

TRACK & FIELD



CLARK'S PUMP-N-SHOP STATE CHAMPIONSHIPS **PRESENTED BY UK HEALTHCARE** **INSTRUCTIONS**

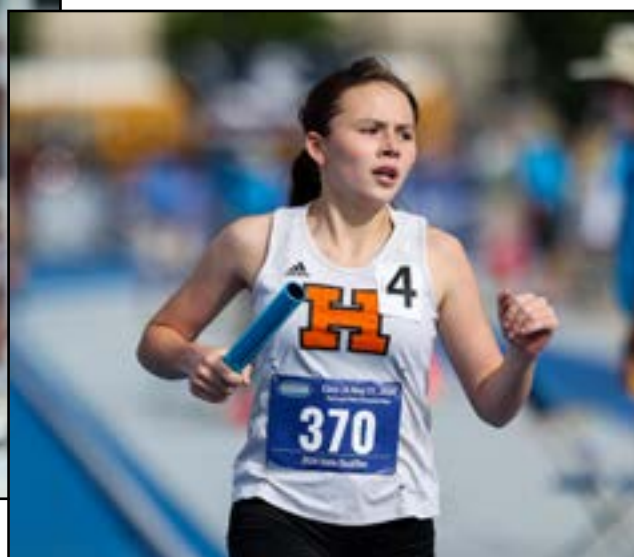


Table of Contents

| | |
|--|-----------|
| TRACK SPECIFIC INSTRUCTIONS | 1 |
| Brief Welcome | 1 |
| KHSAA Contacts | 1 |
| Qualifying for Participation in Championships | 1 |
| Competition Dates, Location & Schedule | 1 |
| Dates | 1 |
| Schedule | 1 |
| Inclement Weather Procedures And Schedule | 2 |
| Venue and Address | 2 |
| Ticket Availability, Non Participant Entry & Policies | 2 |
| Purchasing Tickets | 2 |
| Fan Entry | 3 |
| Ticket Pricing and Configuration | 3 |
| Complimentary Passes and Entry | 3 |
| Pre-Event Logistics | 3 |
| Conference Call | 3 |
| Pre-Championship, On-Site Referee Briefing | 3 |
| Practice | 4 |
| Lodging | 4 |
| Parking | 4 |
| Postseason Rosters and Substitutions | 4 |
| Postseason Rosters | 4 |
| Substitutions/Limitations | 5 |
| Team Admission Into Venue | 5 |
| Team and Equipment Drop-Off | 5 |
| Team Packets | 5 |
| Athletic Trainers | 5 |
| Participant Entry | 5 |
| Team Party Entry - Non-Participants | 6 |
| Venue Logistics | 6 |
| Dressing/Locker Rooms | 6 |
| Team Tents/Warm-Up Area | 6 |
| Restricted Areas | 6 |
| Numbers, Entries, Lane Assignments, Scoring | 6 |
| Numbers | 6 |
| Lost/Misplaced/Replaced Numbers | 6 |
| Individual and Relay Entries | 7 |
| Lane Assignments | 7 |
| Team Score | 7 |
| Scratch Procedure and Penalty | 7 |
| Conducting the Meet | 7 |
| Reporting for Events | 7 |
| Starting Blocks | 7 |
| Shot and Discus - Common Implements | 8 |
| Pole Vault Coaching Box | 8 |
| Field Event Qualifying from Preliminaries to Finals | 8 |
| Marshals and Marshalling | 8 |
| Rules/Points of Emphasis/Clarifications/Appeals | 8 |
| Competition Rules | 8 |
| Wireless Communication | 8 |
| Forms | 9 |
| Appeal Procedure | 9 |
| Appealable Situations | 9 |
| Non-Appealable Situations | 9 |
| State Event Officials | 9 |
| Post Event | 9 |
| Results | 9 |
| Trophies and Awards | 9 |
| Finances and Expenses | 10 |
| Important Website Links | 10 |
| General Spring Instructions for All Sports and Sport-Activities | 2 |
| Supersedure Note | 2 |
| Water | 2 |

| | |
|---|----------|
| Venue Safety | 2 |
| Signage, Noisemakers, Balloons and Music | 2 |
| Entry of Service Animals | 2 |
| Sportsmanship | 3 |
| Rosters | 3 |
| Postseason Roster | 3 |
| Bylaw 22 Reminder | 3 |
| Requirement to Accompany Team Members | 3 |
| Health Information | 3 |
| Physical Exam Form | 3 |
| Emergency Action Plan | 4 |
| Athletic Trainers | 4 |
| Inclement Weather Procedures | 4 |
| Heat Illness Prevention | 4 |
| Lightning/Thunder Policy | 4 |
| Stoppage/Postponement | 4 |
| Videotaping, Media and Intellectual Property Rights | 5 |
| General Media Rights | 5 |
| School Media Credentials | 5 |
| Traditional Media Credentials | 5 |
| Media Rights Fee | 6 |
| Telecast/Webcast Including NFHS Network Restrictions And Fees | 6 |
| Music Copyright | 6 |
| Filming | 6 |
| Event Merchandise | 6 |
| Official KHSAA Championship Photos | 6 |
| Important Website Links | 6 |

2280 Executive Drive | Lexington, Ky., 40505 | 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



@KHSAAEvents

TRACK SPECIFIC INSTRUCTIONS

BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2025 Clark's Pump-N-Shop State Track & Field Championships presented by UK HealthCare.

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

KHSAA CONTACTS

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

If Mrs. Bridenbaugh is unavailable, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

Media inquiries should be directed to Media Relations and Publications Director Connor Link (clink@khsaa.org), who will be on site throughout the event.

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

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The state meet shall include:

- The top two (2) competitors in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The next 10 best times/heights/marks from the state at-large per class shall automatically qualify for the state meet.

For Unified events, the state meet shall include:

- The top two (2) competitors in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large per class shall automatically qualify for the state meet.

For the Adapted events, the state meet shall include:

- The top two (2) adapted athletes in each event at the seven (7) region meets per class shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large per class shall automatically qualify for the state meet.

There is no additional, formal entry process for individual state qualifiers as regional results shall serve as entries for the state championships.

COMPETITION DATES, LOCATION & SCHEDULE

DATES

The 2025 Clark's Pump-N-Shop State Track & Field Championships presented by UK HealthCare will take place May 29-31 at the Outdoor Track & Field Complex on University of Kentucky campus in Lexington.

- Class 1A will compete on Thursday, May 29.
- Class 2A will compete on Friday, May 30.
- Class 3A will compete on Saturday, May 31.

SCHEDULE

Gates will open for teams at 7:30 a.m. ET and for the general public at 8 a.m., on all three (3) days of competition.

A complete time schedule for the championships is included as a link at the end of this section of the instructions.

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

INCLEMENT WEATHER PROCEDURES AND SCHEDULE

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

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

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

In the event of inclement weather which forces postponement or interruption of the meet, it is the duty of the KHSAA to make decisions in regard to resumption, postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

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

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

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

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

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

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

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

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

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

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

VENUE AND ADDRESS

[UK Outdoor Track & Field Complex](#)

[698 Sports Center Dr., Lexington, Ky., 40506](#)

TICKET AVAILABILITY, NON PARTICIPANT ENTRY & POLICIES

PURCHASING TICKETS

All state championship tickets will be sold exclusively online via GoFan, the KHSAA's official digital ticket vendor, at khsaatickets.org.

Digital ticketing enhances convenience and safety for all fans, while providing flexibility and safeguarding against counterfeit tickets and possible security issues at the gate, and still allowing credit card purchases at the door as with most businesses.

Schools already utilizing GoFan will have their school "tagged" as soon as the regional meets are over to help with the ticketing process.

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

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

Tickets can be purchased via credit card at the admission gates to the site.

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

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

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

FAN ENTRY

All non-squad members (individuals other than the properly qualified coaches and participants) must enter and exit through the admission gate which opens at 8 a.m. all three days.

TICKET PRICING AND CONFIGURATION

All KHSAA events will be priced at a fixed price that will include all applicable fees and charges, regardless of the ticket price.

No fees will be assessed the customer in excess of the published price and all payment of applicable fees will be the responsibility of the KHSAA.

- No reentry ticket prices will be lower, all fees included, if purchased prior to midnight on day of the event.
- The price increases by \$3, all fees included, after midnight on day of the event.
- A reentry ticket prices will be lower, all fees included, if purchased prior to midnight on day of the event.
- The price increases by \$3, all fees included, after midnight on day of the event.
 - o Wristbands will be given for reentry and must be visibly worn.

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

- To receive these qualifying free tickets, you must "purchase" these through khsaatickets.org even though there will be no charge.
 - o Wristbands will be given for reentry and must be visibly worn.

COMPLIMENTARY PASSES AND ENTRY

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

Administrators with the Commonwealth ID card can check-in at the team check-in tent.

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

Only qualified athletes with a bib number and certified coaches will be admitted at the team gate.

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

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

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a web conference via Zoom for participating coaches and athletic directors at 3 p.m. ET on May 22.

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

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

PRE-CHAMPIONSHIP, ON-SITE REFEREE BRIEFING

There will be a short, voluntary briefing with the head referee prior to the start of each meet on the back stretch.

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

Only the head coach is to attend this briefing.

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

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

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

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

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

PRACTICE

The track will open for warm-ups at 8:15 a.m. ET all three (3) days.

There will be NO practice time or day for the state track & field meet prior to the date of competition for each class.

LODGING

Schools will arrange lodging for their participants if needed and are responsible for all travel expenses, including lodging, for participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

Hotels with special rates for state participants have been identified by the Lexington Convention and Visitors Bureau.

Teams can access these prices by making the property aware that the individual is representing a school involved in the State Track and Field Championships.

A listing of these hotels potentially offering reduced rates is included as a link at the end of this section of the instructions.

PARKING

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

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

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

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

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

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

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

Team buses must follow the bus route map provided at the link at the end of this section of these instructions.

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

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

POSTSEASON ROSTERS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final.

Only student-athletes appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

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 and individuals.

SUBSTITUTIONS/LIMITATIONS

There are no substitutions at the state meet.

TEAM ADMISSION INTO VENUE

TEAM AND EQUIPMENT DROP-OFF

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

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

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

TEAM PACKETS

Coaches must pick up their team packets on the day of their respective class meet.

No packets will be distributed early. The check-in gate opens at 7:30 a.m. ET each day and early arrivals will be held outside of the gate.

Packets will contain the following:

- Competitor numbers with pins
- Meet schedule
- Track map
- Coaches meeting Bylaw 25 KHSAA Coaching Requirements shall receive a wristband based upon team qualifiers (genders combined).
 - o One to two (1-2) qualifier(s) affords a maximum of two (2) complimentary admissions;
 - o Three to six (3-6) qualifiers afford a maximum of three (3) complimentary admissions;
 - o Seven (7) to 12 qualifiers afford a maximum of four (4) complimentary admissions;
 - o 13 to 20 qualifiers afford a maximum of five (5) complimentary admissions;
 - o 21 and above afford a maximum of six (6) complimentary admissions.

ATHLETIC TRAINERS

Any school athletic trainers must be pre-approved by the KHSAA. Send name, email address and cell phone number to Assistant Commissioner Sarah Bridenbaugh, sbridenbaugh@khsaa.org, prior to the meet for approval.

PARTICIPANT ENTRY

Participants will be granted complimentary admission at the team check-in gate and do not require a digital ticket.

The only entry and re-entry access for participants will be at the team check-in gate.

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

Contestants are responsible for maintaining these numbers at all times.

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

Competitors will NOT be admitted through the public ticket gate, even with their numbers.

Team members outside of the numbered, participating athletes in the state meet must purchase a ticket in advance through GoFan through khsaatickets.org and enter through the main ticket gate.

TEAM PARTY ENTRY - NON-PARTICIPANTS

Coaches must be listed on the KHSAA school page and have completed all of the Bylaw 25 coaching requirements to receive a pass.

The only entry and re-entry access for team-party members will be at the team check-in gate.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker room access is not provided on-site.

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

TEAM TENTS/WARM-UP AREA

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

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

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

Teams are not to bring personal, portable sound systems into any area of the facility, including tent city.

Any team coolers must come through the team gate as no coolers will be permitted through the general public entrance.

Tents will not be allowed in the facility for spectators.

RESTRICTED AREAS

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

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

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

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

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

NUMBERS, ENTRIES, LANE ASSIGNMENTS, SCORING

NUMBERS

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

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

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

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

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

LOST/MISPLACED/REPLACED NUMBERS

There will be a charge for authorized replacement numbers equal to a general admission ticket.

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

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

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

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

INDIVIDUAL AND RELAY ENTRIES

Only relay teams and individuals that have qualified at a regional meet will compete at the state meet.

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

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

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

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

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

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

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

LANE ASSIGNMENTS

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

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

The 4x800 relay and 800-meter run will be completed in two sections with 14 athletes entered in the faster section and 10 in the slower section.

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

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

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

TEAM SCORE

At the state championships, all individuals or relays placing eighth (8th) or higher in each event shall score team points.

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

SCRATCH PROCEDURE AND PENALTY

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

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

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

CONDUCTING THE MEET

REPORTING FOR EVENTS

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

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

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

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

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

STARTING BLOCKS

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

Starting blocks will be provided by the University of Kentucky.

For the few schools that continue to utilize Moye starting blocks, this is legal and has been approved by the Games Committee

(The Commissioner, designated KHSAA Staff and senior meet management).

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

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

SHOT AND DISCUS - COMMON IMPLEMENTS

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

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

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

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

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

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

POLE VAULT COACHING BOX

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

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

FIELD EVENT QUALIFYING FROM PRELIMINARIES TO FINALS

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

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

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

The Games Committee reserves the right, per NFHS rules, to adjust starting height due to unforeseen conditions.

MARSHALS AND MARSHALLING

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

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

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

RULES/POINTS OF EMPHASIS/CLARIFICATIONS/APPEALS

COMPETITION RULES

The championships shall be contested using the KHSAA rules as adopted by the Board of Control and previously distributed.

WIRELESS COMMUNICATION

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

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

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

FORMS

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

APPEAL PROCEDURE

A coach shall first protest to the appropriate Referee.

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

APPEALABLE SITUATIONS

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

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

NON-APPEALABLE SITUATIONS

The following are non-appealable situations:

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

STATE EVENT OFFICIALS

In compliance with the Federal Court Decree, the Commission composed of the Commissioner, the associate commissioner and the four (4) assistant commissioners will assign all officials.

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

POST EVENT

RESULTS

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

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

A QR code linking to results will be posted near the concession stand and near tent city.

TROPHIES AND AWARDS

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

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

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

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

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

Teams shall be present to receive their awards. As soon as the trophies have been presented, the top four (4) teams in each class are to assemble for official meet pictures.

Only credentialed media members may take photos during the awards presentation and **MUST** be wearing the issued yellow media vest.

FINANCES AND EXPENSES

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers and charges no school or individual entry fee for this event.

IMPORTANT WEBSITE LINKS

- [Track & Field Website](#)
- [KHSAA Championship Media Credentials](#)
- [Time Schedule](#)
- [Layout and Logistics Map](#)
- [Bus Route Map](#)
- [Parking Map](#)
- [VisitLex Spring Championships Hotel Information](#)
- [TR120 \(Medical Information - Inhaler\)](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)



Table of Contents

| | |
|--|----------|
| General Spring Instructions for All Sports and Sport-Activities | 2 |
| Supersedure Note | 2 |
| Water..... | 2 |
| Venue Safety | 2 |
| Signage, Noisemakers, Balloons and Music..... | 2 |
| Entry of Service Animals | 2 |
| Sportsmanship..... | 3 |
| Rosters | 3 |
| Postseason Roster | 3 |
| Bylaw 22 Reminder | 3 |
| Requirement to Accompany Team Members..... | 3 |
| Health Information | 3 |
| Physical Exam Form..... | 3 |
| Emergency Action Plan | 4 |
| Athletic Trainers..... | 4 |
| Inclement Weather Procedures | 4 |
| Heat Illness Prevention | 4 |
| Lightning/Thunder Policy | 4 |
| Stoppage/Postponement | 4 |
| Videotaping, Media and Intellectual Property Rights | 5 |
| General Media Rights..... | 5 |
| School Media Credentials..... | 5 |
| Traditional Media Credentials..... | 5 |
| Media Rights Fee | 6 |
| Telecast/Webcast Including NFHS Network Restrictions And Fees | 6 |
| Music Copyright | 6 |
| Filming..... | 6 |
| Event Merchandise..... | 6 |
| Official KHSAA Championship Photos | 6 |
| Important Website Links | 6 |

2280 Executive Drive | Lexington, Ky., 40505 | 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 SPRING INSTRUCTIONS FOR ALL SPORTS 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

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.

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.

IMPORTANT WEBSITE LINKS

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



- [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)



SHINDIG-IN!

Order for the whole group online or with our app.



[ORDER.RAISINGCANES.COM](https://order.raisingcanes.com)

