



2016 Cross Country Regional Tournament Instructions



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DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook rules and regulations governing Cross Country tournaments. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

COMPETITION DATES

- The regional meets shall be held on Saturday, October 29th per the competition rules unless the KHSAA office gives PRIOR approval after consultation with ALL participating schools.
- Coaches and Regional Managers should be aware that this may be a SAT test date, so few scheduling adjustments may need to be made. If no agreement can be reached due to conflicts, the KHSAA will establish the meet schedule.

PRE-TOURNAMENT RESPONSIBILITIES

- Invite member schools to your tournament meeting
- If any team desires to enter competitors and that school is not listed on the list of teams, contact the Association office prior to accepting the entry. Only those schools on that list are eligible to enter unless approved by the office.
- Hold scratch/planning meeting with coaches
- Collect form XC113 (Meet Verification Form) from all coaches at scratch meeting and bring with you to state meet (send if you are not coming). This will be used for any challenge at the state Meet.
- Form XC107 (Team Entry Form)

- The Regional Date and Time will be selected after consultation with competing schools and noting scheduling instructions contained in this manual. Be especially aware of 1) the ACT/SAT testing date, and 2) the closest testing site to the region site, in case you need to advise coaches. It is not necessary that you change your schedule to accommodate test takers at their home school, but you must communicate with coaches and allow for the testing to be done.
- Contact security and other outside providers / vendors and ensure that all other Pre-Meet Management functions are completed. Duplicate form XC110 to be prepared in case of appeal at meet.
- Confirm with State Meet Director the assignment of officials after verification from KHSAA
- Compile entries submitted from electronic entries submitted by schools
- Entry Deadline is 5 p.m., Tuesday, October 25, four days prior to meet
- There are no substitutions except for documented injury or illness, and only if approved by Commissioner
- Hytek Requirements for hosting cross country regional
 - Host schools must own Hytek license for Meet Manager 2.0 (or greater) with cross country option which is essentially the silver package on the following webpage <http://hy-tek.com/store.html>. The current version of 5.0 is recommended and will be used by the KHSAA at the State Championship.
 - Schools should contact Hytek by phone toll free 1-866-456-5111 and ask if the school has previously purchased Hytek Meet Manager as different coaches in the past could have purchased a Hytek license and misplaced the CD. If the school had already purchased version 3.0, then all you will have to pay is \$25 for a replacement CD. If the school has purchased version 2.0 or lower, then the upgrade to 3.0 will only be \$229. A new license may cost \$296.25. These prices are estimates and are subject to change.
 - Instructions for registration of teams and entries are included in this manual

INSTRUCTIONS FOR TOURNAMENT ENTRY

- Each school participating in cross country has been notified how to get the entry information and instructions from the KHSAA web site. Schools are to enter contestants using the HyTek Team Manager (Milesplit) or Team Manager Lite program.
- If any team desires to enter competitors and that school is not listed on the list of teams on the included alignment of teams, contact the Association office prior to accepting the entry. Only those schools on that list are eligible to enter unless approved by the KHSAA.
- The entry deadline for all meets is standard: All initial entries must be submitted by 5:00 p.m., 4 days prior to the Regional Meet (Saturday meet - due Tuesday)
- There are no additional substitutions for the regional meet allowed unless for documented injury or illness which must be approved by the Commissioner.
- You must send your entries electronically to the regional manager. You do not need to send an entry form to the KHSAA and do not need to fill out a hand entry form if your electronic entry is successfully received.
- You will not need to complete any additional forms for athletes advancing to the state meet
- There IS A REQUIRED REGULAR SEASON MEET PARTICIPATION FORM (XC113) that must be submitted at the regional meeting. It is also encouraged that coaches bring meet results and / or cross country scorebooks to the regional meet in case of challenge, although the only requirement is XC113. It is the burden of the coach to prove that an athlete has the required minimum number of meets, not the burden of the manager to disprove.
- The Regional Manager will be reviewing and collecting forms XC113 to verify the four (4) meet requirement. Additional copies of these forms are available on the KHSAA web site.

ONLINE MILESPLIT ENTRY

- To enter entries online: find your regional meet on MileSplit at <http://ky.milesplit.com/calendar#October>

- Select the meet
- Select Register Online Now
- Follow the online directions to enter the meet

TEAM MANAGER LITE ENTRY

- In case your region IS NOT using the online entry procedure: Using Team Manager Lite to enter your team for post season
 - TFWin-TM Lite is FREE to download from the Hy-Tek web site's Download Center found at <http://www.hyteklt.com/downloads.html>
 - TFWin-TM Lite is basically the TFWin-TM production version with all six Standard Options enabled, but some additional features not operational.
 - These instructions make the presumption that you have downloaded Team Manager Lite and have it correctly installed on your machine.
 - If you do not have Team Manager Lite already installed, go to <http://khsaa.org/sports/fall/cross-country/> and follow the prompts under Cross Country Hytek Information
 - Save the Meet Event file to disk. The file will look like "tfmm2016-10-29-MeetEvents-2016 Class 1A Region File-001.zip" or something such as this. Underlined is name of meet.
 - For the regional meet, this file is available on the KHSAA web site, under current year information for teams, Regional Meet Information.
 - Save this file to your computer
- Import your Meet
 - Open TM Lite on your desktop
 - From the Main Menu Bar, click "File", then "Import", then "Meet Events"
 - The program will first ask you to select the file you wish to import. Navigate to the location of where you saved the "meet events" file you downloaded, select it, and click on "OPEN".
 - The file will look like: "tfmm2016-10-29-MeetEvents-2016 Class 1A Region File-001.zip". Underlined is name of meet.
 - The program asks to unzip the file into a temporary folder, click "OK"
 - Then choose the file that was extracted and click "OPEN". This file will look like: "tfmm2016-10-29-MeetEvents-2016 Class 1A Region File-001.zip". Underlined is the name of the meet.
 - A window will appear with the meet information – use this to check that you have the correct meet.
 - Click "OK"; program lists number of events imported (usually 2) – Click "OK"
- Enter athletes in events
 - Select "Meets" from the Main Menu Bar
 - Highlight the Meet you will be entering athletes for
 - From the Meets Menu Bar, select "Entries" and then "Entries by Name"
 - From the "Entries for Team" dropdown menu, select your team
 - Click once on an athlete's name to highlight it and then click in the Entered check box after the event(s) that you want him/her entered
 - To enter the seed performance, click in the "custom" field/column after the event name and enter the mark for your athlete. Enter marks as follows: 170829 for 17:08.29
 - Close the "Entries by Name" window
- Check your entries
 - Click "Print", then "Entry Report"
 - Select your team
 - Select "Individual"
 - Click "Create Report".
 - Check your entries. (This report can be printed from TM Lite)

- Close your report
- Click Cancel
- Exit the "Meets" window
- Note: Only athletes that you enter into an event will get transferred in your export.
- Exporting Meet Entries
 - From the Main Menu select "File" then "Export" and then "Meet Entries"
 - Select the meet name – select export to drive
 - Click OK.
 - The file will look like: "SOMEEntries001.zip". Underlined is your team code.
 - You will see a window that tells you the directory and file name that the entries were exported to:
 - Click "OK" in the TFWin-TM window
 - Click Cancel to close Export Entries window
 - Your file is now ready to export.
 - Exit My Computer
- E-mail the entries
 - In the subject line enter "Your School Name Entries for Meet Name"
 - Enter your name and home phone number as the message.
 - Click Insert, then File Attachment to add your entry file.
 - The file will look like: "SOME-Entries001.zip". Underlined is your team code.
 - Send the email.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

- On the day of the regional meet, using form XC102 or a computer substitute form (HyTek option), the coach will declare which seven of these ten will actually run in the meet
- The ten names on the regional entry will be forwarded electronically to the State Meet Director should they qualify for the State Meet as the official state entries
- All other individuals will be eligible only for individual awards and advancement. At the state meet, declaration of the entrants will again be required.
- Any contestant whose name is on the ten (10) person region/state entry list may be a member of a qualifying team or declared for the State Meet for a qualifying team
- Substitutes for individual qualifiers in the state meet are not be allowed

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Call To Order
- Designate Someone To Take Minutes
- Discuss Future Sites
- Review Site Selection Plan and Ensure Accuracy
- Complete Site Selection Plan Form GE72 (send to KHSAA immediately following meeting)
- Discuss Tournament Expenses (majority approval required)
- PA, Official Scorer, Stats
- Security (Must have plan in place)
- Medical
- Other
- Conduct Draw/Seed Placement
- Copy Draw/Bracket to All Teams

PROCEDURES FOR FUTURE SITES

- The regional manager should review the site selection schedule with all schools in the region at the meeting. A copy of all current listings is on the KHSAA website.
- If changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form GE58, which is available on the KHSAA website, and return it to the KHSAA immediately following the meeting.

TOURNAMENT MANAGER RESPONSIBILITIES

- As soon as possible and practical, the regional results and state meet entries will be up on the KHSAA web site. Results of the state meet will be posted as soon as possible afterwards. This site is also linked to the Cross Country Coaches Association web site.
- *Reminder - Collection of the form XC108 (Transportation and permission form) and the form XC 121(sportsmanship/uniform) are no longer required
- Collect applicable form XC120 (medical/inhaler) and give to meet referee following meet
- Ensure that security and medical coverage is in place prior to athlete warm-up
- Use HyTek features to compile and send results
- Complete Form XC104 and XC105 with Results of Advancing Teams only if you have complete and total failure of Hytek software
- If you have to compile XC104 and XC105, scan and email and fax to both KHSAA (859-293-5999) and State Meet Director (606-678-8916) IMMEDIATELY after conclusion of meet
- Post Meet
 - Ensure all forms are given to meet Referee
 - Confirm with Hytek operator as to who will submit the Hytek results to the KHSAA
 - Media Contacted with Results

ELECTRONIC PROCEDURES FOR REGIONAL MANAGERS

- Each manager will find the link to the event file for the meets at <http://khsaa.org/sports/fall/cross-country/> under Region Meet Information/Regional Data. Do not use your own data disk, generate your own data disk or change the team/school names.
- The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries
- Once you retrieve this file, save the regional attachment to a thumb drive or desktop
- Files can be made simpler by downloading the mdb version of the file, which will not require de-compression. The mdb file should be saved directly into the c:\tfmeets directory.
- If you are using a ZIP file (and have renamed it if needed)
 - File
 - Restore
 - Click second dot Unzip and copy database to C:\tfmeets (You can check the last box and rename your database whatever you want., but you don't have to)
 - OK
 - Look in: A: drive or wherever you saved the file
 - click the correct TfmmBkup file
 - OPEN
 - OK
 - OK
 - Once the file has been saved or unzipped
 - FILE
 - OPEN\NEW

- Look in \tfmeets for the database file name
- Click on the correct file name
- OPEN and now you can use the database for your meet
- Once you receive the information file, you will need to make a few changes to your setup and use these suggestions—
 - Meet Setup
 - Go to SETUP
 - GROUPS/SUBGROUPS/CODES, click SCHOOL YEAR, EDIT or ADD codes for two digit grades listed below, OK
 - Meet Setup Input the name, location and date of your regional
 - Athlete\Relay Preferences
 - Check “Enter school year” and make sure you enter the school year for each athlete
 - Please make sure all athletes have a grade and it is a 2 digit number
 - 07 for 7th grade, not 7
 - 08 for 8th grade, not 8
 - 09 for 9th grade, not 9 or FR
 - 10 for 10th grade, not SO
 - 11 for 11th grade, not JR
 - 12 for 12th grade, not SR
- Schools Menu
- Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA <http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>
- A MUST IS TO ENTER ALL ENTERED TEAM MEMBERS INCLUDING ALTERNATES (TOTAL OF 10 INDIVIDUALS). DO NOT DELETE ALTERNATES. THAT WAY WE WILL HAVE ALL THE TEAM MEMBER NAMES TO TRANSFER TO THE STATE MEET DISK. THIS IS IMPERATIVE.
- E-mail meet backup to the specified email address in the instructions. For 2016, that is xcentry@khsaa.org
- Frank Miklavcic and Gordon Bock, along with others, have assembled a Hytek support team. You should feel free to contact any of these managers with your questions. –
 - Name, Home Phone, Cell Phone, E-Mail Address
 - David Clark, 859-428-2804, 859-801-1361, jedimasteremeritus@yahoo.com
 - Vicki Hiestand, 606-679-5655, 606-305-4126, hiestand1@alltel.net
 - Frank Miklavcic, 502-875-2904, 502-320-2264, fmiklavcic@aol.com
 - Linda Sarrett, 502-243-0923, 502-396-4740, sarrettl@gmail.com
 - Leslie Smith, 859-325-5626, lesli smith@att.net

COURSE SPECIFICATIONS

- The course will be 5,000 meters for the boys and girls
- It is the obligation of the meet manager and the host KHSAA member school to ensure that the regional meets are held utilizing the course in a manner that strives to make certain that the safety of the participants is the primary concern
- If there are any doubts about the safety of a particular course, please contact the KHSAA and attempts will be made to have on-site inspections to help in course planning
- For participant and non-participant safety, please instruct your student body and team members that sports implements from other sports are NOT to be used at the site of the regional or state meet. Past incidents of potential injury to spectators and participants make it essential that the Association enforce this restriction. Please note that the Association will take whatever steps are necessary, INCLUDING DISQUALIFICATION OF THE TEAM MEMBERS for participation in this type of non-related activity.
- For participant and non-participant safety, no dogs are allowed

PROCEDURE FOR GETTING OFFICIALS & FEE AMOUNTS

- To ensure that the KHSAA Catastrophic Insurance provisions are in place for all participants and to ensure that the regional manager is properly covered by KHSAA Liability Insurance policies and local policies, a meet official will be assigned from the pool of licensed KHSAA and USATF officials. Each regional manager will be contacted by Gordon Boccock, the State Meet Director, for this assignment.
- The assigned meet officials are to be paid \$35 per race of runners for 2016. For example, if one school was hosting the Class 1A region for boys and girls, the assigned official should receive \$70 plus applicable travel. If the school were hosting the Class 3A and 1A regions for boys and girls, the fee should be \$140. It is strictly a function of time spent performing the tasks that increase incrementally with additional divisions.
- At the discretion and with the approval of the manager and the KHSAA, the meet officials should be paid a mileage allowance of .35 cents per mile for one car based on the mileage necessary. This mileage allowance will be paid to the driver coming the furthest distance if more than one individual drives to the meet.
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments of officials to the KHSAA office.
- IT IS THE RESPONSIBILITY OF THE MEET MANAGER TO MAKE THE NECESSARY CONTACTS WITH MR. GORDON BOCOCK REGARDING THE OFFICIALS! HE WILL BE ASSISTING THIS OFFICE WITH RECOMMENDED ASSIGNMENTS WHICH WILL BE FORMALIZED AND ENFORCED BY THIS OFFICE.

TROPHIES

- Regional Trophies will be shipped directly to you or your school from Rihards.com Trophies
- Open trophy boxes immediately and inspect them, and report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373)
- Assume responsibility for the finances of the tournament to include the trophy and medal cost of awards. The estimated cost can be calculated as \$151.44 per gender and per class.
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament
- The trophy company will contact you with an option to purchase ribbons on behalf of your region (to add to the medals) and to purchase carry/storage boxes. You are under no obligation to order these items.
- The total cost for these items is \$151.44 per gender and your package should consist of the following (for each region and gender you are hosting):
 - One Region Champion Trophy
 - One Region Runner-up Trophy
 - One Individual first place gold medal
 - One individual second place silver medal
 - Six bronze medals for individual finishers 3-8
- School trophies will be awarded to the teams finishing first and second
- Contact Sarah Bridenbaugh, sbridenbaugh@khsaa.org at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies

SECURITY

- It is the responsibility of the meet manager to secure adequate police protection, and other security precautions as necessary
- While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision
- The National Federation continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for the adequate security. Crowd control is

important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process
- Adequate security is a requirement at post-season contests
- This has been a problem, particularly at the finish line area. Make certain your course is set up in such a way, and protection is there in such a way, as to prevent unauthorized individuals from interfering with the course or finish area.

MEDICAL COVERAGE

- The host school is responsible for securing medical coverage for the event including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document
- Any fees associated are to be taken from gate receipts

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition.
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest. Such broadcast may not be re-broadcast in any form including internet and social media.
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA / NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network

- The fee schedule will be published annually by the Commissioner's office.

INCLEMENT WEATHER

- While it would be ideal if all parties could meet and agree on any re-scheduling of meets necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the meet manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified. In accordance with the adopted policies, after the contest has begun, the referee shall make such determination.
- The Referee or head official must delay or cancel a competition at the first sound of lightning or thunder at the site 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 be resumed following a fifteen (15) minute warm-up period, no sooner than thirty (30) minutes after the last sight of lightning or the last sound of thunder.
- If the severe weather is of great length or intensity, the Referee or lead meet official has the responsibility and authority to cancel the competition. Officials are encouraged to learn the weather forecast prior to game time. Safety of the public and participants is the most important factor in any decision of this type.

FINANCES AND FINANCIAL REPORT

- All net proceeds after expenses approved by the participants (including a loss), shall be divided among the teams in a region based on a plan approved by majority vote. All member schools in the region prior to the meet must agree to any entry fee designed to curb the costs of the meet.

BYLAW 22 REMINDER

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school. Please see Bylaw 22 in the KHSAA Handbook if you have any questions.

POINTS OF EMPHASIS

- After the meet is over, you are to email both the results of your meet and a backup of your completed regional HyTek Database to the KHSAA (xcentry@khsaa.org) after using the applicable HyTek functions. Keep in mind that this is more than just printing results as you might do if you were going to post your information on the listserve.
- Instructions for saving and emailing results are included in this manual
- There is a limit of two coaches per team on the course during the competition
- If a coach abuses course access, it will result in forfeiture of future privileges of having a coach on the course.
- The manager is to coordinate a "scratch" meeting with the coaches of all teams which should be held at a time when the school representatives are best able to provide one hundred percent attendance
- Please remind coaches of the need for proper hydration of athletes prior to the beginning of competition
- Be mindful of National Federation Track and Field Rule 9-3-3, which states "once the teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted". This is a rule that will require reinforcement by coaches to the competitors. Violations are to be punished by warning (first violation), and then disqualification (second violation).
- Many regions hold and have held successful non-varsity meets. All regions, managers and schools are reminded that if such meets are held, they have been completed by the day prior to the regional championships in accordance with KHSAA Bylaw 23, Limitation of Seasons.

QUALIFYING FOR THE STATE MEET (REVISED FOR 2016)

- 1 full team enters the regional meet prior to the deadline - 1 team advances
- 2 or 3 full teams enter the regional meet prior to the deadline - 2 teams advance
- 4 to 6 full teams enter the regional meet prior to the deadline - 3 teams advance
- 7 to 9 full teams enter the regional meet prior to the deadline - 4 teams advance
- 10 to 12 full teams enter the regional meet prior to the deadline - 5 teams advance
- 13 or more full teams enter the regional meet prior to the deadline - 6 teams advance
- After the qualifying teams are determined, the top 5 individuals not on qualifying teams will advance to the State Meet

REPORTING SCORES/RESULTS

- DO THIS FIRST –
 - Option 1 Attach the data file to an email and email to it to xcentry@khsaa.org. Normally, the file is located in the TFMEETS subdirectory on your computer. Though it could be a large file, most systems have high speed lines and it will take little or no time to email it. Be sure you have the Hytek program closed before you attempt to email the file. THIS IS THE PREFERRED METHOD FOR SUBMITTING MEET RESULTS!!
 - In addition, you may find that your school system restricts the sending of files that have an MDB extension (which is Microsoft Data Base, the format used to store Hytek files). If this is the case, you will have to utilize option 2. Most managers will have no problems sending the file if you are not using your school computer line.
- DO THIS SECOND –
 - Option 2 – Do a complete backup. To do that:
 - FILE
 - BACKUP
 - Go to A: drive (or other drive if that is where you saved the file)
 - OK
 - NO for message unless you would like to send us a note
 - OK
 - The computer will create a backup and dump it to the drive you specify
 - Click OK
 - Attach the Backup file to an email and email to it to xcentry@khsaa.org
 - PLEASE NOTE THAT IF YOUR SCHOOL BLOCKS ZIP FILES FROM BEING ATTACHED, YOU WILL HAVE TO USE OPTION 1 AND CONTACT GORDON BOCOCK BY CELL PHONE TO CONFIRM IT HAS BEEN DONE at 606-271-0714 OR Sarah Bridenbaugh, 740-607-7217
- These are absolutely the most important tasks that you have to do post meet and must be done immediately
- Once you receive confirmation of receipt of these files, no written reports are necessary. Only if you have trouble with these functions and cannot send the file will you have to compile forms XC104 and XC105. If you successfully submit your data file as requested, no other written reports of results are necessary. Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist) to the Meet Referee prior to his/her departure.
- If you have trouble sending electronically or want to confirm receipt, contact Gordon Boccock immediately (606-271-0714) or Sarah Bridenbaugh (740-607-7217). After you have completed the task of submitting your results to the state (via xcentry@khsaa.org), then compile your results for posting on listserve, etc. using the other HyTek report functions.
- If your meet charges an entry fee to the teams, you must produce a financial accounting for the participants when the meet is over

WEBSITE LINKS

- KHSAA Cross Country Website: <http://khsaa.org/sports/fall/cross-country/>
- Competition Rules - <http://khsaa.org/handbook/competitionrules/xccompetitionrules.pdf>
- Regional Meet Host Sites and Information – http://khsaa.org/cross_country/2016/managers.pdf
- Site Selection Plans on File with the KHSAA - http://khsaa.org/cross_country/siteselectionplan.pdf
- Forms for Regional Managers - <http://khsaa.org/general/bottom-tab-pages/general-forms/>
- Regional Alignment of teams: <http://khsaa.org/current-cross-country-alignment/>
- Regional Meet Appeal Form (<http://khsaa.org/forms/xc110.pdf>)
- Regional Meet Entry Report to State Entry (<http://khsaa.org/forms/xc107.pdf>)
- Regional State Meet Qualifiers (only if Hytek Fails) (<http://khsaa.org/forms/xc105.pdf>)
- Regional Officials Results (only if Hytek Fails) (<http://khsaa.org/forms/xc104.pdf>)
- Meet Verification Form (REQUIRED) (<http://khsaa.org/forms/xc113.pdf>)
- Medical Information Form (Inhalers, etc.) (<http://khsaa.org/forms/xc120.pdf>)