



CROSS COUNTRY

**2019 REGIONAL
MEET INSTRUCTIONS
FOR MANAGERS AND PARTICIPATING TEAMS**



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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing cross country meets, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for cross country is Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org). If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in three (3) classes with seven (7) regions in each as detailed in the competition rules.

The current alignment is available on the cross country page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a regional meet.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

Oct. 26 - Boys' and girls' regional meet date.

Assistant Commissioner Bridenbaugh must approve in advance any request to move this date after consultation with all participating schools.

Coaches and Region Managers should be aware that this is an ACT/SAT date, so schedule adjustments may need to be made. If an agreed upon date cannot be reached, KHSAA staff will establish the meet schedule.

PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Regional Cross Country Meets should complete KHSAA Form GE59 (Application for Hosting) listed in the important links section at the end of this document.

PRE-MEET MANAGER RESPONSIBILITIES

COMPLETE FORM GE56

Complete the Regional Meet Manager's Form, included as a link at the end of these instructions, to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted.

PRE-EVENT MEETING

It is recommended that a meeting with all coaches be held prior to the start of the meet to discuss rules and procedures to help ensure a smooth event.

CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your meet schedule, entry deadline and other pertinent information.

ACT/SAT TESTING CENTERS

Make note of the closest testing center to your regional site in case you need to advise coaches. Share the regional meet schedule with coaches early enough to allow time for adjustments with testing sites.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee will be charged, a policy of team party and participant admission should be finalized at the pre-event meeting.



DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants including the schedule of events, any on-site meeting information and directions to the course.

COMPETITION RULES

Remind all coaches to be familiar with the KHSAA Competition Rules for cross country meets, which are on the sport specific page of the KHSAA website and included as a link at the end of these instructions.

MEET ADMINISTRATOR

The KHSAA requires a meet administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

APPEAL FORM

Make copies of KHSAA Form XC110 (Meet Appeal) to be prepared in case of an appeal at the meet.

PRE-EVENT MEETING AND MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Provide a detailed meet schedule and report it to the KHSAA and media
- Discuss inclement weather policy and plans
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)
- Team party and participant admission (if fee is being charged)
- Discuss meet expenses (majority vote required if distribution to schools is to be made)
- Discuss security and emergency action plan
- Discuss medical needs/trainer
- Course rules and other notes
- Competition rules review
- Submitting entries to the KHSAA
- PA, officials, Hytek, timing, concessions, etc.
- Review sportsmanship expectations for competitors, coaches and fans

ROSTERS, ENTRIES, DECLARATIONS, SCORING

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.

Only athletes appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional athletes may be added to the roster following that deadline, including those teams or individuals that advance to the state championships.

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

MEET ENTRY TIMELINE

Entries for the KHSAA Regional Cross Country Meets must be made electronically utilizing ky.milesplit.com no later than 9 p.m. ET four (4) days prior to the meet on Tuesday, Oct. 22.



By 9 p.m., three (3) days prior to the regional meet, the Region Manager shall distribute a preliminary performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA (xcentry@khsaa.org) for posting on the website.

By 9 p.m., two (2) days prior to the regional meet, all coaches challenging an entry shall have notified the Region Manager of the objection to be resolved.

By 9 p.m., one (1) day prior to the regional meet, the Region Manager shall distribute a final performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA (xcentry@khsaa.org) for posting on the website.

SUBMITTING ENTRIES

Create a Username

- Go to ky.milesplit.com and select "login" in the upper, right-hand corner.
- Select "sign up" and enter the requested information (username, email, password), follow by selecting "join now."

Claim Your Team

- At the top of the ky.milesplit.com home page, select "Teams."
- Find your team on the list and select "Claim Team."
- Choose the appropriate "Claim As" option between coach or admin (both roles allow you to enter a meet and edit entries).
- Complete the box with your identifying information. This is what the KYtrackXC webmaster will see when approving coach or administrator rights.
- Select "Sign Me Up," and wait for approval by webmaster Chris Hawboldt. This will not be an instant process as turnaround typically takes up to 24 hours.
- Once approved, you will receive email notification and will be able to complete any actions required for your entry, including adding athletes.

REGISTERING FOR THE MEET

- At the top of the ky.milesplit.com homepage, select "Calendar."
- Select the meet you want to register for from the list.
- On the meet page, select "Register Online Now," followed by selecting "Next." Choose your team, and select "Next," again.
- Enter your contact information (First Name, Last Name, Phone Number).
- Choose the divisions to enter (Varsity Boys or Varsity Girls), and select "Next."
- Select the navy colored "Add Entries," button next to the correct meet.
- A list of your athletes will appear on the right side. Put a check next to those you want to enter (max of 10), and select "Save Changes."
- You will be brought back to the master list of events. Repeat the above process for each meet you want to enter.
- Once your entries are complete, they will be available for review.
- Select "Done," when finished editing.
 - o Coaches should be aware that sending their entries electronically via Milesplit is the only required method. There is no need to fill out and send a paper entry form to the KHSAA if your electronic entry is successfully received. In the event you do need a manual form, XC102 (School Team and Individual Entry) is included as a link at the end of these instructions.

SUBSTITUTIONS

There are no substitutions allowed for a regional meet unless for a documented injury or illness. Those circumstances must be approved by the KHSAA.

A fine of \$100 will be imposed by the KHSAA against any school attempting to enter athletes after a published deadline.



DECLARATION FORM

On the day of the regional meet, the Region Manager or Hytek operator must print the declaration form from Hytek.

Coaches must sign the form after declaring which seven (7) of the maximum 10 entered runners will compete by using a check mark, X or circle.

Meet officials will be given these declaration forms prior to the start of the race.

The 10 names on the Regional Entry Form will also be forwarded to the State Meet Director - should they qualify - as the official state entries. A declared athlete that DIDN'T run at the regional meet could compete as one of the seven (7) entries at the state meet.

Athletes competing for schools with fewer than five (5) declared runners will only be eligible for individual awards and advancement.

SCORING SYSTEM

See the KHSAA Competition Rules for cross country regarding the team scoring system.

POINTS OF EMPHASIS

FORMAT OF EVENT

All regional sites will be hosts to a super-regional format with multiple classes at one (1) site.

The hosts shall set the starting times for each race - boys and girls - and send to all schools involved and the KHSAA.

COURSE SPECIFICATIONS

The course will be approximately 5,000-meters for the boys and girls as detailed in the Competition Rules.

It is the obligation of the Region Manager and host school to ensure safety of the participants is the primary concern.

If doubts arise about the safety of a particular course, contact the KHSAA and attempts will be made to have on-site inspections to help in course planning.

SAFETY

For participant and non-participant safety, instruct your fans, student body and team members that implements from other sports are not to be used at the regional site.

Past incidents of potential injury to spectators and participants make it essential that the KHSAA enforce this restriction.

Note that the KHSAA will take necessary action - 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 at regional meets.

NO MINIMUM MEET REQUIREMENT

Since the 2018 season, there is no longer a requirement to have competed in at least four (4) regular-season meets to be entered in the postseason.

COACHING LIMIT

No more than two (2) coaches per team can be on the course during competition. Abuse of this rule will result in forfeiting future privileges to coach on the course.

HYDRATION REMINDER

Coaches should remain aware of the need for proper hydration of athletes prior to the beginning of the competition.

RULE 9-3-3

Be mindful of National Federation Cross Country Rule 9-3-3 which states that "once teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted."

This rule must be reinforced by coaches as violations are to be addressed by warning on the first violation, followed by disqualification on the second violation.



NON-VARSITY MEET DEADLINE

Many regions hold successful non-varsity meets. If such events are held, they must be completed by the day prior to the regional championships in accordance with KHSAA Bylaw 23 (Limitation of Seasons).

PROCEDURE FOR GETTING OFFICIALS AND FEES

Region Managers will be sent officials assignments from Assistant Commissioner Bridenbaugh. All assignments will come from the pool of licensed KHSAA officials.

Contact the officials immediately to ensure they know your meet specifics and confirm with State Meet Director Gordon Bocock the assignment of officials after verification from the KHSAA.

The assigned officials are to be paid \$40 per race for 2019.

- For example, if a school hosts the Class 1A Regional for boys and girls, the official should receive \$80. If the school was hosting the Class 1A and 3A Regionals for boys and girls, the fee should be \$160.

Officials traveling greater than 100 miles one way will be paid an additional \$20.

Additional allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved by the KHSAA.

Refer all conflicts in regard to mileage or other payments to Mrs. Bridenbaugh.

It is the responsibility of the Region Manager to make the necessary contact with Mr. Bocock (coachbo@twc.com) regarding the officials as he will be assisting with the recommended assignments.

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. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and his or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

SECURITY

It is the responsibility of the Region 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 remind all state associations of the importance of member schools understanding the necessity for 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 planning process and is a KHSAA requirement at postseason contests.

Specifically in running events, be sure to secure the finish-line area as many athletes will be crossing at the same time and safety is the first priority.

Make certain the course is set up and protection is in place to prevent unauthorized individuals from interfering with any portion of the meet.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.



It is strongly recommended that you provide a health care professional on site during the meet to help with first response situations.

The authorized medical coverage is recommended to 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.

These medical provisions should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts when available.

INHALER

National Federation rules allow for the use of an inhaler in the area of a cross country meet, but only with the written permission of a physician.

If an athlete must use an inhaler or have one available, KHSAA Form XC120 must be completed and presented to the referee during the pre-race meeting.

This form should be duplicated as the officials have been instructed to keep one on file to have documentation at the end of the event, if needed.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their meet.

Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

HEAT INDEX PROGRAM

Please review the Heat Index Program posted on the KHSAA website and included as a link at the end of these instructions. The Region Manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring the Heat Index and be aware of the policies.

LIGHTNING/THUNDER POLICY

The Region Manager, 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.

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start 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 that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

MEDIA RIGHTS/INTELLECTUAL PROPERTY

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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.



FILMING

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the Meet Manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the Meet Manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the Meet Manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the Meet Manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION/WEB STREAMING

The KHSAA Commissioner is the manager of all rounds of 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. The fee schedule will be published annually by the Commissioner's office.

The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

MUSIC COPYRIGHT

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

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to sell at the regional meet. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REGIONAL RESULTS SUBMISSION

Attach the data file from Hytek and email to it to xcresults@khsaa.org.

- Normally, the data file is located in the TFMEETS subdirectory on your computer. It is a large file, so please give time for the email to send.
- Be sure you have the Hytek program closed before you attempt to email the file.

This is the preferred method for submitting meet results.

You may find that your school's network restricts the sending of files with an MDB extension, the format used to store Hytek files.

If this is the case, you will have to utilize the backup option detailed below.

Perform a complete backup of the results using the following steps on Hytek:

- Select FILE
- Select BACKUP
- Choose the A: drive (or other drive if that is where you saved the file).
- Select OK
- Choose NO for message unless you would like to send us a note.



- Select OK
- The computer will then create a backup file and dump it to the drive you specified.
- Select OK
- Attach the backup file you just created and email it to xcresults@khsaa.org.

If your school blocks zip files from being attached, you will have to use the previous option and contact State Meet Director Bocock (606-271-0714) or Assistant Commissioner Bridenbaugh (740-607-7217) to confirm it has been done.

These are the most important tasks 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 KHSAA Forms XC104 (Regional Official Results) and XC105 (Managers Regional to State Entry) which are included as links at the end of these instructions.

Your only remaining obligation would be the mandatory submission of the other listed forms to the Meet Referee prior to their departure.

If you end up having to compile Forms XC104 and XC105, scan and email them to xcresults@khsaa.org immediately following the event.

STATE MEET QUALIFIERS

The State qualifying process for cross country will be:

- One (1) full team enters the Regional Meet, one (1) team advances.
- Two to three (2-3) full teams enter the Regional Meet, two (2) teams advance.
- Four to five (4-5) full teams enter the Regional Meet, three (3) teams advance.
- Six to seven (6-7) full teams enter the Regional Meet, four (4) teams advance.
- Eight (8) to 10 full teams enter the Regional Meet, five (5) teams advance.
- 11 or more full teams enter the Regional Meet, six (6) teams advance.

After the teams qualifying for state are determined, the top five (5) individuals from teams NOT advancing to state will qualify as individuals.

State qualifiers, team or individual, will receive State Championship instructions prior to the event.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 events.

The cost of trophies and awards are the responsibility of the regional meet.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Immediately open and inspect trophies and medals.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. CT or email Riherds at khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$163.72 per gender, not including shipping.

Your package, shipped directly to your school from Riherds.com, should consist of the following per gender:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) individual first place gold medal
- One (1) individual second place silver medal
- Six (6) bronze medals for individual finishers 3-8



- o The trophy company will contact you with an option to purchase ribbons to add to the medals on behalf of your region and to purchase carry/storage boxes. You are under no obligation to order these items.

FINANCES

REGIONAL MEET FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of the meets by filling out KHSAA Form GE51 (Regional Meet Financial Report) and submitting it to Mrs. Bridenbaugh (sbridenbaugh@khsaa.org).

EVENT COSTS

As you plan for your event, be mindful of the cost of officials, trophies and medals.

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.

ELECTRONIC DATA INSTRUCTIONS FOR REGION MANAGERS

PROCEDURES FOR OBTAINING DATA FILE/RECEIVING ENTRIES

Each Region Manager or Hytek operator will find the link to the event file for the meets at (<http://khsaa.org/sports/fall/cross-country/>) under the Regional Meet Information & Instructions tab.

- Do not use your own data.
- 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 region attachment to an external drive or the desktop.
- Files can be made simpler by downloading the mdb version, which will not require decompression.
- 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), follow these steps:

- Select FILE
- Select RESTORE
- Select 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)
- Select OK

Look in A: drive (or wherever you saved the file)

- Select the correct TfmBkup file
- Select OPEN
- Select OK
- Select OK again once the file has been saved or unzipped
- Select FILE
- Select OPEN\NEW

Look in \tfmeets in the C: drive for the database file name

- Select the correct file name
- Select 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 by following these steps:

- Go to MEET SETUP
- Select SETUP

In GROUPS/SUBGROUPS/CODES, select SCHOOL YEAR, EDIT or ADD codes for two-digit grades listed below

- Select OK



In MEET SETUP Input the name, location and date of your Region Meet

In ATHLETE/RELAY PREFERENCES

- Check "Enter school year" and make sure you enter the school year for each athlete
- Make sure all athletes have a grade and it is a two (2) digit number
 - o 07 for 7th grade, not 7
 - o 08 for 8th grade, not 8
 - o 09 for 9th grade, not 9 or FR
 - o 10 for 10th grade, not SO
 - o 11 for 11th grade, not JR
 - o 12 for 12th grade, not SR

SCHOOLS MENU

Make sure teams have used their proper School Name, Short Name and ABBR per the KHSAA master list (<http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>).

You must enter all team members, including alternates (total of 10 individuals).

- Do not delete alternates so all the team member names will transfer to the state meet disk; this is imperative.

Email meet backup file to xcentry@khsaa.org.

A Hytek support team has been assembled that you can contact with any questions:

- Linda Sarrett, (H) 502-243-0923, (C) 502-396-4740, sarrettl@gmail.com
- David Clark, (H) 859-428-2804, (C) 859-801-1361, jedimasteremeritus@yahoo.com
- Vicki Hiestand, (H) 606-679-5655, (C) 606-305-4126, hiestand1@alltel.net
- Frank Miklavcic, (H) 502-875-2904, (C) 502-320-2264, fmiklavcic@aol.com
- Leslie Smith, (C) 859-325-5626, leslielsmith@att.net

HYTEK REQUIREMENTS FOR HOSTING

Host schools must own a Hytek license for Meet Manager 3.0 (or greater) with the cross country option, which is essentially the silver package, downloadable at <https://hytek.active.com/store/track/tfmm6.html>.

- The current 6.0 version is recommended, as it will be used by the KHSAA at the state championships.

Schools should contact Hytek by phone (1-866-456-5111) to ask if Hytek Meet Manager was previously purchased as different coaches in the past could have bought a license and misplaced the CD.

- If the school has purchased version 2.0 or lower, then the upgrade to 6.0 will only be \$169.

A new license costs anywhere from \$265 - \$685 (prices are estimates and subject to change).

IMPORTANT WEBSITE LINKS

- [KHSAA Cross Country Website](#)
- [Competition Rules](#)
- [Current Alignment of Teams](#)
- [Boys' Region Managers](#)
- [Girls' Region Managers](#)
- [Heat Index Program](#)
- [GE51 \(Regional Meet Financial Report\)](#)
- [GE56 \(Regional Meet Manager's Form\)](#)
- [GE59 \(Application for Hosting\)](#)



2019 Cross Country Regional Meet Instructions

- [XC102 \(School Team and Individual Entry\)](#)
- [XC104 \(Regional Official Results\) \(only if Hytek email fails\)](#)
- [XC105 \(State Meet Qualifiers\) \(only if Hytek email fails\)](#)
- [XC110 \(Regional Meet Appeal Form\)](#)
- [XC120 \(Medical Information - Inhaler\)](#)