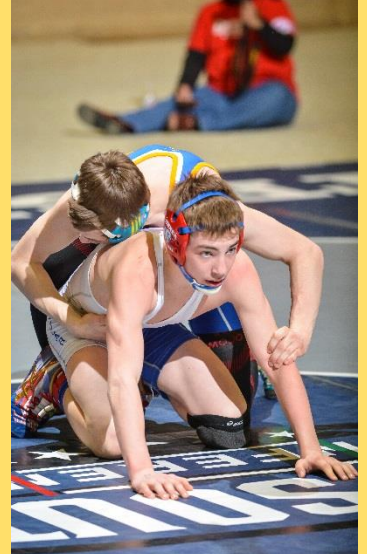
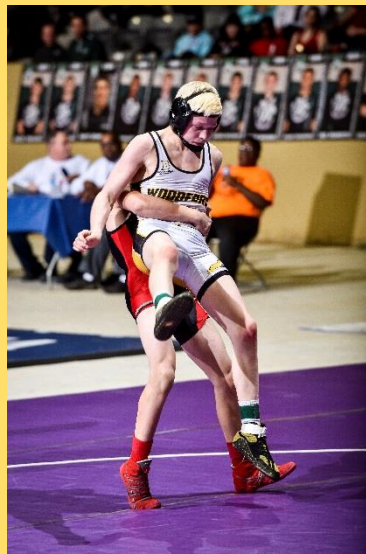




**2017 KHSAA  
WRESTLING REGION CHAMPIONSHIPS  
INSTRUCTIONS AND PROCEDURES FOR  
TEAMS AND MANAGERS**



## **REGIONAL TOURNAMENT INFORMATION FOR TEAMS AND MANAGERS**

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### **DUTIES SUMMARY STATEMENT**

- Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing wrestling tournaments and are re-printed in this manual
- Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth meet
- The forms for your various reports should be self-explanatory
- Your compliance with these reports on a timely basis is essential for a smooth state tournament

### **COMPETITION DATES**

- Regional tournaments will be hosted by managers in each of the eight regions
- A complete list of tournament sites and managers is available on the KHSAA web site
- The dates for regions are Friday and Saturday February 10th & 11th 2017
- The KHSAA State Wrestling Championships will once again be held in Lexington, at the Alltech Arena, located at the Kentucky Horse Park, on Friday and Saturday, February 17th & 18th, 2016

### **PRE TOURNAMENT RESPONSIBILITIES**

- Complete the Managers Survey to indicate manager information, seeding meeting information and official request information (should have already been done, listing posted on KHSAA website)
- Please keep association staff informed of changes (number of mats, etc.)
- Open and inspect trophies and medals

- Contact Riherd's Trophy if damaged (1-800-274-4373)
- Do not disregard any billing information that may be enclosed
- The cost of trophies and awards are the responsibility of the regional tournament
- Read detailed instructions for trophies and awards being provided or if additional are required
- Confirm the usage of the Wrestling Tournament Manager Software as described in the instructions, which will be sent to you from Track Wrestling
- The KHSAA will use Track Wrestling
- Each Region will be assessed \$50 for this service, and the KHSAA will pay the balance
- Contact Security and other outside providers
- Confirm Officials Assignments with the KHSAA on or after 2/3/16
- Confirm arrival times, travel arrangements, etc. by contacting each official

### **INSTRUCTIONS FOR TOURNAMENT ENTRY**

- Teams will find on the KHSAA website and on the Trackwrestling.com website, all forms necessary to enter individuals in the Region Wrestling Tournament
- You will need two printouts from the Trackwrestling.com site
- How do I create a weigh in form?
  - Click on the event you wish to create a weigh-in form for and then click 'Weigh-Ins' or
  - Click the blue scale icon next to an event
  - Click the [Add Weigh In] button
  - Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add] Note - hold the CTRL or SHIFT button to select multiple wrestlers
  - Use the drop-downs in the 'Weight' column to change the weight class if necessary and click [Save Form]
  - Click the [Print] button to print the weigh-in form to take to the weigh-in
  - Note - You can use CTRL + P to open a print dialogue
  - For each wrestler, you also must produce the Individual Season Record Form
  - This requirement is for all to monitor the fact that on or prior to January 30th, the athlete legally weighed in at the desired entry weight
  - It will also list every match result entered into the NWCA OPC for each wrestler
  - To produce the form; click on the 'Matches' tab
  - Click on [Print Matches]
  - Select the wrestlers you would like to print Hint: Hold down 'Ctrl' to select more than one
  - Specify any criteria and set 'Individual Season Record' to Yes
  - Click [Submit]
  - Print Forms shown & bring this report for each athlete to be entered in postseason
- On the KHSAA site, select the forms menu, and then click on the form name to download the form immediately
- You must have the PDF reader to use the PDF copy, or Microsoft Word® to download the doc format
- The following are the form(s) and their use:
  - WR111 – This form is the required skin-condition form
  - Please make certain you have this completed for any athlete who has even the most remote chance of being viewed by an opposing coach or the officials as being contagious to others
  - No other form of note is to be accepted by the officials
  - Blank copies are at the links listed at the bottom of these instructions
  - Please note that if a dispute arises, the on-site assigned appropriate medical professional's decision will prevail

- You will not need to complete any additional forms after the regional meet to enter the state meet as your regional manager will take care of that entry

### **PRE-TOURNAMENT MEETING AND MODEL AGENDA**

- Whenever possible the Regional Committee member of the KHSAA Wrestling Advisory Committee should chair the seeding committee meeting
- He/she should also be assisted by the regional manager, but the Committee member shall be responsible for adherence to KHSAA regulations
- The Regional Committee member shall ensure a smooth and expedient meeting of the coaches
- The manager and/or Advisory Committee representative should contact Michael Barren of the KHSAA if there are any issues that need clarification during the meeting
- For 2016-2017, those Regional Committee members are:
  - Region 1 – Christopher King, Calloway County
  - Region 2 – Bob Davis, Meade County
  - Region 3 – Troy Johnson, Fern Creek
  - Region 4 – Che Founder, Central
  - Region 5 – John Townsend (Manager) Franklin County
  - Region 6 – Tim Ruschell, Ryle
  - Region 7 – Andrew Critchfield (Manager), Henry Clay
  - Region 8 – Phillip Dettwiller, Montgomery County
- The Regional Committee member along with the manager will coordinate a meeting of participating coaches for the purpose of making region pairings in each weight class by seeding the participants
- Collectively and by majority vote, the member school head coaches shall decide the seeded wrestlers in each weight class
- For regions without an adopted seeding plan, the following criteria may serve as a guide:
  - a) Head-to-head competition between contestants
  - b) The record against common opponents
  - c) A contestant with a better overall record
  - d) A contestant with an exceptional record against acknowledged strong competition
  - e) A returning champion or runner-up in the same weight class
- The member school coaches do not have authority to waive the tournament rules or create new ones for basic entry, bracket and scoring procedures
- Following the initial seeding, the tournament manager and the Regional Advisory Committee member shall develop a preliminary bracket
- Once the regional seeding meeting is complete, no alterations can be made to the seeding except per the procedures as detailed in these instructions

### *SEEDING MEETING PREPARATION AND CONDUCT*

- Each manager should be familiar with the instructions in the document entitled, "Postseason Tournament Information for Wrestling Teams"
- Each team shall be in attendance at the seeding meeting in order to enter wrestlers
- A school without a representative at the region meeting cannot enter wrestlers under any circumstances
- If you have concerns about a coach who is not present, contact the school's Athletic Director and Mr. Barren immediately
- Coordinate the scheduling of the regional seeding meeting with the Regional Committee member for your region, who will chair the meeting
- Notify schools of seeding meeting and weigh-in time
- Keep these for submission after the tournament
- Each team is to submit a copy of the Track Wrestling weigh-in entry report in order to enter their wrestlers

- Keep these for submission after the tournament; keep one copy for weigh-ins
  - Each team is to submit a copy of the Individual Season Record Form from the Track Wrestling website and you may wish to copy for persons in attendance
  - Go to KHSAA website and print the latest copy of the site selection plan from the link listed at the end of these instructions
  - Go to KHSAA website and print copies of Form WR111
  - Distribute a copy to each person in attendance at seeding meeting
  - Assist with the seeding meeting on date and time published
  - At seeding meeting discuss and resolve all issues
  - Discuss and resolve the distribution of finances to competing teams
  - This is a local decision, and the schools retain all of the proceeds of the regional tournament
  - Review seeding meeting regulations in this manual
  - Confirm site selection plan for future meets at seeding meeting of coaches and submit form GE58 with this information
  - Must confirm a minimum of next three years at this meeting
  - Submit this update even if you feel that someone prior to you has submitted it already
  - A link to the form is at the end of these instructions
  - Complete brackets using bracket forms
  - Please carefully review the bracketing section of the instructions to ensure that things are handled correctly
  - Regional coaches or representatives may not choose to use any other bracket system
  - PDF versions of the forms are at the links listed at the end of these instructions
  - You may choose to print the brackets using the Track Wrestling program
  - Complete Form WR118 with listing of entered teams at conclusion of meeting using the tournament participant report
  - The link to this report is at the end of these instructions
- REGIONAL TOURNAMENT FORMAT AND POST-SEEDING MEETING PROCEDURES*
- After the seeding is completed, a coach may choose to designate a wrestler into another class by notifying the manager prior to the beginning of weigh-ins
  - Once weigh-ins begin, an athlete may not be entered into a lower class than previously entered by the coach as the scales will have closed on that previous class
  - An athlete missing weight at the region weigh-ins may be replaced in that weight class by any eligible member of the team who is on the NWCA online Alpha Master report, who meets the qualifications per the minimum weight guidelines, who has participated in four high school matches and/or bouts, who is eligible by the KHSAA Tournament Rules, and who is eligible by all other weight qualification rules including a valid weigh-in at the region
  - The wrestler missing weight may be moved to either of the weight classes for which his/her scale weight permits
  - The wrestler missing weight, if not replaced by another wrestler from the same squad, creates a bye in the bracket, and if necessary, brackets may need to be re-drawn to accurately reflect seeding
  - Once the scales are closed, entries are considered final
  - At that point, any further withdrawal from the tournament series constitutes a forfeit
  - If any entered wrestler (seeded or otherwise), due to action of the coach prior to or after weigh-ins, changes weight classes, then the regional committee member and tournament manager shall convene all coaches for a supplemental meeting after the scales have closed for the 285 pound class
  - At that short supplemental meeting the participating coaches shall vote to determine if the wrestler who was seeded in a former class should now be seeded in his/her entered class or if any other wrestler changing classes since the first entries were submitted necessitates an additional seeding discussion

- No other wrestling seeding decision from the original seeding meeting is able to be discussed or reconsidered as those are final upon conclusion of the seeding meeting
- After this supplemental meeting is completed, the regional committee member and manager shall ensure that the proper bracket is completed for each class according to the bracketing guidelines
- All regional wrestling brackets shall be placed in the proper 4-, 8- or 16-person bracket
- A 12-person bracket may not be used as the NFHS wrestling rules require a bracket of a power of 4
- Each weight class must be considered separately as to bracket size
- A weight class with 1-4 wrestlers shall use a 4-person bracket; 5-8 wrestlers shall use an 8-person bracket and 9-16 wrestlers shall use a 16-person bracket
- Due to the number of competitors entered in a weight class, the decision can be made by a majority vote of the competing coaches to use a "pigtail" or preliminary round of competition on the day prior to the regional tournament
- In that case, all competitors entered in the class must wrestle on the first day of competition, and all shall receive the NFHS one pound growth allowance on the regional tournament day
- There will be a full wrestle-back tournament in each weight class at the region tournament
- The region tournament will be wrestled and scored to six places in each bracket
- If a particular class is originally bracketed into a larger bracket, but due to no-shows and/or missed weight entrants, falls back to the next bracket size, the bracket shall be re-drawn into the appropriate form
- For example, if a bracket was originally to be 9 entrants, but one drops out prior to competition, the entrants shall be re-entered into an 8-person bracket
- This ensures that byes disappear after the first round and do not impact future scoring
- Regional coaches and representatives do not have authority to enter competitors in any other bracket manner

#### **OFFICIALS**

- Tournament officials are assigned from the pool of licensed KHSAA officials
- Each regional manager will be contacted by KHSAA Assistant Commissioner Michael Barren, who will make the final assignments
- Only officials licensed with the Kentucky High School Athletic Association may officiate in the regional or state meet
- The Commissioner shall assign all officials to region and state competitions
- Regional tournament officials shall be paid a minimum fee of \$175.00 per single day tournament or \$250.00 per multiple day tournaments
- The crew of officials will be paid a mileage allowance of .35 (35 cents) per mile for actual mileage based on the mileage submitted to and approved by the manager
- Additional postseason allowances for lodging, etc. require prior notice to the tournament manager and must be approved by the Commissioner
- It is expected that officials working prior to 9:00 a.m. will be provided at least one night's lodging, at the expense of the regional meet proceeds
- It is the responsibility of the tournament manager to make the necessary contacts with the officials

#### **TROPHIES**

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2016/2017 tournaments
- The awards will be shipped via FedEx
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues
- If you have any issues, please call Terrena in Customer Service at Rihards (800-274-4373 or 270-563-5133) between the hours of 9:30 a.m. and 4:30 p.m. (CT)

- You may also email Riherds at khsaa@riherds.com
- In the email with the tracking number you'll also have a special link to the Riherds.com website which will let you confirm with a mouse-click that you received your awards in good condition
- Trophies are to be paid for by the tournament manager on behalf of the tournament
- The total cost for regional items is \$244.56 and your package should consist of the following:
  - One region champion trophy
  - One region runner-up trophy
  - Fourteen Champion Medals
  - Fourteen Runner-up Medals
  - Twenty eight 3rd and 4th place Medals

### **SECURITY**

- It is the responsibility of the tournament 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 has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security
- Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important 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 postseason contests

### **MEDICAL COVERAGE**

- A physician and/or ambulance should also be in place in the event of an emergency as well as an emergency plan for the transportation of injured athletes
- This information should be communicated to all competing schools
- Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed
- It is strongly recommended that a physician be in place during the weigh-ins to assist with determinations regarding skin conditions and fitness to wrestle in order to remove that duty from the meet officials
- It is strongly recommended that you provide a health care professional (on site) during the tournament to help with first response situations

### **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
- 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

- 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 and regional competition
- At all levels of competition, including district, regional, 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**

- 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 and is available by contacting the Communications Director

#### **INCLEMENT WEATHER**

- While it would be ideal if all parties could agree on any re-scheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical
- It is the duty of the tournament 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 playing rules, after the contest has begun, such determination shall be made by the referee

#### **FINANCES AND FINANCIAL REPORT**

- The participating schools shall adopt a plan for distribution of proceeds
- If there is dispute, contact the Commissioner's office
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants
- The manager shall complete KHSAA Form GE51, tournament financial report, following the tournament and return it to the KHSAA

#### **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 refer to the KHSAA Handbook if you have any questions



## **POINTS OF EMPHASIS**

### *ELIGIBILITY OF A WRESTLER TO ENTER (CERTIFICATION REQUIREMENT)*

- An athlete has to legally make scratch weight (including growth after 12/25) at least one time prior to the January 28th deadline, and must have done so on a date that he/she was valid to do so by the NWCA program
- An athlete must have a combination of four matches or four weigh-ins, representing the high school during the current season in order to be eligible to enter the region
- Once a wrestler is certified into a particular weight class as of January 28th, he/she may weigh-in only in that class and one class above
- He/she is automatically re-certified into a higher weight class after January 28th by weighing in and qualifying for that class, but never into a lower weight class
- After January 28th, making base weight (including growth) two classes above any previously certified weight class automatically renders that wrestler ineligible for the remainder of the year to wrestle in the lower weight class (previous certified weight)
- If an athlete competes in a match where no certified scale was available or weighs-in below the NWCA calculated minimum for that date, the weigh-in counts as a "miss" in all fourteen weight classes with respect to achieving a desired weight class weigh-in
- Please note that this rule is for weigh-ins, not matches
- It is possible that a wrestler weighed in at a certain class weight for a match, but wrestled up into a different class during that match
- That weigh-in would count for the lower weigh-in class
- There can be no weigh-in on the day of the draw to be used in this count
- The team score shall be determined by totaling the points in accordance with National Federation rules

### *ATTENDANCE AT SEEDING MEETING*

- The weigh-in verification forms and the individual Season Record Forms described above and produced by the NWCA online system must be brought to the region seeding meeting by the coaches
- Each team shall be represented at the seeding meeting in order to enter wrestlers
- A school without a representative at the region meeting cannot enter wrestlers under any circumstances

### *PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)*

- Member schools are not permitted to practice for, travel to, or participate in a regular season interscholastic athletic contest during the six-hour school day
- In addition, no postseason Wrestling Tournament should be scheduled at a time that would violate any part of the six-hour academic school day
- Due to this action and regulation, tournaments should not start prior to 3:00 p.m.

## **POST REGIONAL RESULTS AND REPORTS**

- After the region tournament is completed, you will submit the results in accordance with the instructions listed earlier via email
- No other method is acceptable
- Immediately following the tournament, not later than Monday morning, you will send the copies of the NWCA forms, GE58 and WR118 to the KHSAA via overnight service with the cost of the postage coming from the gate receipts
- The package should be shipped to the KHSAA, 2280 Executive Drive, Lexington, KY 40505 to arrive not later than Tuesday
- Do not hold onto the material with the intention of submitting it upon arrival at the state tournament

### **INSTRUCTIONS FOR TEAMS ADVANCING**

- The Top Four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the state tournament
- In the event that a seeded wrestler is not able to participate in the State Tournament due to injury or other reason beyond the control of the wrestler, the appropriate seeded wrestler(s) will be moved up in the seeding, and the fifth place wrestler from the Regional Tournament will be seeded fourth
- The Commissioner shall draw each weight class individually for the pairings at the State Tournament
- If you have questions or concerns prior to the state tournament you can contact Assistant Commissioner Michael Barren at the KHSAA, 859-299-5472, by cell at 859-317-3300 or via email at [mbarren@khsaa.org](mailto:mbarren@khsaa.org)
- The backup contact for wrestling is Sarah Bridenbaugh, who can be reached via cell at 740-607-7217 or email at [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)

### **IMPORTANT WEBSITE LINKS**

- Competition Rules - <http://khsaa.org/handbook/competitionrules/wrcompetitionrules.pdf>
- KHSAA website – <http://www.khsaa.org>
- TrackWrestling.Com – [www.trackwrestling.com](http://www.trackwrestling.com)
- Region Site Selection Plan - <http://khsaa.org/ge58-region-tournament-site-selection-plan/>
- Blank Brackets - <http://khsaa.org/general/bottom-tab-pages/general-forms/>
- Current Site Selection Plans - <http://www.khsaa.org/wrestling/regionsiteelectionplans.pdf>
- Wrestling Skin Condition Form – <http://khsaa.org/forms/wr111.pdf>
- Participation Report - <http://www.khsaa.org/forms/wr118.pdf>
- Tournament Financial Report - <http://khsaa.org/forms/ge51.pdf>
- Site Selection Plan - <http://khsaa.org/ge58-region-tournament-site-selection-plan>