



**2014
KHSAA
Track and Field
Regional Managers
Instructions**



**2014 KHSAA REGION
TRACK AND FIELD MEET INFORMATION
CLASS 1A, 2A, 3A**



REGIONAL PRE-MEET INFORMATION AND ENTRIES

- ❖ Each school participating in track and field must enter their participants using HyTek Team Manager or HyTek Team Manager Lite. A complete helpful guide to downloading and using HyTek lite is also located within these instructions.

REMINDER AND NOTE ABOUT ELECTRONIC ENTRY REQUIREMENT

- ❖ Though some paper forms are required for verification, in order to enter competitors in the KHSAA Regional Track Meet, those entries must be done electronically. The required protocol is to use HyTek Lite, a program that is free of charge, and interfaces seamlessly with the state data.
- ❖ If you need the program file, go to http://www.hy-tek.com/Demos/TF_TEAM_MANAGER_Lite.exe and download the file. This is a large download and should only be done with a high speed data connection.
- ❖ Once you download the file, go to <http://www.khsaa.org/track/teammanagerliteinstructions.pdf> for complete instructions on how to load and use the file.
- ❖ Once you have built your team, you will go to <http://www.khsaa.org/track> and download the event file for your particular class.
- ❖ 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 office.
- ❖ There shall be an opportunity to challenge an entry time. In order to do this, there is to be a structured time schedule for entries and verification.
- ❖ Schools are required to complete KHSAA Form TR112 to verify the four-meet minimum has been satisfied. In addition, form TR122 must be used to enter athletes in Pole Vault. You are also encouraged to bring copies of meet results to help determine that the athlete has had his/her four meets if anyone is questioned. Any results that have not been uploaded to the KHSAA website by the entry deadline (4 days before the scheduled regional) are void for purposes of meet verification.
- ❖ A school may enter one or two contestants in each event and one team in each relay race at the regional meet.

VERIFICATION OF ENTRY TIMES

- ❖ Nothing is more important to the integrity of that process than accurate entry times. Member schools are responsible for ensuring that accurate times are entered. The following procedure will be used to ensure the validity of entry times.
- ❖ All coaches must be able to verify times that are entered for an athlete in the regional meet.
- ❖ Entry times for the regional meet may be FAT (Fully Automated Timing) or HT (Hand Times). All HT times must be properly converted per NFHS Rule 3-9-4. If any HT is recorded in hundredths, it shall be rounded up to the nearest tenth of a second, and properly noted as a HT.
- ❖ Any time which cannot be verified, cannot be used.
- ❖ The only acceptable verification of meet results will be submission to the KHSAA web site. KHSAA will also forward all results to the web managers of KTCCCA.org and kytrackxc.com for their usage, but shall serve as the required entry portal.
- ❖ Meet results shall be made available via the KHSAA web site, in a similar manner to the Rihards.com scoreboard. The web address to view meet results is http://schools.khsaa.org/track_file_upload/uploads/
- ❖ Entry shall be by verified using the <http://kymilesplit.com> site.
- ❖ All meet result submissions shall include the name of the meet official (Referee) and the meet date.

FORMS TO BE COLLECTED AND RETURNED

- ❖ Each team shall submit the following forms to the Regional Manager –
 - ❖ KHSAA Form TR112 – Collect from each school the form TR112, which verifies the four meet participation requirement for all athletes (except pole vault). This information is to be submitted to the KHSAA IMMEDIATELY following the region. Remember that the pre-race Referee's briefing and Scratch meetings are the last opportunity for the eligibility of an entrant runner to be challenged. It is also encouraged that coaches bring meet results to the regional meet in case of challenge, as 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. An athlete whose participation is challenged and who does not have substitution documentation cannot be entered.
 - ❖ KHSAA Form TR122 – Collect from each school who enters a participant in the Pole Vault, the form TR122, which verifies the four meet participation requirement in Pole Vault. This information is to be submitted to the KHSAA immediately following the region. Remember that the pre-race Referee's briefing and Scratch meetings are the last opportunity for the eligibility of a vaulter to be challenged.
 - ❖ The Referee should collect and return to the KHSAA, a copy of each TR120 form, used for the valid use of an inhaler or other medical report.

MEET SCHEDULE AND FORMAT

- ❖ Each of the regional meets will be conducted in one session and use the same standard schedule in order that no region have an "advantage" over others in terms of athlete rest and recovery between events.
- ❖ The regional meets shall be held on the Saturday before the State meet is scheduled, unless there is an agreement among the participating teams to hold the meet on an alternate day. If an alternate day is selected, and any school is in session that day, the meet must be held after 3 p.m.
- ❖ By consensus of the schools in the region through communication with the manager, the preliminaries in the Long Jump, Triple Jump, Shot Put and Discus may be conducted using an Open Ring / Open Pit, "Cafeteria Style" format. In doing this, the manager would define a block of time and allow the competitors to check in, perform their trials without regard to a pre-defined order, and return to other events or event venues.
- ❖ In order to use this Cafeteria Style, the manager would define a block of time where trials would be allowed. No more than ten (10) minutes following the closing of the pit/ring and the announcing of the finalist, the finals would begin in NFHS defined order.
- ❖ The meet should be scheduled at a time when there is not a conflict with instructional time at a participating school and all efforts should be made to avoid conflict with the actual graduation exercises. It is impossible to avoid all conflicts, but managers are to afford member schools the same courtesy they would expect.

DECLARATION AND ENTRY OF PARTICIPANTS

- ❖ Listing on the entry does not count as one of their events unless they actually report to the clerk.
- ❖ Being listed as an alternate in a relay does not count as one of the events for the athlete against the four-event limit. Being listed as an alternate does not count as one of the athlete's events unless that athlete reports to the clerk for that relay.
- ❖ Only those relay contestants who actually participate will be considered official entries.
- ❖ All scratch/add provisions at the regions shall adhere to the published state deadlines.
- ❖ In the Regional Meet, a contestant may not be substituted for the original entry prior to the time of the event involved, unless the reason for change is justified by injury or illness only and approved by the Commissioner.

NOTES ABOUT RELAYS

- ❖ Eight participants may be named to a relay team, any four of whom may be used in the preliminaries or in the finals. The same eight individuals are the only athletes eligible to be entered in that relay race at the state meet.
- ❖ Coaches should list a maximum of eight individuals on the relay entry, and then must declare the runners that will run prior to each race.
- ❖ The same eight individuals are the only athletes eligible to be entered in that relay race at the state meet. Relay entrants **MUST** be the same from the Regional Meet to the State Meet.
- ❖ Coaches have until they submit the relay form to the Clerk on the first day to decide which eight people are entered for the relay. After that point no other names can be added.

- ❖ The four athletes that run in the trials and the finals do not have to be the same they simply have to be four of the eight athletes that are listed on the relay entry card.

REGIONAL FUTURE SITES

- ❖ Final selection of the regional site is left to the KHSAA and will be determined following review by the Commissioner.

REGION FINANCES

- ❖ 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 shall agree to any entry fee designed to curb the costs of the meet. The member schools may, by majority vote, agree to allow the host school to retain the proceeds or accept the loss from hosting the event.

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.
- ❖ Prior to the day of the meet, it is the duty of the meet manager in consultation with the participating teams and the KHSAA Assistant Commissioner 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 assigned meet officials arrive on site, the referee shall make such determination in consultation with the Meet Manager, the KHSAA Assistant Commissioner and State Meet Director, and the competing teams.

SEVERE WEATHER POLICY

- ❖ The Referee or head official must delay or cancel a competition at the first sight of lightning or sound of 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 three (3) 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. At that time the lead meet official is to contact the Assistant Commissioner as to the status of the meet. Officials are encouraged to learn the weather forecast prior to the meet. Safety of the public and participants is the most important factor in any decision of this type.

SPORTSMANSHIP

- ❖ National Federation Rules now require that each coach be instructed with regards to sportsmanship. This will be covered during the coach's pre-meet meetings and the verification form shall be used.
- ❖ Prior to the start of the meet, the head coach shall be responsible for verifying to the referee that his/her competitors are properly equipped (uniform, equipment, and no jewelry) in compliance with these rules. Any questions regarding legality shall be resolved prior to the start of the meet.
- ❖ There is no longer a form to be turned in for this.

SCHOOL REPRESENTATIVES DESIGNATED BY BOARD OF EDUCATION

- ❖ 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 or on the KHSAA web site (<http://www.khsaa.org/track>) if you have any questions.

OVERALL PROCEDURES FOR CONDUCT OF MEET AND ADVANCEMENT

- ❖ Any race where the initial leg (or total race) is 400 meters or less shall be started with blocks, and all competitors shall be required to properly use them.
- ❖ All individuals placing sixth or higher in each event shall score team points in the regional meet.
- ❖ Six places shall count in the scoring in each event at the regional meet with values 10-8-6-4-2-1.
- ❖ The meet shall be made up of all of the events on the regional entry form.

- ❖ No preliminaries will be conducted. All running events will be timed-final events, broken into sections according to NFHS rules.
- ❖ The fast section in all races shall be full, even if this leaves a single competitor in the slower heat. If a runner in the fast heat failed to report or was scratched, the regional manager was to re-fill the lanes in the fast heat.
- ❖ The hurdle height for the girls 100m hurdles is 33", boys 100m hurdles 39" and the height for the girls 300 hurdles is 30", boys 300m hurdles is 36".
- ❖ In the case of a tie in field events, if all tie breaking procedures fail to break the tie according to the National Federation Rule Book; competitors tying for second in the regional shall advance to the state meet.

FIELD EVENT NOTES

- ❖ Pole Vault
 - ❖ The manager and Referee must make sure that all the safety rules are followed.
 - ❖ The contestants in Pole Vault shall weigh-in, and their weight shall be at or below the manufacturers pole rating shall be visible in a one-inch contrasting color, as well as a one-inch circular band indicating the maximum top handhold position. Pole rating markings are to be located above the handhold.
 - ❖ Training poles shall not be used in warm-ups or competition in the pole vault.
 - ❖ Any pole not properly marked will be considered as illegal equipment. If a vaulter attempts to use an illegal pole, the individual will not be allowed to compete until a legal pole is secured. If during competition a vaulter is discovered using an illegal pole, the vaulter shall be immediately disqualified from the event.
 - ❖ The head field judge will have a scale and check weight when the pole vaulters check in.
- ❖ Shot Put and Discus
 - ❖ The manager and Referee must check to make sure that the 34.92-degree sector is used and that the discus cage meets specifications.
 - ❖ Contestants may use their own shot put or discus at the regional meet. They must be checked in and marked 30 minutes prior to the event.
 - ❖ All shot and discus shall be weighed prior to the competition. A legal shot and discus shall be provided for competitors use in the case that athletes do not have their own.
 - ❖ The manager and Referee must make sure that spectators cannot get near the throwing areas and that athletes stay behind the cages.
 - ❖ Referees are to make sure that all throwing implements are weighed correctly and that pole-vaulters are not oversized for the poles they use.

COACHES ON THE TRACK

- ❖ Coaches must comply with all NFHS rules regarding communication during meets.
- ❖ Each region shall designate and properly mark a coaching box for the Pole Vault if communication is not able to be conducted in close proximity to the event, and not allow coaching in the area of any other field event.

STATE AND REGION ENTRY FORMS

- ❖ Teams will not need to complete any additional forms for athletes advancing to the state meet with the exception of the relay name information.

REGIONAL ENTRIES, REGIONAL RESULTS AND STATE MEET QUALIFIERS

- ❖ As soon as possible and practical, the regional results and state meet entries will be up posted on the KHSAA web site, (<http://www.khsaa.org/track>) and we will also put the results of the state meet up as soon as possible afterwards. This site is also linked to the Track and Field Coaches Association web site (<http://www.ktccca.org>)
- ❖ All running events will be conducted at the regional meet with each athlete participating once in each event, and the finish places determined by time from events placed in sections.
- ❖ If regional results are turned in promptly, the entries and lane assignments will be posted by 10:00 p.m. on the Sunday prior to the state meet. Thank you in advance for your assistance. Any information prior to Sunday

evening with respect to at-large qualifiers is strictly preliminary and should not be considered official until so noted on the KHSAA website (<http://www.khsaa.org/track>).

FACILITY SAFETY

- ❖ It is the obligation of the meet manager and the host KHSAA member school to ensure that the regional meets are held utilizing the facility 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 facility, 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 (Frisbees, footballs, nerf balls, baseballs, soccer balls, softballs, etc.) 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.
- ❖ Excessive noise, to include artificial noise makers, radios and musical instruments, will be prohibited for the duration of the State Meet.

WIRELESS COMMUNICATION

- ❖ The use of wireless communication devices by coaches and competitors is prohibited. This includes cell phone usage at the site between competitors and competitors, competitors and coaches, as well as coaches and coaches.

TROPHIES

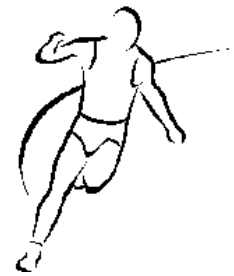
- ❖ Medals will be awarded for the first six places in each event at the regional.
- ❖ Trophies shall be awarded for the winning and runner-up teams at the region and state meet.
- ❖ Duplicate medals and/or trophies (due to ties) must be ordered immediately by the Regional Manager following the meet. Managers needing additional medals or trophies should contact the KHSAA office.

OFFICIALS

- ❖ 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 minimum of three KHSAA assigned meet officials, (two referees and one starter), will be assigned from the pool of licensed KHSAA officials. Each regional manager must be in contact with Gordon Bocock, the State Meet Director (606-271-0714, coachbo@twc.com), for this assignment. Each regional referee that is assigned, along with the meet starter, shall be licensed KHSAA Track and Field officials.



INSTRUCTIONS FOR DOWLOADING AND USING HYTEK LITE



REMINDER AND NOTE ABOUT ELECTRONIC ENTRY REQUIREMENT

- ❖ Though some paper forms are required for verification, in order to enter competitors in the KHSAA Regional Track Meet, those entries must be done electronically. The required protocol is to use HyTek Lite, a program that is free of charge, and interfaces seamlessly with the state data.
- ❖ If you need the program file, go to http://www.hy-tekltd.com/Demos/TF_TEAM_MANAGER_Lite.exe and download the file. This is a large download and should only be done with a high speed data connection.
- ❖ Once you download the file, go to <http://www.khsaa.org/track/teammanagerliteinstructions.pdf> for complete instructions on how to load and use the file.
- ❖ Once you have built your team, you will go to <http://www.khsaa.org/track> and download the event file for your particular class.

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Step 1: Set up your computer to see file extensions (helps with the "p" problem on zip files, only do once!)

Because of the state computer network requirement to block zip files, you will probably need to change the file extensions in order to be able to send zip files via email.

Click Start, then My Computer. Click Tools. Click Folder Options. Click on the View tab. Under "Files and Folder", make sure that "Show hidden files and folders" is selected. **Uncheck** "Hide extensions for known file types". Click Apply. Click OK. Close My Computer.

Step 2: Download and install Team Manager Lite if necessary. (Only do once!)

To Download Team Manager Lite:

Go to http://www.hy-tekltd.com/Demos/TF_TEAM_MANAGER_Lite.exe. It is 17MB. In the file download pop up box, "Would you like to open the file or save it to your computer?" Click Save. A Save As box will pop up. Make sure and Save in **Desktop** & file name reads "**TF_TEAM_MANAGER_Lite**". Click Save. The download begins. When finished, close your browser. Double-click on the gray TF TEAM MANAGER LITE icon on your desktop. It will now load the software. When asked, click on Next, then Yes, then Next, then Finish.

To Install Team Manager Lite from a CD:

Place CD in your CD drive and wait a minute. The CD launches itself on most computers. If it doesn't, go to START and choose RUN. Enter D:\Setup (most computers have the CD in drive D). Follow the instructions on the screen. When asked, click on Next, then Yes, then Next, then Finish.

Step 3: Open and Customize your Database Set-Up. (Only do once!)

Double-click to launch program (the red TM Lite icon on your desktop). Click OK. Click on **File** then **Open/New** and specify the name (i.e. SOME) of your Database and click on **Open**. Whenever you Open a New Database, TFWin-TM will automatically route you to the **System Preferences** screen so that you may customize a number of parameters that will be used by TFWin-TM in setting up your Database.

Category	Value
Under 200	0.24
200 to 400	0.14
Over 400	0.00

*****IMPORTANT*****

Make sure under **Gender Designations** that Boys/Girls (B/G) is checked. Make sure under **Athlete Browser Options** that Show School Year is checked. Make sure under **Age Grouping** that Open is checked. Click OK.

Step 4: Edit Grades. (Only do once!)

Click on "Set-up" from the Main Menu Bar and then click on "Groups / Sub Groups / Codes". Under Show Types, Click school year. You should only see 4 codes: FR, JR, SO and SR. Click once to highlight FR, and then click on Edit. Change the code from FR to 09. Click OK. Click Yes to confirm. Edit SO to 10, JR to 11, SR to 12. Then you can add K-8 grades. Click on Add, Code is 08, Description is 8th grade, make sure to check school year, and then click OK. Do this for all K-8 grades.

Per KHSAA requirements, make sure all grades are 2 digits; 09, 08, 07, etc. Exit out to Main Menu.

Step 5: Enter your Team and Coaches. (Only do once!)

We suggest you enter **ONE TEAM** assuming you have one physical Team. **Do Not** set up a different team for Boys and Girls. Use the Group and Subgroup features of TFWin-TM instead of different teams to "break out" different sets of athletes.

Click on "Teams" from the Main Menu Bar and then click on "Add" from the Team Browser menu bar. The following window will appear:

Team Maintenance

Team Information

Team Code: Team Type: Age Group ▾

Team Name:

"Short" Name: Mailing Type:

Alt Abbr:

Mailing Information

Address:

Address: State: ▾

City: Country: ▾

Postal Code:

E-Mail Address:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Team Registration Type: ▾

1. Enter basic team information like Team Code (ex. SOME), full Team Name (ex. Somerset) and "Short" Name (ex. Somerset). It is not necessary to enter the other information. You should use your OFFICIAL KHSAA Team Code and Team Name here. INSERT WEB ADDRESS FOR MASTER LIST.
2. Where it asks for "Team Type" select the dropdown and select "School".
3. Click "OK", then close the Team Maintenance Window.
4. Click on Coaches. Click Add. Add your information. Click OK. You can add as many coaches as you need. Close Coach Maintenance.
5. Then close the Team Browser window.

Step 6: Enter your Athletes. (Only do once!)

Click on "Athletes" from the Main Menu Bar and then click on "Add" from the Athlete Browser.

1. Provide just basic information about the athlete like Last Name, First Name, Gender, Team and School Year (use arrow up and down keys to find all grades) – see next figure as an example:

Athlete Information

Last Name First Name Initial
Preferred Name Birthdate Age
 Male Female
Competitor # Current Year Previous Year Registration Types

Primary Contact | **Secondary Contact** | **Medical** | **Custom**

Primary Mailing Information

Last Name
First Names
Mailing Address
Mailing Address
City State
Postal Code Country
Fill in 'Mail To' if different from first names and last name
Mail to
 Use Primary for Mailing Use Secondary for Mailing

Primary Contact Information

Day Phone
Evening Phone
FAX
E-Mail Address

Member of

Team
Group
Subgroup
School Year
 Inactive

2. Upon completion of each athlete's information, click "OK". Repeat for all athletes.
3. When all your athletes have been entered, click Cancel to close the "Athlete Information" window.
4. Click "Print" to run the [Athletes Report](#) to check the information you have entered. Select your team, click on roster, sort how you want to see your athletes. Click Create Report. (This will not actually print in the Lite version. It is for information purposes only.) Close the report. Click Cancel.
5. Next close the "Athletes" window.

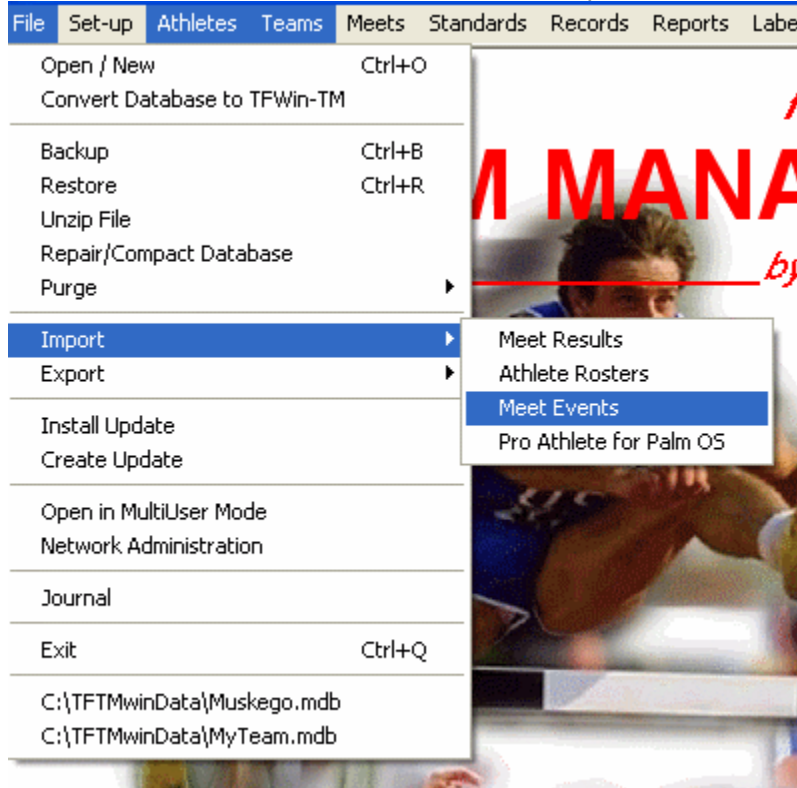
Step 7: Save the Meet Event file to disk and add the "p" if sent via email, do not add if downloaded.

The meet host will provide you with a meet event file for their meet on the list serve or the website. The file will look like "tfmm2010-05-29-MeetEvents-2010 TF LCC-001.zi". Underlined is name of meet. Save this file to your computer (remember where you save the file). Open up My Computer. Find the meet event file. Right click on the file and choose Rename. Click End to go to the end of the file name. Add a "p" to the end of the file name. Click Enter. Your file is now ready to import. Exit My Computer.

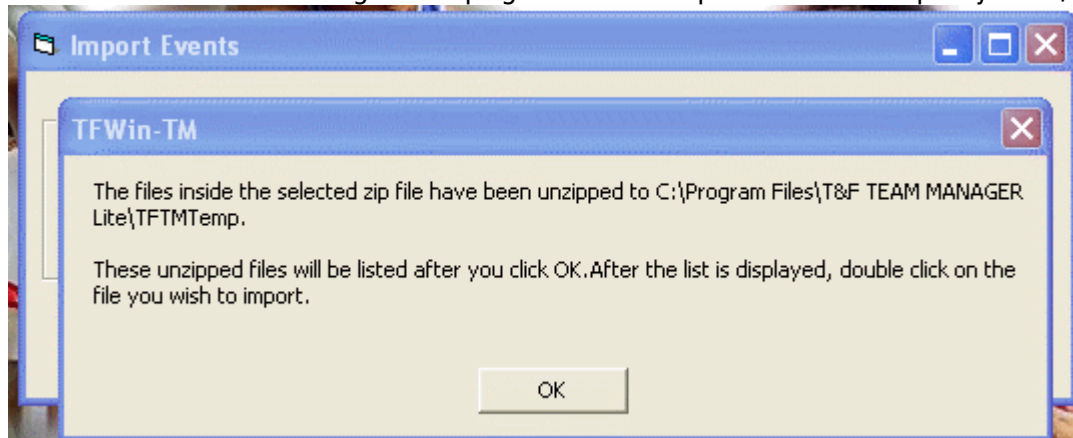
Step 8: Import your Meet.

Open TM Lite on your desktop.

1. From the Main Menu Bar, click "File", then "Import", then "Meet Events" – see figure below:



2. 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: **tfmm2010-05-29-MeetEvents-2010 TF LCC-001.zip**. Underlined is name of meet.
3. Screen will look like next figure. The program asks to unzip the file into a temporary folder, click "OK".



4. Then choose the file that was extracted and click "OPEN". This file will look like: **tfmm2010-05-29-MeetEvents-2010 TF LCC-001.ev1**. Underlined is the name of the meet.
5. 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 36 for track) – Click "OK".

Step 9: Enter athletes in events.

For individual events:

1. Select "Meets" from the Main Menu Bar.
2. Highlight the Meet you will be entering athletes for.
3. From the Meets Menu Bar, select "Entries" and then "Entries by Name".
4. From the "Entries for Team" dropdown menu, select your team.

5. 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.
6. To enter the seed performance, click in the "custom" field/column after the event name and enter the mark for your athlete. For running events, enter marks as follows: 1124 for 11.24, 22032 for 2:20.32 and 101500 for 10:15.00. For field events, the marks should be entered as follows: 50400 for 5'4", 1300000 for 130', 191175 for 19'11.75".
7. Close the "Entries by Name" window.

For relay events:

8. From the Meets Menu Bar, select "Entries" and then "Entries by Event" to enter relays.
9. Highlight the relay you want to add your team too. Click on New Relay. Enter your time in the Custom window. Enter times as follows: 4206 for 42.06, 12870 for 1:28.70 and 102000 for 10:20.00.
10. Double-click on the athletes you want in this relay. Add up to 8 athletes per relay.
11. Continue for all the relays.
12. When finished, close the "Entries by Event" window.

Check your entries:

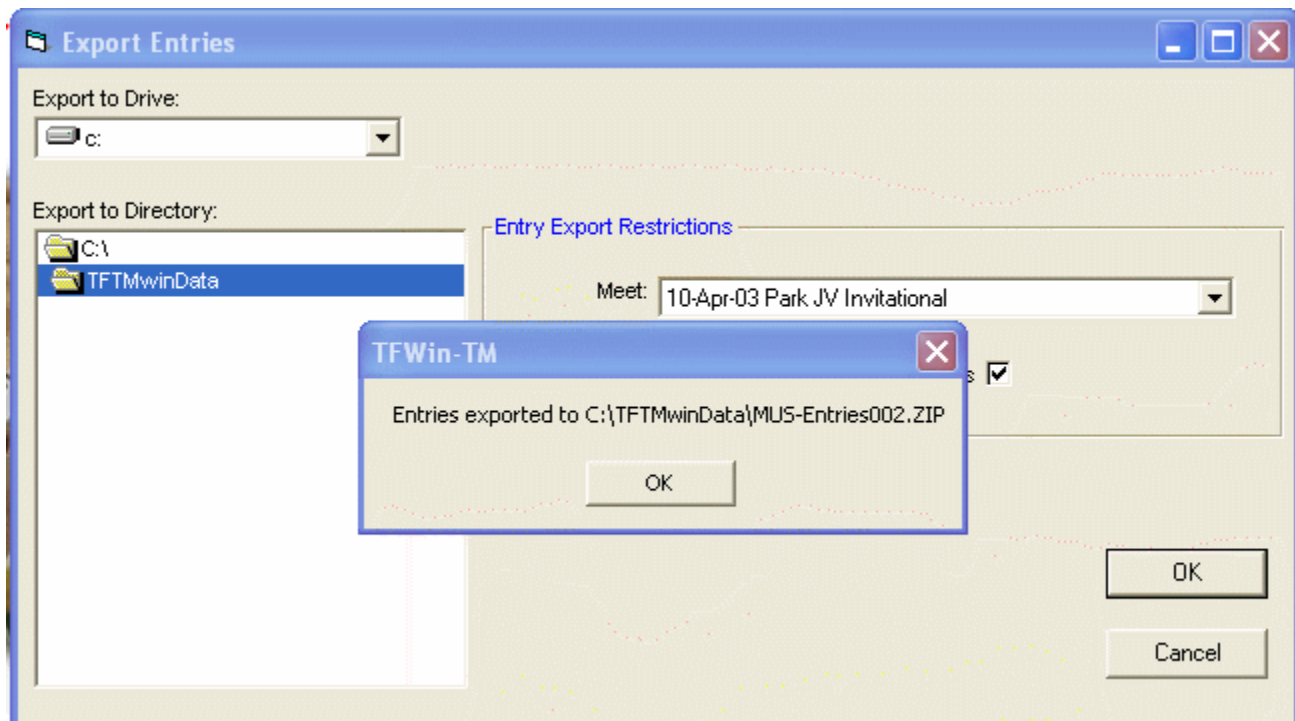
13. Click "Print", then "Entry Report".
14. Select your team.
15. Select "Individual and Relays". A new block will pop up.
16. Select "Show Eight" relay runners.
17. Click "Create Report". Check your entries. (This report can be printed from TM Lite.)
18. Close your report.
19. Click Cancel.
20. Exit the "Meets" window.

Note: Only athletes that you enter into an event will get transferred in your export. To make sure that all athletes that you will be bringing get entered into the meet and receive a competitor number, enter those athletes as alternates in relays, in the 5th - 8th spots on relays (i.e. your #3 shot putter). For 4 relays, you can enter up to 16 alternates.

The KHSAA allows 8 relay runners in the region. On your region entries, you will only want to enter your actual 8 relay names.

Step 10: Exporting Meet Entries.

1. From the Main Menu select "File" then "Export" and then "Meet Entries"
2. Select the meet name – select export to drive (remember where you send it). Click OK. The file will look like: "**SOME-Entries001.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 – see figure below:



3. Click "OK" in the TFWin-TM window.
4. Click Cancel to close Export Entries window.
5. Backup your database. Click on File. Then Backup. Select location (remember where), Click OK, Click Yes, Click Yes, Click OK, Click OK.
6. Close TM Lite.

Step 11: Change the Meet Entry file by dropping the "p".

You will now have to change the entry file by dropping the "p" before sending. Open up My Computer. Find the entry file. The file will look like: "SOME-Entries001.zip". Underlined is your team code. Right click on the file and choose Rename. Click End to go to the end of the file name. Backspace to drop the "p" to the end of the file name. Click Enter. It will ask you "Are you sure you want to change it?" Click Yes. Your file is now ready to export. Exit My Computer.

Step 12: E-mail the entries.

Open your e-mail program and create a new email to your meet host or the designated Hy-Tek operator for the meet. In the subject line enter "*Your School Name Entries for Meet Name*" (i.e. Somerset Entries for LCC); enter your name and home phone number as the message. Click Insert, then File Attachment to add your entry file. Find your entry file. The file will look like: "SOME-Entries001.zi". Underlined is your team code. Click Attach. Send the email. Congratulations, you have graduated!

Team Manager Lite Information

TFWin-TM Lite is FREE to download from the Hy-Tek web site's Download Center found at www.hy-tek.com. TFWin-TM Lite is basically the TFWin-TM production version with all six Standard Options enabled, but with the following restrictions:

- ▲ All Exports, except the Export of Meet Entries and the Export of Athletes/Teams, are not available.
- ▲ All Imports, except the Import of Meet Events, Mark Standards, and Records, are not available.
- ▲ The Database conversion from WIN-TM to TFWin-TM is not available.
- ▲ Any Report may be Previewed on the screen, but only the Meet Entries Report may be printed. **(You can get around this limitation. Once a report is on the screen, click Print Screen on your keyboard. Open Word. Open a new document. Click Paste icon or Edit, then Paste. Double-click on the pasted item. Adjust to the size you want, then print.)**
- ▲ A maximum of 3 Meets may be added. **(Meets can be deleted to make room for the next meet.)**
- ▲ Unlimited number of Entry Events per meet, but a maximum of 10 Result Events per meet.
- ▲ Maximum of 3 meet results for each athlete for each stroke/distance combination.
- ▲ Maximum of two Teams may be entered.
- ▲ Maximum of 100 Athletes may be entered.
- ▲ Maximum of two Journal Entries may be entered.

FREE Tech Support is available by e-mail at tftm@hy-tek ltd.com. No Telephone Tech Support is offered for TM Lite.

Please note that if you had the basic T & F TEAM MANAGER, this entry process would be much easier as TFWin-TM would use each athlete's Best Mark as the entry mark for the meet - no need to enter a Custom Entry Mark for each entry and each meet. TFWin-TM Start Up is offered at \$99.00 - \$74.25 if your club is a member of an organization (**KTCCCA**) that is eligible for Hy-Tek's Group Discount of 25%. Just call the Sales Office at 1.866.456.5111 or 1.252.633.5111 or e-mail them at sales@hy-tek ltd.com for more information. Or you can order T & F TEAM MANAGER right on the web at www.hy-tek ltd.com/store.

Reasons to use Team Manager or TM Lite

- 1. Cost – most meets this year will be charging extra for manual entries.**
- 2. Parents – make sure you get their kids names spelled right and the grades correct.**
- 3. No repetition – no reason to fill out entry forms by hand for every meet.**
- 4. Correctness – no illegible handwritten entries or smudged faxes for the operator to read.**
- 5. Time – less time for the coach entering meets, more time to coach.**
- 6. Verification – rapid verification of your entries.**
- 7. Changes – made easier on meet day if your athlete has a competitor number.**
- 8. Athletes – make sure their info is correct for potential awards and college recruiters.**
- 9. Future – the wave is coming that this could become a requirement. It is here.**

Coaches: If you don't have time to learn this new software, you should have a computer savvy parent or fan that would love to help you out!

KHSAA COMPETITION RULES

Governing Track and Field

(Adopted by the Board of Control)

(Where these rules refer to the Commissioner, they shall refer to the Commissioner of the KHSAA. Sports specific duties may be appropriately delegated to a member of the Commission for the implementation of these rules. See Case Situations for specific rulings and interpretations used to administer these provisions)

I) ASSIGNMENT OF SCHOOLS

A) Alignment of Teams for Postseason Play

The Kentucky High School Athletic Association shall sponsor postseason competition in cross country and track for boys and girls, provided that ten (10) percent of the member schools declare intentions to participate in said competition. Member schools desiring to participate in KHSAA sponsored postseason competition shall notify the Association office prior to September 1. The state shall be initially divided into three classes based on a multiple-year average enrollment, with each class containing seven (7) regions. The Commissioner shall divide the state into geographic sections with the approval of the Board of Control.

CLASS 1A (0-610 average students)

REGION 1 - Ballard Memorial, Carlisle County, Christian Fellowship, Community Christian (Paducah), Crittenden County, Dawson Springs, Fulton City, Fulton County, Hickman County, Livingston Central, Lyon County, Mayfield, Murray, St. Mary, University Heights

REGION 2 - Butler County, Caverna, Clinton County, Cumberland County, Frederick Fraize, Glasgow, Hancock County, McLean County, Metcalfe County, Monroe County, Owensboro Catholic, Russellville, Todd County Central, Trinity (Whitesville)

REGION 3 - Beth Haven, Bethlehem, Brown, Campbellsville, Evangel Christian, Fort Knox, Green County, Holy Cross (Louisville), Kentucky Country Day, Kentucky School f/t Blind, Louisville Collegiate, Portland Christian, Presentation, Shawnee, St. Francis, Valor Traditional, Walden, Washington County, Whitefield Academy

REGION 4 - Beechwood, Bellevue, Bishop Brossart, Calvary Christian, Covington Latin, Dayton, Heritage, Holy Cross (Covington), Lloyd Memorial, Ludlow, Newport, Newport Central Catholic, Silver Grove, St. Henry, Villa Madonna, Walton-Verona, Williamstown

REGION 5 - Augusta, Bracken County, Burgin, Carroll County, Danville, Eminence, Frankfort, Gallatin County, Kentucky School f/t Deaf, Lexington Christian, Nicholas County, Owen County, Paris, Robertson County, Sayre, St. Patrick, Trimble County

REGION 6 - Barbourville, Berea, Harlan, Jackson County, Lynn Camp, Middlesboro, Model, Oneida Baptist, Pineville, Red Bird, Somerset, Williamsburg

REGION 7 - Allen Central, Betsy Layne, Buckhorn, Cordia, Elliott County, Fairview, Hazard, Jackson City, Jenkins, June Buchanan, Lee County, Leslie County, Magoffin County, Menifee County, Morgan County, Owsley County, Paintsville, Phelps, Piarist, Pikeville, Prestonsburg, Raceland, Riverside Christian, Rose Hill Christian, Shelby Valley, Sheldon Clark, South Floyd, West Carter, Wolfe County

CLASS 2A (611 average to 1050 average students)

REGION 1 - Caldwell County, Calloway County, Fort Campbell, Hopkins County Central, Paducah Tilghman, Trigg County, Union County, Webster County

REGION 2 - Adair County, Allen County-Scottsville, Bardstown, Breckinridge County, Edmonson County, Elizabethtown, Franklin Simpson, Hart County, John Hardin, LaRue County, Marion County, Nelson County, South Warren, Taylor County, Thomas Nelson, Warren Central, Warren East

REGION 3 - Christian Academy-Louisville, Collins, DeSales, Doss, Fairdale, Henry County, Moore, North Oldham, Shelby County, Spencer County, Valley, Waggener, Western

REGION 4 - Bourbon County, Covington Catholic, Franklin County, Harrison County, Highlands, Holmes, Lexington Catholic, Pendleton County, Scott, Western Hills

REGION 5 - Bell County, Boyle County, Casey County, Clay County, Corbin, Garrard County, Knox Central, McCreary Central, Mercer County, Rockcastle County, Russell County, Wayne County

REGION 6 - Ashland Blazer, Bath County, Boyd County, East

Carter, Fleming County, Greenup County, Lawrence County, Lewis County, Mason County, Rowan County, Russell

REGION 7 - Belfry, Breathitt County, East Ridge, Estill County, Johnson Central, Knott County Central, Letcher County Central, Perry County Central, Pike County Central, Powell County

CLASS 3A (above 1050.1 average students)

REGION 1 - Apollo, Christian County, Daviess County, Graves County, Henderson County, Hopkinsville, Madisonville North Hopkins, Marshall County, McCracken County, Muhlenberg County, Owensboro

REGION 2 - Barren County, Bowling Green, Central Hardin, Grayson County, Greenwood, Logan County, North Hardin, Ohio County

REGION 3 - Bullitt Central, Bullitt East, Butler, Central, duPont Manual, Iroquois, Male, Meade County, North Bullitt, Pleasure Ridge Park, St. Xavier

REGION 4 - Assumption, Atherton, Ballard, Eastern, Fern Creek, Jeffersontown, Mercy, Oldham County, Sacred Heart, Seneca, Southern, South Oldham, Trinity (Louisville)

REGION 5 - Boone County, Campbell County, Conner, Cooper, Dixie Heights, Grant County, Notre Dame, Ryle, Simon Kenton

REGION 6 - Anderson County, Bryan Station, George Rogers Clark, Henry Clay, Lafayette, Montgomery County, Paul Laurence Dunbar, Scott County, Tates Creek, Woodford County

REGION 7 - East Jessamine, Harlan County, Lincoln County, Madison Central, Madison Southern, North Laurel, Pulaski County, South Laurel, Southwestern, West Jessamine, Whitley County

B) Enrollment and Criteria for Determining Classes

1) The classification shall be based on the two-year average total enrollment of students in grades 9-12 including all special education students. The enrollment of schools enrolling only one gender shall be doubled for classification purposes.

2) The enrollment data used to determine the class boundaries shall be obtained from the Kentucky Department of Education or other verifiable sources in the case of non-public schools.

II) DATES AND SITES FOR POSTSEASON COMPETITION

A) Dates for Play

1) The Commissioner with the approval of the Board of Control shall determine the dates of the region and state meets.

2) All meets shall be held within the dates indicated on the Memorandum Calendar unless otherwise approved by the Commissioner and recommended by a vote of the participating school representatives.

3) Schedule conflicts with other academic required activities will be resolved by the office of the Commissioner.

B) Sites for Play

1) The Commissioner shall make the determination of the region meet sites.

2) Schools interested in hosting may submit a request after consulting with the designated member of the Commission. The prospective host may be asked to supply information relating to seating and parking facilities and such other information as may be requested by the Commissioner.

3) The Commissioner's office may use a requested site selection plan as a guide, but is not bound by this plan in determining the sites.

4) Only schools which are members of the Association prior to January 1 of the year in which the meet is held, and already having a suitable facility for hosting the meet shall be allowed to apply, and only those competing in the current year will be allowed to vote for the region meet site selection plan.

5) If a region is unable to resolve conflict over a plan, the Commissioner shall establish a plan.

6) All hosts granted an event shall host at least one meet during the region meet year with at least five schools entering competitors and using the electronic entry and results system.

7) All host courses shall be properly marked per NFHS rules if the markings are not able to be affixed to the ground.

8) The region host school shall own a current license to the Association designated software application for managing region entries and results or shall contract with a current license holder.

9) The Board of Control shall determine the site of the state finals

after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.

III) MEET MANAGERS

A) Selection of Tournament Manager

- 1) The Commissioner will appoint a manager for each of the region meets, and shall serve as the manager for the state meet. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event.
- 2) It is the duty of each region manager to notify all schools participating in the meet as to the time and place of the meet, to supply him or her with entry material and instructions, to invite their participation, and make all arrangements to conduct the meet.
- 3) It is an explicit duty of each tournament manager to inform the association IMMEDIATELY as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. The receipts of a tournament can be assessed (a fine levied against the manager) for failure to comply with these provisions.

IV) ELIGIBILITY TO ENTER TOURNAMENT PLAY AND SUBSTITUTIONS

A) Roster Requirement

- 1) Each school shall enter an unlimited number of contestants on an electronic roster via the KHSAA website and online participation tracking system by the published deadlines.
- 2) This roster may be revised throughout the regular season and shall serve all roster purposes in these rules.
- 3) On the first day of postseason play, these rosters shall be locked so that no additional players may be added, deleted or revised following this date, thereby creating the final eligibility list for tournament play.
- 4) After this time, the only revision allowed will be to correct a documented clerical error as approved by the Commissioner.

B) Individual Entry Requirements

- 1) A school may enter any eligible student-athlete from the electronic roster in the postseason region meet. All entries in KHSAA postseason play shall be done electronically using the Association designated software application.
- 2) To be eligible to compete in the region or state meet, a contestant shall be enrolled in the seventh (7th) grade or higher and be otherwise eligible by all KHSAA Bylaws.
- 3) To be eligible to compete in the region or state meet in all events with the exception of Pole Vault, a contestant shall have competed in at least four meets (indoor or outdoor) involving a minimum of two schools on a team representing a member school during the regular season. For all events except for Pole Vault, such participation requirement is not event specific.
- 4) Schools desiring to enter athletes in the Pole Vault, shall have proof of completion of the Pole Vault Coaching Certification Course managed through www.pvscb.com on or before the first pole vault competition of the current year. Such certification shall be current and shall be maintained when certification periods change. Only those coaches who have successfully completed the Pole Vault course may utilize any coaching box or additional coaching privilege afford to coaches by NFHS rules.
- 5) Athletes desiring to enter the Pole Vault shall have competed in Pole Vault at least four high school meets on a team representing a member school during the regular season. Such participation shall be verified to the region manager using the required KHSAA forms. Athletes entering high school meets where only the Pole Vault is contested or meets where that school's only participation is Pole Vault may count that participation against the required four (4) meets and the school does not have to count that particular meet against its maximum number of meets allowed under Bylaw 23.
- 6) Athletes competing in high school meets (grades 9-12) and participating with a high school as a representative of that school irrespective of level of the meet shall be allowed to count that meet toward the four meet minimum. Coaches should maintain and have available copies of all results for the region manager to verify in case of a challenge to the required participation minimums by any athlete. Such individual meet verification (results) may be recorded on standard forms distributed by the

Association in lieu of keeping individual results.

C) Team Entry and Advancement

- 1) The electronic entry for contestants in the region meet shall be submitted not later than 9:00 p.m. four (4) days prior to the first day of preliminaries. For those regions holding preliminary competition in Pole Vault or other events at a different time, the entry deadline will be not less than four (4) days prior to that date for those events.
- 2) By 9 p.m., three (3) days prior to the region meet, the manager shall distribute a preliminary Performance Listing to all coaches in the region, shall also submit the list via the UK listserv, and shall also submit to KHSAA for posting on website.
- 3) By 9 p.m., two (2) days before the region, all coaches desiring to challenge a particular time shall have notified the region manager as to the objection, and the region manager shall thereafter resolve and determine the entry time.
- 4) By 9 p.m., one (1) day prior to the region meet, the manager shall distribute a final Performance Listing to all coaches in the region, shall also submit the list via the UK listserv, and shall also submit to KHSAA for posting on website.
- 5) Only in the case of documented medical emergency can these deadlines be waived or a substitution be allowed.
- 6) Each manager is responsible for the forwarding of the entries for the region meet to all competing teams.
- 7) An entry with no time entered for an athlete may be challenged.
- 8) The KHSAA impose a fine of \$100 against any school attempting to enter athletes after any published deadline.
- 9) A school may enter one or two contestants in each individual event and one team in each relay race at the region meet.
- 10) Eight participants may be named to a relay team, any four of whom may be used in the preliminaries or in the finals. The same eight individuals are the only athletes eligible to be entered in that relay race at the state meet. Coaches should list a maximum of eight individuals on the relay entry, and then shall declare the runners that will run prior to each race. The same eight individuals are the only athletes eligible to be entered in that race at the state meet. Listing on the entry does not count as one of their events unless they actually report to the clerk. Being listed as an alternate does not count as one of the events for the athlete against the four-event limit. Only those relay contestants who actually participate will be considered official entries.
- 11) In any meet, a contestant shall not compete in more than four events. Any number of these events may be relays. IF A COMPETITOR EXCEEDS PARTICIPATION LIMITS, THEY SHALL FORFEIT ALL INDIVIDUAL AND TEAM POINTS EARNED IN ANY EVENT AND SHALL BE DISQUALIFIED FROM FURTHER PARTICIPATION IN THAT MEET.

D) Advancement to State Meet

- 1) The State Meet shall include in each event, twenty-four competitors, and any person tied for the twenty-fourth qualifying position.
 - a) The top two competitors in each event at the region meet shall automatically qualify for the state meet.
 - b) The next ten best times/heights/marks from the state-at-large shall qualify for the state meet.
- 2) In the event that the format for advancement to the state meet qualifies sixteen (16) or less competitors to each event, a set of automatic qualifying standards shall be developed, and any other contestant not otherwise qualifying in (1) above that meets the published time standards in accordance with the published guidelines shall also qualify for the state meet.

E) Substitutions:

- 1) Any contestant whose name is on the entry form may be substituted for the original entry at a region meet, prior to the deadline for scratch/add.
- 2) After the region meet deadline, the manager may only allow the substitution if the original entry is prevented from participating in the event because of circumstances beyond their control and with medical documentation.
- 3) There are no substitutions at the State Meet.

V) UMPIRES / OFFICIALS

A) Regular Season Competition

- 1) It is strongly recommended that a KHSAA licensed official (Track and Field), be present at each Track meet that counts toward the

limit of meets in accordance with Bylaw 23.

- 2) In any meet where more than four (4) schools are entering teams or individuals, there shall be a KHSAA licensed Track official.
- B) Postseason Competition**
- 1) Officials for all KHSAA sponsored championship competition shall be assigned by the Commission in compliance with the Federal Court Decree of 1971 (1987, 2007) and within the published guidelines of the KHSAA Officials Guidebook.
 - 2) The local management of the postseason track meets shall have the authority to hire and utilize all licensed officials necessary for properly conducting the meets.
- VI) CHAMPION, TROPHIES AND AWARDS**
- A) Champion**
- 1) All entrants from a school accumulate team points toward the team championship.
 - 2) Six (6) places shall count in scoring in each event at the region meets with values of 10-8-6-4-2-1.
 - 3) Eight (8) places shall count in scoring in each event at the state meet with values of 10-8-6-5-4-3-2-1.
 - 4) The champion of each meet will be the team compiling the highest number of points in each meet.
- B) Trophies and Awards**
- 1) Region.
 - a) Trophies will be given to the team winner and runner-up at each region.
 - b) Awards will be given to first six (6) finishers in each event at each region meet.
 - c) The Association will bear the costs of all trophies and medals at the region meet.
 - 2) State.
 - a) Trophies will be awarded to the teams finishing first, second, third and fourth at the state meet.
 - b) Awards will be given to the first eight (8) placers in each event at the state meet.
 - c) The Association will bear the costs of all trophies and medals at the state tournament.
- VII) FINANCES, PASSES**
- A) Region**
- 1) The finances of the region meet will be managed at the region level.
 - 2) The region competing schools shall decide any distribution of net profit/loss, which shall be shared.
- B) State**
- 1) The Association will finance the state tournament.
 - 2) Schools are responsible for the expenses of competitors participating in the state meet.
- VIII) SPORT SPECIFIC COMPETITION RULES**
- A) Playing Rules**
- 1) All meets shall be contested using the NFHS Track and Field Rules as published by the NFHS in Indianapolis. Additional rules, governed by State Association adoption provisions in the National Federation Playing Rules or otherwise developed by the Association may be implemented in contests played in Kentucky and will be distributed to the membership when relevant.
 - 2) Detailed and binding instructions, both for managers and participating teams, shall be published on the KHSAA website.
 - 3) The Board of Control shall serve as the Games Committee as designated by the NFHS Track and Field Rules. The Board shall through its normal procedures, receive input from the Commissioner's Advisory Committee and all other internal opportunities prior to finalizing any decision in compliance with these rules.
- B) Specifications for Track Facilities**
- The specifications for recommended and required standards for track facilities to be used in tournament play may be developed by Association staff and Advisory Committees and approved by the Board of Control.
- C) Starter's Pistol Specifications**
- Any meet, indoors or outdoors, where a FAT system is being used may be started by a .32 or .22 caliber starter's pistol. The pistol shall meet all district, local, state and federal regulations including possession ordinances and registration requirements.
- D) Interrupted Meets**

When lightning or other inclement weather, heat and humidity conditions or other events beyond the control of meet management, cause the interruption of a meet by the Meet Referee after it has begun, and the determination has been made that it cannot be resumed at the point of interruption, it shall be considered to be complete with respect to the counting against the maximum number of meets for a school or minimum number of required meets for an athlete. In addition, it shall be complete to the extent of the compensation for meet officials.

E) UNIFORM ALLOWANCES PER NFHS TRACK RULE 3

- 1) All contestants in Track shall adhere to National Federation Rule 4-3 as it relates to the uniform of the competitors. In addition, the Games Committee for the State Cross Country and Track Meets may, within the allowable limits of Rule 4-3, establish clarifications and enhancements to the uniform requirement to ensure equal treatment of all competitors.
- 2) The following areas have been addressed for consistent enforcement by meet officials and which are applicable to all contestants. **NOTHING ABOUT THESE RULES MANDATE A REQUIRED COLOR):**
 - a) **HEADS** - Hats are not allowed however the toboggan or stocking cap/wrap are permitted in cold or hot weather. All head gear and holders shall be checked by the Meet Referee to make sure they are secure. Anything worn on the head shall be secure, designed for the head, and without a visible manufacturer's logo or other decoration (other than the school name / nickname).
 - b) **TOPS** - If shirts are worn under the school issued jersey by more than one team member (two or more), that apparel shall be exactly the same single solid color on all who choose to wear the undergarments. It is not necessary that all team members wear them. No lettering or designs or decals will be allowed on undershirts anywhere with the exception of a single manufacturer's logo which shall adhere to the NFHS restrictions. The restrictions on undershirts do not include sleeve length. For example one team member can wear long sleeves, one 3/4 sleeves and one short sleeves as long as they are the same solid color.
 - c) **BOTTOMS** - If leotards, body suits or bike shorts are worn under the school issued running trunks by more than one team member (two or more), that apparel shall be a single solid color and alike in color. Long underwear will not be accepted as a visible undergarment for either tops or bottoms. No lettering, designs or decals will be allowed on underpants anywhere, with the exception of a single manufacturer's logo which shall meet NFHS restrictions. The restrictions on pants do not include pants length. For example one team member can wear long pants, one 3/4 pants and one short pants as long as they are the same solid color.
 - d) **UNIFORM VIOLATIONS** - If a uniform violation is not detected prior to the start of an event, there can be no disqualification for violations.
 - e) **HANDS** - Gloves or socks may be worn on the hands during cold weather.
 - f) **FEET** - Shoes shall be worn. Shoes of different runners on the team do not have to be the same make and model. The use of ballet slippers, gymnastic or sweat socks does not meet the requirements of this rule.
 - g) **JEWELRY** - No jewelry will be allowed to be worn per NFHS rules. Religious or medical medals can be worn in compliance with NFHS rules. A religious medal shall be taped to the body and worn under the uniform. A medical alert piece of jewelry shall be taped to the body and should be visible.
 - h) **BODY MARKINGS / TATTOOS** - A permanent tattoo that is not objectionable in the judgement of an official, would be allowed. A permanent tattoo that is objectionable in its content or form shall be covered. Anything non permanent including tattoos, face paint, etc. would not be legal if visible on any part of the body as it would be excessive body decoration.
 - i) **SPORTS BRA** - These items are considered foundation garments and are not to be considered as part of the uniform or undergarment rule.
 - j) **SUNGLASSES** - Unless prescribed by a medical doctor for the

purpose of vision correction, sunglasses may not be worn during competition.

- k) HIP NUMBERS – UNIFORM – When hip numbers are worn for purpose of assisting the automated timing system in region and state competition, the uniform topped shall be tucked into the shorts when the competitors are at the start.

F) Events

- 1) All boys' region meets as well as the state meet shall have the following events: 110 Meter High Hurdles, 100 Meter Dash, 4 x 200 Meter Relay, 1600 Meter Run, 4 x 100 Meter Relay, 400 Meter Dash, 300 Meter Low Hurdles, 3200 Meter Run, 800 Meter Run, 200 Meter Dash, 4x400 Meter Relay, 4x800 Meter Relay, Shot Put, Discus, Pole Vault, Triple Jump, Long Jump, High Jump.
- 2) All girls' region meets as well as the state meet shall have the following events: 100 Meter Low Hurdles, 100 Meter Dash, 4 x 200 Meter Relay, 1600 Meter Run, 4 x 100 Meter Relay, 400 Meter Dash, 300 Meter Low Hurdles, 3200 Meter Run, 800 Meter Run, 200 Meter Dash, 4x400 Meter Relay, 4x800 Meter Relay, Shot Put, Discus, Long Jump, High Jump, Pole Vault, Triple Jump.
- 3) These events shall be conducted in metric measurements when possible. The traditional English measurements may be used when necessary. National Federation Track and Field Rules shall govern the competition.

F) Region Meet Entry Mark (Seeding) Requirements

- 1) All coaches shall be able to verify times that are entered for an athlete in the region meet.
- 2) Entry times for the region meet may be FAT (Fully Automated Timing) or HT (Hand Times). All HT times shall be properly converted per NFHS Rule 3-9-4. If any HT is recorded in hundredths, it shall be rounded up to the nearest tenth of a second, and properly noted as a HT.
- 3) Any time which cannot be verified, cannot be used.
- 4) The only acceptable verification of meet results will be submission to the KHSAA website.
- 5) Only meet results posted using Hytek Meet Manager Software and its formatting will be used for the purpose of seeding the region. In this manner, a statewide listing of performances can be maintained by multiple sources to validate seed times.
- 6) Only meets contested up until the day before entries are due will be used for the purpose of seeding the region. While other meets may be held per Bylaw 23, those meets may be used to satisfy the 4 meet minimum, but not used toward seeding.

G) Region Meet Format and Rules

- 1) To ensure competitive balance between the potential at-large qualifiers to the state meet, all region meets in a given Class shall follow the same time schedule.
- 2) Regions running multiple meets at the same site will be required to run them consecutively, not concurrently.
- 3) The fast heat/section in all races shall be full (use all lanes), even if this leaves a single competitor in the slower heat.
- 4) Each of the region meets will be conducted in one session and use the same standard schedule including field events. The Pole Vault may be held at an alternative site at the discretion of the tournament manager and with the approval of the Commissioner.
- 5) The region meets shall be held on Saturday unless there is an agreement among the participating teams to hold the meet on an alternate day. If an alternate day is selected, and any school is in session that day, the meet shall be held after 3 p.m. Conflicts with graduation ceremonies and the academic school day should be avoided.
- 6) By consensus of the schools in the region through communication with the manager, the preliminaries in the Long Jump, Triple Jump, Shot Put and Discus may be conducted using an Open Ring / Open Pit, "Cafeteria Style" format.
 - a) In doing this, the manager would define a block of time and allow the competitors to check in, perform their trials without regard to a pre-defined order, and return to other events or event venues.
 - b) In order to use this Cafeteria Style, the manager would define a block of time where trials would be allowed. No more than ten (10) minutes following the closing of the pit/ring and the

announcing of the finalists, the finals would begin in NFHS defined order.

- 7) The meet shall be scheduled at a time when there is not a conflict with instructional time at a participating school and all efforts should be made to avoid conflict with the actual graduation exercises. It is impossible to avoid all conflicts, but managers are to afford member schools the same courtesy they would expect.
 - 8) Any race where the initial leg (or total race) is 400 meters or less shall be started with blocks, and all competitors shall be required to properly use them.
 - 9) All individuals placing sixth or higher in each event shall score team points in the region meet.
 - 10) Six places shall count in the scoring in each event at the region meet with values 10-8-6-4-2-1.
 - 11) The meet shall be made up of all of the events on the region entry form.
 - 12) No preliminaries will be conducted. All running events will be timed-final events, broken into sections according to NFHS rules.
 - 13) In the running races where enough competitors are entered to cause the need for sections, the slower runners or relay teams shall be placed in the first section, with the faster competitors assigned to the last section (NFHS Rule 5-5-7).
 - 14) The hurdle height for the girls 100m hurdles is 33" and the height for the boys 300m hurdles is 36"
 - 15) In the case of a tie in field events, if all tie breaking procedures fail to break the tie according to the National Federation Rule Book; competitors tying for second in the region shall advance to the state meet. All region meets and the state meet shall be conducted utilizing fully automated timing. In the event that the timing system fails for any reason, the NFHS provision for adjusting marks to be comparable shall be utilized.
- H) State Meet Automatic Qualifying Standards and Starting Heights
- 1) In the event that the format for advancement to the state meet qualifies sixteen (16) or less competitors to each event, a set of automatic qualifying standards shall be developed. In this case, an athlete achieving the qualifying mark at the regional meet would automatically qualify for the state meet, if not among the competitors qualifying in any other manner.
 - 2) Automatic Qualifying Standards are determined by the average fifth place time the last five years of State Meets.
 - 3) The calculated FAT time standards represent the actual five-year average.
 - 4) Automatic Qualifying HAF Standards are derived by taking the five-year average electronic (FAT) time, reducing it by .24 and then rounding to the next tenth in compliance with Track Rule 3-9.
 - 5) High Jump qualifying marks are rounded up to the nearest 2 inch mark above the five-year average for boys.
 - 6) High Jump qualifying marks are rounded up to the nearest 2 inch mark above the five-year average for girls.
 - 7) Pole Vault qualifying marks are rounded up to the nearest 6 inch mark above the five-year average for boys.
 - 8) Pole Vault qualifying marks are rounded up to the nearest 6 inch mark above the five-year average for girls.
- I) State Meet Starting Heights and Marks
- 1) Pole Vault starting height at state meet will be 2 feet below Class Automatic Qualifying Standard for boys.
 - 2) Pole Vault starting height at state meet will be 2 feet below Class Automatic Qualifying Standard for girls.
 - 3) High Jump starting height at state meet will be 4 inches below Class Automatic Qualifying Standard for boys.
 - 4) High Jump starting height at state meet will be 4 inches below Class Automatic Qualifying Standard for girls.
 - 5) Games Committee reserves the right per NFHS rules to adjust starting height due to unforeseen conditions
- J) State Meet Format
- 1) The State Meet will be conducted in one day, with all running events being timed finals
 - 2) KHSAA staff is to determine class placement and distribute to schools.
 - 3) There will be no practice date prior to the State Meet
 - 4) The standard order of events will be followed from the Rules Book with the fastest section running last

- 5) The 4 x 800 relay and 800 meter run will be run in 2 sections, with 14 in the faster section, and 10 in the slower section
- 6) The 100/110 Hurdles, 100 Dash, 4x200 Relay, 4 x 100 Relay, 400 Dash, 300 Hurdles, 200 Dash and 4 x 400 Relay will be run in three sections, with the two fastest sections using all available lanes.
- 7) The 1600 and 3200 runs will be run in one race each.
- 8) The State Meet will utilize at least three fully automatic timing systems
- J) Sector for Shot Put and Discus
The sector for the Shot Put and Discus shall be marked at 34.92 degrees. All regular and postseason competition shall utilize this sector measurement, whether or not the event is held inside the oval.
- K) Communication Devices
Unless otherwise legal within the playing rules as adopted by the NFHS, wireless communication between participants and coaches, or the use of wireless communication devices by coaches or participants is prohibited. This includes participant to participant, coach to participant, and coach to coach.
- L) Heat Index
All play shall adhere to the KHSAA Heat Index Program. For postseason play, it is the responsibility of the host site manager to ensure and track the heat index and report it accordingly to the KHSAA.

CASE SITUATIONS RELATED TO THE COMPETITION RULES of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Specific case situations are contained in this section of the KHSAA Handbook which are interpretations and rulings which have been made by the Commissioner in accordance with applicable provisions of the KHSAA Constitution. These interpretations supplement the printed rules but do not in any manner substitute for the actual rule. Many of these rulings have established precedent for the interpretation or enforcement of these provisions, and remain in place until further altered, re-interpreted, or otherwise set aside. Specific inquiries not addressed by published interpretations should be submitted in writing to the Commissioner of the KHSAA, 2280 Executive Drive, Lexington, KY 40505. Interpretive questions or eligibility rulings shall be requested and issued in writing.

Case CR-1- What is the purpose of the Competition Rules of the KHSAA?

In many sports and sports activities, there are decisions that have to be made to establish a framework for competition. These rules (different than the Playing Rules) establish alignments, bracketing provisions and championship arrangements. In all cases, the Board of Control has final jurisdiction over the Competition Rules.

Case CR-2- What are the current championships of the KHSAA?

The KHSAA sponsors (sanctions) sports championship events in the fall, winter and spring seasons. Fall championships are considered to be cross country (boys and girls), golf (boys and girls), soccer (boys and girls), volleyball (girls), and football (combined); winter championships are basketball (boys and girls), wrestling (combined) and swimming (boys and girls); spring championships are baseball (boys), softball (fast pitch for girls), tennis (boys and girls) and track (boys and girls)

In addition, the KHSAA sponsors (sanctions) a state championship in the Sport Activities of Archery (combined), Bass Fishing (combined), Bowling (Boys and Girls) and Cheer (All Girl and Coed divisions).

Case CR-3- What sports and sport activities are insured by the KHSAA?

The KHSAA Board of Control will purchase Catastrophe Insurance, using the member dues and tournament receipts, to insure the student-athletes who compete in the sanctioned sports and sport activities of the KHSAA. In addition, students serving in a support capacity at those sponsored events (managers, trainers, etc) shall be included in the coverage as well as cheerleaders complying with the NFHS rules restrictions and Bylaw 23 limitations.

Such insurance coverage shall be in force from the first day of the Bylaw 23, Limitation of Seasons in a sponsored sport or sport activity, through the last day, provided such competition complies with all parts of the Bylaw and its individual competitors comply with all applicable KHSAA bylaws. The deductible for this policy shall be published in a timely manner to ensure that the school and student-athletes have adequate opportunity to comply with Bylaw 12.

The KHSAA Board of Control will purchase General Liability Insurance, using the member dues and tournament receipts, to provide for General Liability coverage for the Association and its agents and assignees, in all KHSAA sponsored competition in all sports (postseason) for which the Association sponsors a championship. The Commissioner shall ensure through all forms of due diligence, that all levels of these sponsored championships are conducted in accordance with applicable KHSAA Competition Rules in order to maintain the integrity of the policy.

Case CR-4- How many schools are required to agree to participate in KHSAA sponsored postseason competition in order for the Association to hold a championship in that sport or sport-activity?

Ten (10) percent of the member schools located in at least three (3) different basketball regions shall agree to field a team in

order that the Association consider sponsoring a championship. The achievement of this percentage is no guarantee of the development of a championship as the Board of Control must consider fiscal and legal consequences such as the Association budget, the budget of the member schools and the impact on such things as Title IX. In addition, ten (10) percent of the member schools located in at least three (3) different basketball regions shall participate each year in order that the Association maintains championships. The Association shall survey the membership every three years to determine interest in new offerings. (Board of Control, March, 1994, amended February, 2011)

Case CR-5- Who is in control of the media and press at KHSAA sponsored competition?

- 1) The intellectual property, corporate, broadcasting and media rights to the State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships. No member school may approve or sign an agreement that includes rights to state contests (delayed or live).
- 2) 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, semi-state) without agreement between the schools and approval of the KHSAA Office.
- 3) The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, but are assigned to the Principal of each institution for management and control. No member school shall sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.
- 4) 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, region and sectional (semi-state) competition.
- 5) At all levels of competition, including district, region, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are to make allowances for members of the television media to tape portions of the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.
- 6) Outlets desiring to tape the contest for broadcast or telecast shall seek the permission of the event manager, and the manager has the right to set and collect any fee which may be deemed appropriate as an offset to any perceived lost ticket revenue.
- 7) At the state level, all negotiations for rights to broadcast or telecast shall be initiated with the Sports Information Director and the Commissioner, and shall be approved by the Commissioner.

Case CR-6- Who is empowered to make decisions at KHSAA tournaments when inclement weather forces postponement of contests or events?

While it would be ideal if all parties could meet and agree on any re-scheduling of games necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament manager 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.

Case CR-7- Is it possible for a winner and corresponding runner-up in baseball, basketball, soccer, softball or volleyball district tournament to meet before the final region game?

No, because they are to be placed in opposite brackets.

Case CR-8- Is there a mandatory brand of game ball to be used in postseason play in baseball, basketball, football, softball, volleyball or soccer?

Yes, the Association has a long-term agreement with Rawlings Sporting Goods and Worth Sports to provide specific balls for

the state championship tournament, and the Commissioner's office can provide specifications upon request. In all postseason contests in these sports, a Rawlings brand ball (or Worth brand in softball) with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that all balls except for these specific models be disallowed.

For 2013-2014, those ball numbers are:

Boys Basketball - KYPROMB

Girls Basketballs - KYPROWB

Volleyball - KYVB1001 (red, white and blue), KYVB10013B (3-panel)

Soccerball - KYSB850B

Baseball - R100KY and R200KY

Softball - Worth PX2RYL-KY

Football - ST5KYB and ST5PROSKYB.

Case CR-9- Are there any restrictions on the scheduling and playing of games in a "seeded district" in baseball, basketball, soccer, softball, or volleyball?

Yes. Principals, Athletic Directors and Coaches should consult the Competition Rules related to each of these sports for more specific dates for tournament meetings and allowances for scheduling of these meetings. All games involved in the calculation of a seed position SHALL be played on or before the Wednesday prior to the start of postseason play. Games played after that time SHALL NOT factor into the seeded position.

For the 2013-2014 school year, the deadline to play seeded district games in soccer and volleyball is October 9, 2013.

For the 2013-2014 school year, the deadline to play seeded district games in basketball is February 19, 2014.

For the 2013-2014 school year, the deadline to play seeded district games in baseball and softball is May 14, 2014.

Case CR-10- How are the tournament sites selected for district tournament sites for baseball, basketball, soccer, softball in the event that agreement cannot be reached on a site selection plan?

If a site selection plan cannot be reached on first round (normally district) tournaments, the Commissioner will intervene and establish a rotation plan subject to approval by the Board of Control. The site selection plan shall be confirmed by annual balloting during the season and reported to the Association along with seeding decisions. Rotating the tournament sites does not necessarily mean that each school shall host the tournament at that school's home site, but that each school, with available proper and adequate facilities, shall have the opportunity to host the tournament, even if an alternative site is required due to site requirements within a given sport.

Case CR-11- Is there a deadline for a district host school in baseball, basketball, soccer, softball or volleyball to select a playing site if the school home site doesn't meet the requirements for holding the tournament?

Yes. Through various rules and rulings in past years, every school in a specific district alignment shall have an opportunity to serve as the host for the tournament. Each school may, of course, decline that opportunity. However, this requirement ensures that on a periodic basis, all schools get to share in the concession and parking proceeds, host share of the ticket receipts and other benefits that come from serving as the host. It is recognized that all schools in a given alignment will not meet the tournament specifications.

For this reason, the following steps shall be taken by the schools in the district-

- 1) The schools shall meet and decide what facilities can hold the attendance of the last five years of the tournament based on the fan followings of the schools, and satisfy other logistical needs such as accessibility, parking, etc. (agreed sites). If there is a disagreement, the Board of Control can serve as the final resolution and KHSAA staff shall assist in that determination.
- 2) The discussion on site applicability is separate from the ability to "host", that is being the tournament manager, operating concessions, etc. as all schools shall be given that opportunity to host, just not necessarily at a site that cannot accommodate the event.

3) From that list of agreed sites, the rotation of sites is to be considered, factoring in of course, that all schools shall be given a chance (if they want) to host, even if it isn't played at the host school's home playing facility.

4) In a year when the designated host's home facility does not meet the specifications for holding the tournament, the final selection as to the playing site rests with the designated host school. That school has sole discretion to make that decision, but is compelled to choose only from the list of agreed facilities as mentioned in (1) above.

5) In a year when the designated host school's home facility does not meet the specifications for holding the tournament, the designation shall be made by September 20 in volleyball and soccer; January 1 in basketball; and April 15 for baseball and softball.

Case CR-12- May a name be added to the roster or entry form after the first day of postseason competition?

No, changes cannot be made unless otherwise provided in the competition rules for a specific sport. The principal shall check the online roster in baseball, basketball, football, soccer, softball and volleyball to ensure that all players are on the list as the rosters are locked after postseason play begins. For individual sports using the published entry list and/or forms, the specific sport tournament rules will address any options for substitution or correction, if such options exist.

Case CR-13- How is it determined that a meet counts against the four meet minimum in Track and Field or Cross Country?

In order to count as a meet for the four meet minimum a meet shall be a meet which rises to the standard of counting as a meet towards the interpretations of Bylaw 23. In addition, in Cross Country, the distance would be a minimum of 2500 meters and a maximum of 5000 meters and involved entries from two or more schools. To count towards the minimums, the meets may be at the Varsity or non Varsity level in terms of meet structure. It shall be counted in the same manner for all competitors (varsity, JV or freshman). The school approved or provided uniform shall be worn in this competition. In accordance with Bylaw 22, a school representative shall accompany the team.

Case CR-14- If a Cross Country Meet is interrupted by weather, can other races be run that day?

Yes. The particular interrupted race is considered complete and counts both towards meet limits and participation minimums. If other competition can resume after required delays, that is permissible. Only races actually started can count towards meet limits or participation minimums.

Case CR-15 - Are there policies on participation by boys on girls' teams and vice-versa?

Yes. The following are the restrictions on boys playing on girls' teams and vice-versa.

A) For the purposes of athletics, each properly enrolled and otherwise eligible student athlete has sport and sport activity-specific opportunities with respect to the privilege of participation.

B) Baseball and Softball

1) These sports are not "like" in terms of participation opportunities. If a girl desires to play on a baseball team, it is the decision of the local school as to that option.

2) A boy may not play on a girls' softball team for any reason.

C) Basketball

1) If a school sponsors both a boys and girls team in basketball, students may only play for the gender specific team (girls may only play for the girls' team, boys may only play for the boys' team).

2) If a school sponsors only a boys team and does not sponsor a girls team, female students may play for the boys team.

3) A boy may not play on a girls' basketball team for any reason.

D) Football / Wrestling

1) If a girl desires to participate on a football or wrestling team, such participation opportunity shall be allowed.

2) If a school develops a wrestling team for girls, a boy may not compete on a girls' wrestling team for any reason.

E) Soccer

- 1) If a school sponsors both a boys and girls team in soccer students may only play for the gender specific team (girls may only play for the girls' team, boys may only play for the boys' team.*
- 2) If a school sponsors only a boys team and does not sponsor a girls team, female students may play for the boys team.*
- 3) A boy may not play on a girls' soccer team for any reason.*

F) Volleyball

- 1) The Association sponsors volleyball only for girls.*
- 2) A boy may not play on a girls' volleyball team for any reason.*

G) Cross Country / Golf / Swimming / Tennis / Track and Field

A student may only represent the specific birth gender when participating in these individual sports.

H) Archery

- 1) Coed participation is required within the competition rules of KY NASP®.*
- 2) Each team must have a minimum of four (4) females and a minimum of four (4) males to compete (as part of the twelve (12) person team.*

I) Bass Fishing

There is no gender specific competition in this sport activity.

J) Bowling

- 1) If both genders compete on the same team, they are considered to be a boys' team for the purpose of competition.*
- 2) A boy may not compete in the girls' competition for any reason.*

K) Competitive Cheer

A boy may not compete in the All girls' competition for any reason.



TRACK AND FIELD TEAM MEET VERIFICATION LISTING

KHSAA Form TR112
Rev. 4/14

*Per KHSAA Bylaw 23, Limitation of Seasons and Track
and Field Tournament Rules*

(use one form per squad per event entered)
DO NOT USE FOR POLE VAULT VERIFICATION

In order to enter athletes in the KHSAA regional meet, that athlete shall have competed in four meets representing the high school at the grade 9 through 12 level. Such participation is not event specific (except for pole vault). The coach and Principal sign and attest that the requirement has been met as illustrated by this verification.

SCHOOL: _____

COACH SIGNATURE _____

PRINCIPAL SIGNATURE ATTESTING TO
ACCURACY _____

VARSITY			JUNIOR VARSITY			FRESHMAN		
#	MEET / SITE	DATE	#	MEET / SITE	DATE	#	MEET / SITE	DATE
V1			JV1			F1		
V2			JV2			F2		
V3			JV3			F3		
V4			JV4			F4		
V5			JV5			F5		
V6			JV6			F6		
V7			JV7			F7		
V8			JV8			F8		
V9			JV9			F9		
V10			JV10			F10		
V11			JV11			F11		
V12			JV12			F12		
V13			JV13			F13		
V14			JV14			F14		
V15			JV15			F15		
V16			JV16			F16		
V17			JV17			F17		
V18			JV18			F18		
V19			JV19			F19		

COMPILATION GRID

	ATHLETE	GRADE	MEETS
EX	Smith, John (example)	10	V1, V2, JV1, F10, V4
1			
2			
3			
4			
5			
6			



**TRACK AND FIELD TEAM MEET
VERIFICATION LISTING**

KHSAA Form TR112
Rev. 4/14

*Per KHSAA Bylaw 23, Limitation of Seasons and Track
and Field Tournament Rules*

*(use one form per squad per event entered)
DO NOT USE FOR POLE VAULT VERIFICATION*

	ATHLETE	GRADE	MEETS
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
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38			



**TRACK AND FIELD TEAM MEET
VERIFICATION LISTING**

KHSAA Form TR112
Rev. 4/14

*Per KHSAA Bylaw 23, Limitation of Seasons and Track
and Field Tournament Rules*

*(use one form per squad per event entered)
DO NOT USE FOR POLE VAULT VERIFICATION*

	ATHLETE	GRADE	MEETS
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			
51			
52			
53			
54			
55			
56			
57			
58			
59			
60			

(Use additional sheets as necessary)



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

KHSAA Form TR120
Rev. 4/10

This is the only form to be accepted as "current written documentation" concerning a player required to wear a hard-cast.
TRACK AND FIELD/CROSS COUNTRY MEDICAL REPORT FORM
COPY AND RETAIN THIS FORM FOR FUTURE USE.

National Federation rules allow for the use of an inhaler in the area of a Track and Field or Cross Country meet, but only with the written permission of a physician. If an athlete is the be involved in Track and Field or Cross Country competition and must use an inhaler or have one available, this form 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 this form on file in case of the need to produce the documentation at a later date.

_____ from _____
Competitor's Name (Print or Type) High School Name (Print or Type)

has been directed to use an inhaler (or have it available)

check one

- _____ 24 hours per day
- _____ During Competition (must be carried in hand or secured in protected location of uniform)
- _____ Up until the start of each race entered
- _____ Only in the team gathering location area within the confines of the event venue.

OTHER PARTICIPATION COMMENTS AND RESTRICTIONS: _____

Physician's Name (print or type) _____ Today's Date _____

This form valid through the one year anniversary of the student's last athletic physical exam

Physician's Signature _____



**OUTDOOR TRACK AND FIELD
POLE VAULT VERIFICATION LISTING**
(To be submitted to regional manager at scratch meeting/briefing)
(use one form per vaulter entered in post season)

KHSAA Form TR122
Rev. 4/10

In order to enter an athlete in the KHSAA regional meet in Pole Vault, that athlete shall have competed in four high school level competitions in vault (freshman, Junior Varsity or Varsity). The coach and Principal sign and attest that the requirement has been met as illustrated by this verification.

ATHLETE NAME _____

SCHOOL _____

GRADE IN SCHOOL: _____

NAME OF THIS SCHOOL'S CERTIFIED (PVSCB.COM) VAULT COACH _____

HEAD TRACK COACH SIGNATURE _____

PRINCIPAL SIGNATURE ATTESTING TO ACCURACY _____

DATE	MEET / SITE	LEVEL (F, JV, V)	MARK	FULL MEET (F) or VAULT ONLY (V)
March 21	Sample Opening Weekend Meet / City High	V	12'	F
March 22	Sample Vault Only Meet / Podunk	JV	11'6"	V

(Use additional sheets as necessary)