Electronic musical instruments or amplifiers MAY NOT be used at any time.

Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering including clappers, whistles, and other devices while the ball is alive by rule including during play and free throws.

The KHSAA reserves the right to play recorded music during charged timeouts and between quarters, halves and games.

Band members should wear identifiable clothing to assist the ushers in maintaining the security of this area for the band.

If a band does not comply with any of these tournament policies, the Principal of the involved institution will be asked to rectify the situation, and if unable to do so, the band shall lose the privilege of playing during the tournament.

The KHSAA is responsible for the National Anthem for each session.

The band is to stop playing when both teams leave the floor prior to the start of the game to allow for the timely playing/singing of the anthem.

This will occur during each session in accordance with the enclosed timetable.

The band is not to play between 20:00 and 15:00 minutes showing on the countdown clock to allow for the appropriate recognitions via the video display panels.

### **MEDIA, TV, RADIO, WEBCAST, TRADEMARKS AND PHOTOS**

#### **GENERAL MEDIA RIGHTS**

The general media rights, school media credentials, Traditional Media Credential Information, Media Rights Fees, Telecasting, Webcasting and Music copyright information are clearly spelled out in the Videotaping, Media and Intellectual Property Rights section in this manual and is the same for all KHSAA championships.

#### **COMMERCIAL PHOTOGRAPHERS**

Any photographer retained by the school or school system (including booster organizations) who subsequently sells any of the end product (i.e. photo collages for parents, individual picture or video sales, etc.) shall be designated as a commercial photographer.

Commercial photographers must pay rights fees, detailed in the Videotaping, Media and Intellectual Property Rights located in the general section of these instructions.

There is to be no cheering or team support from approved media representatives.

The link to the credential application system is at [credentials.khsaa.org](https://credentials.khsaa.org).



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### FILMING/VIDEO RECORDING

External power sources may not be used by patrons.

One (1) "Team Video" camera will be permitted in a designated area to tape only that school's contest.

Individuals performing this task are to be issued one of the Team Party passes for this event.

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.

### MEDIA NOTES - DURING GAME AND SPECIAL PROGRAMMING

Any media member desiring special accommodations, including the "wiring" of a coach, etc., must seek permission through the KHSAA as this is precluded by rules.

Please direct any inquiries for interviews/accommodations of this type to the Media Relations and Publications Director at the KHSAA offices.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

### MEDIA RESTRICTIONS PRE-GAME AND LOCKER ROOM

The KHSAA does not allow media representatives in the participating locker rooms for any reason.

Pre-game interviews should be done in the hallway outside of the locker rooms or in the media room.

This ensures equal access for all reporters, irrespective of sex or media type.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

### PHOTOGRAPHY

The KHSAA retains commercial photographers to take pictures during the championships, including all awards ceremonies, pre- and post-game events, and action shots during the game.

These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions.

All other photographers should be directed to the KHSAA for credentialing, and not through any school media pass.

All photographers who will sell their work, regardless of contract holder, must come through the credentialing system and will pay a rights fee.

### MEDIA INTERVIEWS - KHSAA RADIO NETWORK

During the pre-game, a representative of the KHSAA radio network will visit with each coach as a means of introduction and identification.

This will facilitate the pre-game, halftime and post-game interviews.

This interview will be done in the access hallway in the dressing room corridor.

### MEDIA INTERVIEWS - HALFTIME

The KHSAA Radio Network representatives will be interviewing the coach who is leading on the scoreboard as that coach leaves the floor at halftime.

If the score is tied, the person being interviewed will be randomly selected.

This walk-off interview should last only a few seconds.

Your cooperation is expected and appreciated.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

KHSAA Media Requirements supersede any team member or prior committed obligation.

### MEDIA INTERVIEWS - POST-GAME (ALL GAMES)

The KHSAA radio network representatives will be interviewing the student-athlete selected as player of the game as that individual leaves the floor following the contest.



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This walk-off interview should last only a few seconds and your cooperation is expected and appreciated.

No other interviews are to be conducted on the court or with courtside media following any game.

School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

Immediately following the games, KHSAA Media Relations and Publications Director, or other Association appointed representatives will come to your dressing room to take the Head Coach and players selected by the coach to the media interview room.

WIN OR LOSE, you are expected to comply with this equal access policy.

Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27.

Due to equal access provisions and the age of our competitors, no locker room interviews will be permitted and no school or school representative may alter this policy.

Please inform your local media of the need to adhere to this restriction.

### CHAMPIONSHIP GAME POST-GAME PROTOCOL

#### PRE-GAME

The coaches will be introduced during warm-ups to KHSAA representatives who will come and find the coach after the game and direct you back to the sideline area after a few minutes for the natural post-game celebrations, etc.

WIN OR LOSE, schools are expected to comply with this equal access policy.

Member school coaches who refuse for any reason to participate or cause undue delay will be fined or otherwise penalized in accordance with KHSAA Bylaw 27.

Due to equal access provisions and the age of our competitors, no locker room interviews will be permitted and no school or school representative may alter this policy.

#### POST-GAME GENERAL

Following the championship game, the champions will be given short-term latitude for celebration.

Media will be able to photograph spontaneous celebratory activities but will be moved to the team bench area as the awards presentation is organized.

Once the awards presentation begins, media interviews should cease and then wait until the coaches and designated players go to the interview room for further interviews.

Arena Staff will setup the ladder, KHSAA staff will coordinate placement of trophy tables, and KHSAA will bring scissors for the net.

Both teams are to remain on the court for the presentations to both teams.

The Academic Scholarship and Ted Sanford awards will be presented first.

The runner-up awards will be presented first, three all-tournament team awards and the runner-up trophy and medallions.

The championship awards will then be presented, three all-tournament team awards (the last of which is the Most Valuable Player), a championship trophy and medallions.

The runner-up team will be dismissed to the locker room for a five-minute cooling-off period.

During this five-minute period and runner-up interview period, the champion will be permitted to cut down the net in front of their bench.

The championship trophy will be taken to the locker room of the winning team during the net cutting ceremony.

The championship team will also be given the other net for use in school displays.

#### INTERVIEWS

The head coach of the runner-up team and at least two players will be brought to the interview room for a 10-minute interview period.

Staff will communicate to floor personnel when the period is half over and the winning team will be taken to the locker room.

The head coach of the championship team and at least two players will be brought to the interview room for a 10-minute interview period.





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Additional side interviews can then be conducted outside the audible confines of the interview room.

When the head coach and winning team have been taken off the floor, arena staff will adjust the house lighting and police/security will move patrons to the exits.

### PRE-TOURNAMENT MEDIA INFORMATION FROM TEAMS

You may be contacted during the time before the tournament by the KHSAA Media Relations and Publications Director or his designee.

At this time, statistical information will be requested as well as other time sensitive requests for information.

Please comply in a timely manner.

### SWEET SIXTEEN® / 16® TRADEMARK REFERENCES

#### GENERAL SWEET SIXTEEN® AND SWEET 16® REFERENCES

As preparations are made for the 2025 State High School Basketball Tournaments, it is important that you know the legal obligations regarding the use of the term Sweet 16®.

This term may not be used without permission.

Sweet Sixteen® and Sweet 16® are registered trademarks of the Kentucky High School Athletic Association with shared use by the NCAA for collegiate basketball only due to a licensing agreement wherein the NCAA has been granted permission by the KHSAA.

Any use of these terms dealing with sports, recreation, games and athletics must be approved by the Kentucky High School Athletic Association prior to such usage.

The member schools of the Kentucky High School Athletic Association have given the KHSAA written authorization as the sole source permitted to use the names, mascots or images of the individual teams in the tournament on any type of souvenir merchandise.

The KHSAA and the NCAA will aggressively and actively pursue violators of these trademarks.

#### TITLE REFERENCES TO TOURNAMENT

Sponsorship of KHSAA State championship events is vital to the livelihood of the Association.

Please help us thank our corporate sponsors by recognizing their commitment to the KHSAA with proper identification of our events in printed materials, broadcasts, etc.

#### GIRLS' BASKETBALL

- For 2025, the KHSAA is under a titling agreement with Clark's Pump-N-Shop to serve as the Title Sponsor of the Girls' State Basketball Tournament.
- When referring to the girls' basketball state championship, the tournament's full name, the Clark's Pump-N-Shop Girls' Basketball Sweet Sixteen® should be used in all first references, without exception.
- The Clark's Pump-N-Shop Girls' Basketball Sweet Sixteen® has an event-specific tournament logo which should be used with any accompanying articles, graphics, newscasts, etc.

#### BOYS' BASKETBALL

- For 2022 through 2026, the KHSAA is under a titling agreement with UK HealthCare to serve as the Title Sponsor of the Boys' State Basketball Tournament.
- When referring to the boys' basketball state championship, the tournament's full name, the UK HealthCare Boys' Basketball Sweet Sixteen® should be used in all first references, without exception.
- The UK HealthCare Boys' Basketball Sweet Sixteen® has an event-specific tournament logo which should be used with any accompanying articles, graphics, newscasts, etc.

The KHSAA will provide a logo for authorized uses on request.

If you desire to use the official tournament logo for the event or the proper title in the promotion of the tournament or if you are approached by other events or organizations attempting to use it, you should contact Chad Collins at the KHSAA for the rules and regulations regarding such usage.



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### CORPORATE PRESENCE AND LOGOS

The KHSAA is under exclusive rights with several major companies regarding promotional material and equipment.

As such, we are legally compelled to enforce the restrictions of those contracts and will take whatever action necessary including confiscation of items for the duration of the tournament in order to protect those agreements.

Sponsorship of KHSAA State championship events is vital to the livelihood of the Association.

Please help us thank our corporate sponsors by recognizing their commitment to the KHSAA with proper identification of our events in printed materials, broadcasts, etc.

Only Spalding basketballs, provided by the KHSAA will be able to be used for warm-ups and competition.

### POST EVENT

#### RESULTS

Scores and statistics will be posted on the KHSAA/Rihards Scoreboard and on the KHSAA website following each game.

#### QUARTERFINAL GAME AWARDS

An All-Tournament team award will be presented to one player from the teams failing to advance to semifinals at the discretion of the coach.

A plaque will be awarded to each team not advancing to the semifinals.

While a reasonable amount of time will be allowed for the initial celebration for the winning team, we would ask your cooperation in helping to clear the floor of all team and media representatives.

Post-game interviews and awards presentations will be conducted only in the vicinity of your bench and presenters will bring the awards to your bench.

#### SEMIFINAL LOSING TEAMS AWARDS

Teams advancing to the semifinal rounds will be expected to participate in the awards ceremonies on Saturday with the entire team and participants.

An All-Tournament team award will be presented to two players from the teams failing to advance to final at the discretion of the coach.

Following each semifinal game, a semifinalist team trophy will be presented to the teams that do not advance to the championship game.

While a reasonable amount of time will be allowed for the initial celebration for the winning team, we would ask your cooperation in helping to clear the floor of all team and media representatives.

Post-game interviews and awards presentations will be conducted only in the vicinity of your bench and presenters will bring the awards to your bench.

A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the pleasure of the school.

Additional medals may be ordered by contacting the KHSAA following the tournament.

The team and other representatives are expected to be present for the ceremony.

Following the presentation, a group picture will be taken, if desired, and the teams then dismissed.

#### CHAMPION AND RUNNER-UP AWARDS

The runner-up and championship awards will be presented following the championship game.

KHSAA personnel will direct teams as to the procedure for the awards presentations per the earlier instructions.

An All-Tournament team award will be presented to three players from the teams in the championship game at the discretion of the coach.

Each of the championship game participating teams will be presented a team trophy and there will be an opportunity for a photo.

A school representative will be given thirty-three (33) individual medals for the traveling party that can be distributed at the



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pleasure of the school.

Additional medals may be ordered by contacting the KHSAA following the tournament.

The team and other representatives are to be present for the ceremony.

Following the presentation, a group picture will be taken in front of the bench, if desired, and the teams then dismissed.

The team photo will be available on [khsaaphotos.org](http://khsaaphotos.org).

### **TED SANFORD AWARD - BOYS**

This award honors a senior tournament participant who excels in four areas: academic achievement, basketball ability, citizenship and sportsmanship.

Please submit the online nomination using Form BK117 if you wish to nominate a member of your basketball team.

Nominations must be submitted prior to the published deadline using the link at the end of this section of these instructions.

Late nominations will not be accepted.

### **JB MANSFIELD AWARD - GIRLS**

This award honors a senior tournament participant who excels in four areas: academic achievement, basketball ability, citizenship and sportsmanship.

Please submit the online nomination using Form BK118 if you wish to nominate a member of your basketball team.

Nominations must be submitted prior to the published deadline using the link at the end of this section of these instructions.

Late nominations will not be accepted.

### **SWEET SIXTEEN® ACADEMIC SCHOLARSHIPS**

The Academic Scholarship Award was instituted in 1985 to honor a senior participant in the tournament who holds a high grade point average (based upon a 4.0 scale).

Please submit the online nomination using Form BK119 if you wish to nominate a member of your basketball team.

Nominations must be submitted prior to the published deadline using the link at the end of this section of these instructions.

Late nominations will not be accepted.

### **CHAMPIONSHIP TEAM T-SHIRTS**

The KHSAA will produce through Team IP an official championship shirt that will be shown during the awards ceremony and presentation.

These shirts will be available to order following the game, and will be available at the championship celebration location should the school choose to have one.

Due to trademark and licensing restrictions, no other shirts will be allowed in the arena or on the property of Rupp Arena for this purpose, and violations of this provision will result in the items being confiscated.

Please inform any of your local merchants of this restriction.

## **FINAL STATE SITE EXPENSE REIMBURSEMENT**

### **EXPENSE ALLOWANCE REIMBURSEMENT RESTRICTIONS**

#### **GENERAL POLICY**

- An expense allowance will be paid for teams traveling to field hockey, soccer, volleyball, football, basketball, baseball and softball tournaments.
- The total number of players and travel party reimbursed is thirty-three (33) for basketball to include a partial allowance for fifteen (15) players and fifteen (15) cheerleaders, plus three (3) staff.
- Schools inside a 40 mile, one-way radius from the event site will only be reimbursed as a commuting team.

#### **MILEAGE**

- Each team will be reimbursed \$2 per mile, round trip from the school address to the competition facility address for field



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hockey, volleyball, soccer, basketball, baseball and softball.

- Any mileage allowance will be for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google Maps.

### COMMUTING TEAMS

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

### TEAMS USING LODGING

- Schools are responsible for the initial payment of all lodging bills and will be reimbursed the lodging allowance, provided it is utilized.
- If you are exempt from state sales tax, be prepared to show that verification to the hotel.
- Teams using lodging shall be paid for the actual nights used as verified by the property through the morning following elimination from the tournament.
- If housing is assigned to specific hotels, teams not commuting but failing to stay in the assigned property will only be reimbursed mileage for their participation.

## RESPONSIBILITY FOR FANS AND PARTICIPANTS

### RESPONSIBILITY FOR FAN CONDUCT

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

### DAMAGE TO FACILITY

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

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

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



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### 2025 TOURNAMENT FAN INFORMATION

#### CONFLICTS IN GUIDANCE KHSAA VS. CBC POLICIES

The KHSAA is tremendously thankful to be able to use the facilities of Rupp Arena at Central Bank Center for our girls' and boys' basketball state tournaments, providing our student-athletes with such a great opportunity.

The KHSAA is aware that Rupp Arena at Central Bank Center devotes many resources to online and print guidance about their own events, but may choose to have different rules or regulations for those events.

If there is a disagreement between KHSAA published instructions or guidance, and that published by the facility, the guidance published by the KHSAA will prevail and govern.

#### WHAT TO KNOW BEFORE YOU GO

No bags should be brought in the arena unless compliant with the clear-bag policy requirement.

Arrive early.

Plan to use credit cards, no cash.

A digital game ticket is required to be on the premise at Rupp Arena during the state tournaments.

#### DIRECTIONS, TRAFFIC AND PARKING

Address: 430 W Vine Street, Lexington, Ky. 40507

Participating teams should note the published maps on the KHSAA website, which are also included as a link at the end of this section of these instructions.

Parking lots are not maintained or controlled by the KHSAA.

Parking personnel at Rupp Arena and the Lexington Metro Police on duty will direct you to the parking locations.

All parking lots controlled by the Arena are CASHLESS and all drivers should be prepared for a credit card transaction.

Controlled parking in the lots immediately surrounding Rupp will be \$16 per car and \$32 per bus in excess of the allowed number.

#### HIGH STREET AND PARKING ENTRY

For the Girls' and Boys' Sweet 16® High Street will be used as an entrance only for the parking lots.

All traffic from the lots will exit onto Maxwell Street.

Officers will be on Maxwell to empty lots so we can get everyone in on High Street quickly.

There will be no entry access to the lots from Maxwell at any point because of the traffic plan.

#### DROP OFF AT ARENA

Pick up on High Street will be restricted, pick up should take place on Main Street in the cut out at the front of the center.

Pick up on High Street will be limited to handicapped/accessible only.

#### SPECIAL EMPHASIS ON SATURDAY, MARCH 15

On Saturday, March 15, 2025 Lexington will be hosting the annual St. Patrick's Day Parade and Festival.

Closures on Main Street will begin at 9:30 a.m. at Martin Luther King Jr. Blvd. and at Walton Avenue at approximately 12:30 p.m.

These closures will remain in effect until approximately 2:30 p.m.

At 11:00 a.m., Midland Avenue will be closed and all traffic will be diverted to 3rd Street.

Short Street will be closed from Upper to MLK beginning at 9:00 a.m. and will remain closed until approximately 9:00 p.m.

Limestone will be closed at Main during that time as well.

#### ADMISSION INTO VENUE

Patrons may only have one clear bag (no larger than 12" x 12" x 6") or one small clutch purse, with or without handle or strap (no larger than 9" x 5", does not have to be clear) for personal items.

To avoid additional touch points, patrons are strongly encouraged to leave unnecessary items at home.





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Purses and bags larger than these sizes are strictly prohibited.

Diaper Bags may exceed this size requirement, please see Guest Services desk for a visual inspection.

Exceptions will be made for medically necessary items after proper inspection at a gate designated for this purpose.

All bags and items will be searched.

Bags that are too big, will need to be disposed of or returned to your vehicle. This is strictly enforced.

### SECURITY PROCEDURE

Be aware that when you enter an event, bags, purses and packages are subject to be searched and magnetometers will be utilized at this event.

In the event that an item is found to be contrary to the security practices implemented by local and Federal law enforcement authorities, you may be forced to return items to your car and/or hotel prior to entering the arena.

Those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated.

See the link at the end of these instructions for a complete list of prohibited items at Rupp Arena.

Scanning machines and devices such as magnetometers will be in use (much like airport screening) at all entrances to the arena.

Patrons are expected to follow the directives of security personnel in compliance with the use of these machines.

Travel plans should be made accordingly, arriving in time to allow the venue to properly execute its security plan.

### ON-SITE RESALE OF TICKETS AT SWEET SIXTEEN®

Due to Lexington – Fayette Urban County Government Regulations, the resale of tickets is prohibited in the majority of the two block area on which the Central Bank Center is located.

This is Lexington – Fayette Urban County Government Ordinance enforcement, which is not under the jurisdiction of the KHSAA.

## A - Z RULES AND REGULATIONS FOR CBC

### ADA

As a public assembly facility, CBC is responsible for permanent building access accommodations including, but not limited to wheelchair ramps, elevator standards, door width standards, automatic entrance doors and restroom accessibility.

- We suggest that licensees include in their registration form an area to allow individuals with disabilities to indicate any special needs they may have.
- Licensees are responsible making sure all exhibits, displays, meeting room layouts, paths of travel, etc. will be accessible to those with disabilities attending their event.

### ADHESIVES

Only approved tape and adhesive backed materials (non-residue, easy removable) are permitted for use on the facilities floor surfaces.

- Use of tape on any wall surface, glass or equipment is prohibited.
- Adhesive backed decals and stickers may not be affixed to any facility surfaces nor distributed to attendees.
- If this regulation is ignored, a cleaning fee will be assessed for removal of any decals or stickers that are placed in complex property.

### AISLES

Aisle dimensions are subject to the Fire Marshal approval.

Aisles must be a minimum of 6' wide. Cross aisles must be a minimum of 10' wide.

### ANIMAL POLICIES

With the exception of approved guide, signal or service dogs as recognized by ADA (and noted in these instructions), animals are not allowed in CBC without prior approval.



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Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals.

Animals that are approved to be on premises must meet the following guidelines:

- Animal(s) to be always on a leash, if not, confined to a pen/crate.
- Animal(s) must always be under control.
- Animal exhibits not permitted on carpeted areas.
- Owner or handler responsible for animal(s) and waste clean-up and removal.

### **ALCOHOL**

There will be no alcohol sales before, during or after any State tournament game.

### **BALLOONS**

The use or distribution of helium-filled balloons is prohibited.

If for some reason, helium balloons are brought into the building and released for any reason within the complex, labor costs associated with removal of balloons from the ceilings and air handlers will be charged to Licensee.

### **BANNERS AND SIGNS**

Please advise your Event Manager of any banners or signs needing installation. All banners and signage installed in the ceilings must be placed by building staff. Once assigned Event Manager receives request, an estimate for labor will be given.

### **CAPACITY**

In no event shall attendance be permitted more than the established capacity of the contracted areas.

Licensee shall not admit a larger number of persons than can safely and freely move about in the contracted space; capacity will be established after final room set-up is determined and reviewed by Event Manager, Director of Events and Lexington Fire Marshal.

### **CABLES, CORDS AND WIRES**

All wires and cables that cross doorways, aisles or walkways must be sufficiently covered or taped down in a safe and secure manner and marked with caution tape.

They can be covered with rubber matting, carpet and/or marked reflective tape.

When applying tape to non-carpeted surfaces, only non-residue tape may be used.

When applying to carpeted surfaces, only non-residue carpet tape may be used.

### **COOKING**

Cooking is not allowed on premises without prior written approval from General Manager of CBC.

### **DAMAGES AND CLEAN-UP**

Any damage to the Complex property or equipment should be reported immediately to the Event Manager and/or Complex Security HQ.

Clean-up fees may also apply.

### **DECORATIONS**

All decorative materials displayed or installed in the Complex must be flame retardant in accordance with the Public Safety and Fire Regulations.

The Complex does not allow anything to be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, lecterns, columns, fabric or decorative walls.

Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are NOT permitted on any carpeted areas.

NOTE: Cleaning and/or removal of décor items such as confetti, glitter, streamers, etc. will incur additional charges.

### **DRONES**

Drones are not permitted within the building by anyone in the seating bowl or participating teams.



## 2025 Clark's Pump-N-Shop Girls' Sweet 16® Instructions 2025 UK HealthCare Boys' Sweet 16® Instructions

### **ELEVATORS AND ESCALATORS**

Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that cannot be carried by hand.

Escalators are for the use of the public and may not be blocked or used to transport freight and equipment (i.e. tables, chairs, etc.)

### **EXITS**

All exit doors must be fully operable and unobstructed during all times of occupancy.

Exit signs shall remain illuminated and fully visible.

### **FIRE EXTINGUISHERS**

Clear access must be maintained to all fire extinguishers.

### **FIRE LANES**

All fire lanes in and around the complex must be clear and unobstructed.

### **FIRST AID**

First Aid coverage will be available on site.

### **FOOD & BEVERAGE**

Levy/Hardwood & Oak is the exclusive food and beverage provider for both concessions and catering at Central Bank Center.

This includes, but is not restricted to, food and beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar services, etc.

### **FREIGHT**

All equipment and freight shall be loaded/unloaded in the appropriate building dock areas at all times.

The loading/unloading of equipment and/or freight from the main guest exterior entrance areas, is strictly prohibited.

### **EXHIBITOR FREIGHT**

All shipments for exhibits must be coordinated with Lexpo decorator services.

If shipments arrive to the complex prior to the move-in date of event, the complex will accept delivery, subject to handling charges, at Licensee's expense.

### **HAZARDOUS MATERIALS**

Hazardous materials are not permitted in the complex without approval from your Event Manager.

### **NOVELTY/MERCHANDISING FEE**

Most of the information regarding merchandise is contained in the Event Merchandise section of this manual.

Due to trademark and licensing restrictions, pre-printed or otherwise produced shirts or novelty items commemorating the championship victory or participation are not permitted in the arena.

Persons attempting to bring promotional or other items that could conflict with either the novelty or the copyright restrictions into the venue will have those items confiscated by event personnel.

If other vendors, either with or without the consent of the member school, and whether or not the items are delivered by outside entities or school representatives, attempt to bring violating items into the arena, they will be stopped at the gate and the items will be delivered to the KHSAA for disposal.

### **PARKING**

Parking is available at prevailing rates in parking lots controlled by CBC.

Parking in CBC lots is based on availability and not guaranteed.

### **PERSONAL TRANSPORTERS**

Bicycles, Segways, skateboards, hoverboards, scooters of any kind, are not allowed inside CBC.



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### PRE-FUNCTION / PUBLIC SPACES

All pre-function and lobby areas are to be used for ingress/egress.

### SECURITY

The CBC maintains an exclusive in-house security operation.

Our trained building security staff and security system maintains 24-hour security coverage for the CBC's perimeter areas, internal corridors, and life safety alarm system.

### SMOKING

CBC is a non-smoking facility. Vaping is not allowed in facility.

Smoking is permitted outside and no closer than 25' to an entrance, per city ordinance.

Smoking is not permitted on the loading docks or in the covered garage.

### SOLICITATIONS

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced in the complex without prior authorization of Event Manager and Director of Events.

### WEAPONS

CBC is located in a School Zone as defined by the Gun Free School Zone Act 18 U.S.C. adopted November 29, 1990 (the Act). All persons are prohibited from possessing firearms on the premises unless such possession is authorized by exceptions listed in the Act or as authorized by the Commonwealth of Kentucky. It is also at the discretion of the complex to restrict or prohibit possession of other weapons such as knives or other dangerous weapons.

## IMPORTANT WEBSITE LINKS

### FORMS

- [KHSAA School System \(For entering stats\)](#)
- [Form GE63 \(Team Sport Team Information\)](#)
- [Form SI113 \(School Broadcast Designated Radio\)](#)
- [Form BK117 \(Ted Sanford Award Application, Boys' Tournament\)](#)
- [Form BK118 \(JB Mansfield Award Application, Girls' Tournament\)](#)
- [Form BK119 \(Academic Scholarship Application, Boys' and Girls' Tournament\)](#)
- [Form GE64 \(Request for Team Reimbursement\)](#)
- [Media Credential Request Form \(including school/student media\)](#)

### GENERAL LINKS

- [Ticket Ordering Links](#)
- [Direct Ticket Link for Boys Tickets](#)
- [Direct Ticket Link for Girls Tickets](#)
- [Official Tournament Photos](#)
- [Rupp Arena Parking Diagram](#)
- [Rupp Arena Policies and Prohibited Items](#)
- [Rupp Arena Seating Diagram](#)
- [Radio Broadcasts](#)



## 2025 Clark's Pump-N-Shop Girls' Sweet 16® Instructions 2025 UK HealthCare Boys' Sweet 16® Instructions

- [Video Webcasts](#)

### **GIRLS' BASKETBALL SPECIFIC LINKS**

- [Tournament Bracket](#)
- [Girls State Tournament Information and Forms](#)
- [Girls State Tournament Rosters, Locker Rooms, Ticket Assignments, Stats, Webcasts, Radio and Media Info](#)

### **BOYS' BASKETBALL SPECIFIC LINKS**

- [Tournament Bracket](#)
- [Boys State Tournament Information and Forms](#)
- [Boys State Tournament Rosters, Locker Room, Ticket Assignments, Stats, Webcasts, Radio and Media Info](#)



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

## KHSAA Staff

Commissioner .....	Julian Tackett
Associate Commissioner .....	Butch Cope
Assistant Commissioner .....	Darren Bilberry
Assistant Commissioner .....	Sarah Bridenbaugh
Assistant Commissioner .....	Joe Angolia
Assistant Commissioner .....	Abby Jackson
General Counsel.....	Chad Collins
Information Technology Director .....	Rob Catron
Media Relations and Publications Director .....	Connor Link
Event Services and Social Media Director .....	Jenny Elder
Event Services Manager .....	Kara Howard
Administrative Support Specialist .....	Jeremy Ison
Administrative Support Specialist .....	Jeanie Molloy
Administrative Support, Accounting.....	Marilyn Mitchell
Administrative Assistant .....	Sara McClain
Supervisor of Officials Licensing.....	Scott Bottoms
Physical Plant Director .....	Roy Tatum







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

### **SUPERSEDURE NOTE**

The information in these instructions supersedes any information previously distributed.

In many cases, these rules have been revised over the last couple of years through the pandemic to the point where time has not permitted complete overhaul and revision of the competition rules.

All involved should review items such as tiebreakers and procedures for competition and consider this document authoritative.

Contact the primary event contact with any additional questions.

### **WATER**

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

### **VENUE SAFETY**

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter which you or a fellow spectator feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

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

### **SIGNAGE, NOISEMAKERS, BALLOONS AND MUSIC**

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate competition management cues are not permitted to include, but not be limited to:

- Indoor
  - o Air horns
  - o Electronic amplifiers
  - o Portable sound systems
  - o Whistles
  - o Game clock horns simulator
- Outdoor
  - o Air horns
  - o Whistles
  - o Game clock horns simulator

Managers should confiscate items if used with the managers determining if they are returned post championship.

Balloons, which can block the view of other patrons, are NOT PERMITTED at the event. They should be popped or returned to a vehicle, not allowed into the venue.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

### **ENTRY OF SERVICE ANIMALS**

Service animals are important and valued professionals that serve the needs of owners and must be present at all times.

Because service animals are essential for specific individuals, we wanted to make all attendees aware of the definitions and guidelines in place to make certain service animals present as well as to ensure the well-being of all individuals in attendance at KHSAA championship events.



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

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

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

The training a service animal receives distinguishes it from other animals and there may be questions about the training provided to the animal and service for which it provides.

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

In Kentucky, misrepresentation of an assistance animal is a violation with a fine up to \$1,000.

The owner will be responsible at all times for the conduct of the service animal.

Thank you for respecting the training and necessity of service dogs and helping us keep all guests safe when visiting a KHSAA championship event.

## **SPORTSMANSHIP**

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

## **ROSTERS**

### **POSTSEASON ROSTER**

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

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

No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

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

## **BYLAW 22 REMINDER**

### **REQUIREMENT TO ACCOMPANY TEAM MEMBERS**

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

## **HEALTH INFORMATION**

### **PHYSICAL EXAM FORM**

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.

The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.



## **EMERGENCY ACTION PLAN**

UK HealthCare Sports Medicine is the official Sports Medicine Partner for the KHSAA State Championships.

KHSAA staff will, in consultation with UK HealthCare Sports Medicine and venue personnel, develop an Emergency Action Plan (EAP) for this event.

The on-site training staff will be responsible for any necessary monitoring of the wet bulb globe temperature and notification to KHSAA staff and the contest officials for determinations of any necessary adjustment to activity.

If an athlete or other team member is in need of emergency medical attention, contact the nearest KHSAA staff member, official, trainer or venue staff so emergency medical services can be immediately contacted.

An AED (and in many events, multiple AEDs) will be on site for use in the event of an emergency.

A text notification will be sent each morning to coaches, athletic directors, KHSAA staff, UK HealthCare trainers and workers of the event detailing the location of all AEDs.

## **ATHLETIC TRAINERS**

For KHSAA state opening round events, host sites will be responsible for providing athletic trainers.

The Association will use the services of UK HealthCare to provide trainers for the KHSAA state final sites, and in the event of disagreement, this group shall serve as the primary determinant of medical next steps.

Athletic Training Staff will be available beginning one (1) hour prior to the event and remain available throughout the day.

For team sports - basketball, baseball, field hockey, football, soccer, softball, and volleyball - individual school Athletic Trainers should be included in the distribution of Team Party passes.

For other sport and sport activities, see the sport-specific section of these instructions for bringing a team trainer.

## **INCLEMENT WEATHER PROCEDURES**

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions regarding postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.

## **HEAT ILLNESS PREVENTION**

It is the responsibility of UK HealthCare on-site training staff to monitor the wet bulb globe temperature and notify on-site staff and contest officials for determinations of any necessary adjustment to activity.

The manager should be aware of the policies and work in conjunction with the licensed or certified athletic trainer hired to work the event in monitoring the Heat Illness prevention program.

The detailed medical policies are online and a link at the end of this general section.

## **LIGHTNING/THUNDER POLICY**

Tournament staff of any outdoor sports or activities, or indoor sports with non-grounded pools, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in regard to lightning and thunder.

All competitions shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

The detailed medical policies are online and a link at the end of this general section.

## **STOPPAGE/POSTPONEMENT**

It's the duty of the tournament staff, in consultation with the officials and certified trainers, to make decisions regarding resumption or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.



While it's imperative to adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

## **VIDEOTAPING, MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

### **GENERAL MEDIA RIGHTS**

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

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

Control of media access and location at all levels of postseason play is with the KHSAA.

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

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

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

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

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

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

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.

### **SCHOOL MEDIA CREDENTIALS**

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events for school internal publications.

Space permitting, school media may be granted floor photography access consistent with traditional media access.

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

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.

This pass must be requested in advance of the start of the event through the online credentialing system linked at the end of these instructions.

### **TRADITIONAL MEDIA CREDENTIALS**

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system. A link to the credential application is included at the end of these instructions.

The deadline to apply is 3 p.m. the day before competition begins.

Applications must be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Media outlets may be limited during this event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.



KHSAA Media policies are outlined online at - [credentials.khsaa.org](https://credentials.khsaa.org)

## **MEDIA RIGHTS FEE**

Freelance/commercial photographers as defined in these instructions and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

## **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS AND FEES**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play-by-play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play-by-play, of any contest distributed using the internet.

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

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

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

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

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

## **MUSIC COPYRIGHT**

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

## **FILMING**

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

## **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online post event - [khsaa.teamip.com](https://khsaa.teamip.com).

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

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

## **OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

The KHSAA pays for professional photography coverage of the event.

Official championship photos will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event, [khsaaphotos.org](https://khsaaphotos.org).

## **IMPORTANT WEBSITE LINKS**

- Athletic Participation Form, [GE04](#), English
- Athletic Participation Form, [GE04](#), Spanish
- [Media Credential Request and Guidelines](#)
- [GoFan Ticket Training](#)



## 2025 Winter State Championships presented by UK HealthCare

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



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

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





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