



2016 KHSAA Track & Field Regional Instructions



TRACK & FIELD REGIONAL MEET INSTRUCTIONS

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DUTIES FOR REGIONAL TOURNAMENT MANAGERS

- In an effort to assist you in your role as Regional Track and Field Manager, the following lists your responsibilities as manager.

REGIONAL COMPETITION DATES

- The Regional Track & Field dates are Monday, May 9 through Saturday, May 21.

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.
- Attached are the competition rules from the Kentucky High School Athletic Association Handbook, which gives rules and regulations governing Track and Field meets. You should familiarize yourself with these rules, found in the Competition Rules, of which are also located on the KHSAA website.
- Each manager is expected to be completely familiar with all provisions of these instructions distributed to the teams for the regional and state. This document contains all of the information that is applicable to all teams competing.
- Each manager must also read and be familiar with the information concerning accepting entries and producing results. This information is included later in this document.
- Additional information is contained in these instructions that compel the regional managers to additional duties and responsibilities.
- The forms for your various reports should be self-explanatory. Your compliance with these reports on a timely basis is essential for a smooth state meet.

SCHOOL REPRESENTATIVES DESIGNATED BY BOARD OF EDUCATION

- You are reminded that KHSAA Bylaw 22 requires a person designated by the Board of Education of the school to be present along with any student-athlete who is representing a member school.

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.

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 Important Links and Information at the end of this document to download the file. This is a large download and should only be done with a high speed data connection.

- Once you download the file, use the link listed in these instructions for complete instructions on how to load and use the file.
- Once you have built your team, you will go to use the link listed in these instructions and download the event file for your particular class.
- If any team desires to enter competitors and that school is not listed 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 using the link listed in these instructions (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 by using the link listed in these instructions. Entries shall be verified by using this link to the site only.
 - All meet result submissions shall include the name of the meet official (Referee) and the meet date.
 - It is the duty of the manager to verify that the following timetable is compiled as it relates to the entries and seed times for the regional meet. 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.
 - The deadline for sending results to the Kymilesplit.com site is Thursday, May 5, 2016 (or 4 days prior to your scheduled meet).
 - All initial entries for the region must be submitted electronically (using HyTek Team Manager or HyTek Team Manager Lite), not later than 9 p.m. 4 days prior to the regional meet.
 - By 9 p.m., 3 days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, shall also submit the list via the UK listserve, and shall also submit to KHSAA for posting on the KHSAA website
 - By 9 p.m., 2 days before the region, all coaches desiring to challenge a particular time shall have notified the regional manager as to the objection, and the regional manager shall thereafter resolve and determine the entry time.
- Only in the case of documented medical emergency, can these deadlines be waived. This request must be submitted and approved by the KHSAA office.
- An entry with no time entered for an athlete may be challenged.
- The KHSAA will impose a fine of \$100 against any school attempting to enter athletes after any published deadline.

SUBSTITUTIONS

- 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.
- 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.
- There are no substitutions at the State Meet.

FORMS TO BE COLLECTED AND RETURNED FROM EACH TEAM

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.
- 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 the proper documentation cannot be entered.
- The pre-race Referee's briefing and Scratch meetings are the last opportunity for the eligibility of an entrant runner to be challenged

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.

KHSAA FORM TR120

- 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, so that no region will have an "advantage" over others in terms of athlete rest and recovery between events.
- The regional meets shall be held in the aforementioned dates. If a week 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.

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. No other names can be added after that point.
- 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.

JURY OF APPEALS

- Each manager must appoint and announce the three (3) members of a Jury of Appeals, to handle those duties set forth in the Track and Field Rules.
- The Meet Referee, nor a member of the coaching staff of any participating schools, should sit on this jury.
- The scope of the limits of what can be appealed is detailed on KHSAA Form TR110, which is available on the website. Each manager may use that form for the regional meet. Copies of this form should be available in case of an applicable situation.
- The names of your Jury of Appeals should be sent to the State Meet Director, Gordon Bocock (coachbo@twc.com).

OTHER REGIONAL PRE-MEET DUTIES AND REQUIREMENTS

- All Referees should have a Referee briefing before the meet as required by rule. This meeting should involve an explanation of sportsmanship expectations as well as other points required by rule. Attendance at a meeting may be replaced by completion of the proper KHSAA form, however, the Referee must make himself/herself available for a pre-meet rules inquiry at a published time.
- The Manager, Referee and all officials should have a constant emphasis on safety. One of the most important roles of the Referee is to make sure all information is imparted to the coaches and participants.
- Regional managers should have media/photography passes available for media members before they are allowed inside the oval or near the various field event venues.

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, 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 is 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 300m 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 weight limit. Pole ratings 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 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.
- Illegal poles will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.
- The head field judge and/or referee will have a scale, provided by the host school, 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.
- Illegal implements will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.
- All shot and discus shall be weighed prior to the competition. A legal shot and discus shall be provided for use by competitors, 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.

COMMON IMPLEMENTS – SHOT PUT AND DISCUS

- Athletes may use their own implements at the region competition, provided they pass inspection.
- At the regional competition, weigh-in/inspection times will be set by the regional manager and published (typically 30 minutes prior).
- If an athlete weighs in his/her implement, it then becomes a "common" implement and may be used by any athlete in the competition.
- If an athlete misses the weigh-in/inspection period of their implement, they must use a common implement provided by the KHSAA or another athlete.
- Illegal implements will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.
- All shot and discus shall be weighed prior to the competition. A legal shot and discus shall be provided for use by competitors, in the case that athletes do not have their own.

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.

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.

RECOMMENDED SECURITY PRACTICES FOR MEETS

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary.
- While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for the adequate security.
- Crowd control is a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests.
- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process. Adequate security is a requirement at postseason contests.
- Make certain your track is set up to ensure protection and prevent unauthorized individuals from interfering with the track or finish area.

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 event 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 Regional Meet.

MEDICAL COVERAGE

- A physician and/or ambulance should be in place or on documented alert, and an emergency plan must be in place in the event of an emergency.

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 a licensed KHSAA Track and Field official.

- The primary meet officials (referees) are to be paid \$100 per division of runners. For example, if one school was hosting the Class 1A region, the fee will be \$100 per official. If the school were hosting the Class 2A and 3A regions, the fee should be \$200 per official. It is strictly a function of time spent performing the tasks that increase incrementally with additional divisions.
- For regional meets having to conduct satellite site field events (i.e. Pole Vault), a separate and nominal fee shall be charged to compensate the officials.
- At the discretion and with the approval of the manager and the KHSAA, the meet officials should be paid a mileage allowance of .35 (35 cents) per mile for one car based on the mileage necessary. This mileage allowance will be paid to the driver coming the furthest distance if more than one individual drives to the meet.
- Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments of officials to the KHSAA office.
- IT IS THE RESPONSIBILITY OF THE TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH MR. GORDON BOCOCK REGARDING THE OFFICIALS. HE WILL BE ASSISTING THIS OFFICE WITH RECOMMENDED ASSIGNMENTS WHICH WILL BE FORMALIZED AND ENFORCED BY THIS OFFICE.

DISQUALIFICATIONS AND UNSPORTSMANLIKE INCIDENTS

- Referees are to report all disqualifications (from the Meet) for unsportsmanlike conduct (resulting in ejection) in Regional meets by turning them in via the KHSAA website.
- Event disqualifications related to the competition should be reported by the Referee using KHSAA Form TR117 and should be faxed to the KHSAA immediately following the meet.
- This communication is invaluable given the inevitable communication to the office by others after the situation occurs and is administered.

REGIONAL ENTRIES, REGIONAL RESULTS AND STATE MEET QUALIFIERS

- As soon as possible and practical, the regional results and state meet entries will be posted on the KHSAA website, listed in these instructions. This site is also linked to the Track and Field Coaches Association website.
- 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, listed in these instructions.

REGIONAL RESULTS AND MATERIAL TO BE SUBMITTED TO KHSAA

- After the meet is over, results should be sent immediately to both results links listed in these instructions.
- When the meet is completed, you need to send an attachment with the backup file of the meet. Keep in mind that this is more than just printing results.
- Once you receive confirmation of receipt of these files, no other written reports are necessary with respect to results.
- The Referee at the Meet shall develop, with the Regional Manager, a plan for the return of information to the KHSAA in a timely manner IMMEDIATELY following the regional. The following items must be collected and returned:
 - A printed copy of the complete meet results.
 - Copies of the KHSAA Form TR112.
 - Copies of the KHSAA Form TR122.

- Copies of any TR117 (Disqualification Form) from the regional meet.
- Copies of each TR120 form, used for the valid use of an inhaler or other medical report.
- IMMEDIATELY following the meet, a package containing these items should be sent by the Referee to the KHSAA, 2280 Executive Drive, Lexington, 40505, Attn: Sarah Bridenbaugh.
- As an alternative, the materials may be brought to the KHSAA offices not later than Monday prior to the State Meet.

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.
- 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.

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.

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships.
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network.
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level. No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA / NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network. The fee schedule will be published annually by the Commissioner's office.
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition.
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media

to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.

- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest. Such broadcast may not be re-broadcast in any form including internet and social media.
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area.
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film.

TROPHIES AND MEDALS

- The Board of Control has contracted with Rihards, Smiths Grove, KY, to supply the official KHSAA trophies and medals.
- The Trophies and Medals will be mailed directly to each Regional Manager. Please check them as soon as they arrive to make sure it is the correct order for your region and to make sure they are not broken.
- Contact the KHSAA office if you do not receive them a few days prior to the meet.
- These packages should arrive no later than noon Thursday of the week of the regional meet, or prior to your meet date if it is sooner.
- This trophy cost will be paid for by the regional manager and taken from regional funds. Also, please note that the regional medals do not include ribbons. If your region would like to add this to the trophy order you may do so by contacting Rihards ahead of time and paying for that additional expense.
- If wheelchair and/or unified athletes are entered, be sure to notify the KHSAA office to ensure that medals have been ordered. This cost will be covered by KHSAA.
- By Games Committee recommendation approved by the Board of Control, 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.
- 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.
- Each manager is being shipped the following:
 - A regional champion trophy, per gender (current contract cost, \$66.05)
 - A regional runner-up trophy, per gender (current contract cost, \$66.05)
 - Medals for the top six placers in all regional events, at a per medal cost of \$1.87, for a total of \$336.60 per gender.
- The total cost per gender to be budgeted for the region is \$468.70

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 must agree to any entry fee designed to curb the costs of the meet.
- Allowances for the cost of trophies and medals, as well as the cost of officials, shall be considered prior to finalizing any shared entry fee.

KHSAA REGION INSTRUCTIONS FOR ACCEPTING ENTRIES AND PRODUCING RESULTS

HYTEK PROGRAM SUPPORT

- Frank Miklavcic and Gordon Bocock, along with others, have assembled a Hytek support team. You should feel free to contact any of these managers with your questions. This is by no means an exhaustive list and there are many individuals willing and able to help. -
 - Name, Home Phone, Cell Phone, E-Mail Address
 - David Clark, 859-428-2804, 859-801-1361, jedimasteremeritus@yahoo.com
 - Eddie Cook, 859-344-6022, 859-991-0433, Ed.Cook@kenton.kyschools.us
 - Vicki Hiestand, 606-679-5655, 606-305-4126, hiestand1@alltel.net
 - Frank Miklavcic, 502-875-2904, 502-320-2264, fmiklavcic@aol.com
 - Linda Sarrett, 502-243-0923, 502-396-4740, Linda.Sarrett@Henry.kyschools.us
 - Leslie Smith, 859-325-5626, None, smithwl57@roadrunner.com
 - Cory Westerfield, , 270-703-7779, cory.westerfield@marshall.kyschools.us
 - Adam Friend, 859-428-8139, friend.adam@gmail.com
 - David Flaughner, 502-664-7427, dflaughneris@gmail.com

HYTEK TIPS AND SUGGESTIONS

- The data files and event files are available on the KHSAA website. Do not use your own data file or change the team/school names. The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries. Save the file to your local drive (remember where you save it). This is made simpler by downloading the mdb version of the file, which will not require de-compression. The mdb file should be saved directly into the c:\tfmeets directory.
- If you are using a ZIP file:
 - File
 - Restore
 - Click second dot Unzip and copy database to C:\tfmeets (You can check the last box and rename your database whatever you want., but you don't have to)
 - OK
 - Look in: A: drive or wherever you saved the file
 - click the correct TfmmBkup file
 - OPEN
 - OK
 - OK
 - Once the file has been saved or unzipped
 - FILE
 - OPENNEW
 - Look in \TFMEETS for the database file name
 - Click on the correct file name
 - OPEN and now you can use the database for your meet
 - Once you receive the information file, you will need to make a few changes to your setup and use these suggestions
 - Meet Setup
 - Go to SETUP
 - Meet Setup Input the name, location and date of your regional
 - For those regions who are hand-timing ONLY BECAUSE OF AUTOMATED TIMING FAILURE
 - Entry/Scoring Preferences Click on Entries/Results Check "round up results to tenths for reports"
 - Entry Limits check "Maximum entries per athlete including relays" enter 4
 - Since all regions will be using FAT times, it is imperative if a or final automatic timing system fails, backup times should be entered with an "h" on the end of the time

- SCORING SETUP
- You should need to make no changes to the data file regarding scoring.
- A MUST IS TO ENTER ALL RELAY TEAM MEMBERS INCLUDING ALTERNATES. DO NOT DELETE ALTERNATES. THAT WAY WE WILL HAVE ALL THE RELAY NAMES TO TRANSFER TO THE STATE MEET DISK. THIS IS IMPERATIVE.

ADDITIONAL MINI-CHECKLIST FOR HYTEK

- Step 1: Save your region backup to a selected drive.
- The files are available on the KHSAA website. Save email attachment to a selected drive (remember where you save it). The file will look like TfmmBkupAAA Regional 2016-001.zi or TfmmBkupA Regional 2016-001.zi or TfmmBkupAA Regional 2016-001.zi depending on your class.
- Step 2: Load your region backup on Meet Manager.
- Open Meet Manager. Click OK. Click File. Click Restore. Check Unzip and copy database to C:\tfmeets. Click OK. Look in: (drive you saved region backup to), click once on file to highlight (file looks like: TfmmBkupAAA Regional 2016-001.zip), click Open, Click OK. Click OK.
- Step 3: Open your Meet.
- Click File. Click Open/New. Look in C:\tfmeets. Your file will now look like AAA Regional 2016.mdb Highlight the file and click Open. Click OK.
- Step 4: Customize your Meet.
- Click Setup. Click Meet Set-up. Change Meet Name to Class and Region #, i.e. Class AAA Region 6. In Meet Name 2, add school host. Add location. Change dates. Click OK.
- Step 5: The meet files are available on the KHSAA website, however you may export Meet Events for Team Manager to a selected drive:
- Click File. Click Export. Click Meet Events for Team Manager. Select a drive and directory (remember where you send it). Click OK. A message box will pop up saying "Zipped Meet Events file successful!" Click OK. Minimize Meet Manager.
- Step 6: Email to your regional teams.
- Go to the drive you sent the meet event export file. Find the file you exported and highlight it. This file will look like tfmm2016-05-9-MeetEvents-AAA Regional 2016-001.zip. Email this file to your regional coaches.
- Step 7: Save team entry files from coaches.
- Your regional coaches will email you a team entry file. Save email attachment to a selected drive (remember where you save it). The file will look like FRAN-Entries-001.zi where FRAN (the first 4 places) is the team code of the school you are receiving. Repeat for all team event files.
- Step 8: Import the team entry files.
- Open Meet Manager back up. Click File. Click Import. Click Entries. In the pop up box: Open File for Import, look in: (where you saved the team entry file). Find team entry file FRAN-Entries-001.zip and click once to highlight it. Click Open. It will tell you that the file has been unzipped. Click OK. Another pop up box will appear: Open File for Import, click once on HFILE001.tcl to highlight. Click Open. A Commlink file Information box will pop up. Click OK. An Import Entries box will pop up. No need to make any changes in this box. Click OK. Click Yes. Click OK. Repeat for all team entry files.
- Step 11: Enter manual team entries. (There should be none for the region)
- Step 12: Run a performance list and check entries.
- Step 13: Seed your meet.
- Step 14: Run meet as usual.
- Step 15: Make a backup of the meet.
- Step 16: E-mail meet backup to the tresults@khsaa.org email address immediately.

ADDITIONAL INSTRUCTIONS TO PREPARE FOR YOUR MEET

- After the meet is over, you are to email the results of your meet to the KHSAA, using the link in these instructions after using the applicable HyTek functions to make a backup. When the meet is completed, you

need to send an attachment with the backup file of the meet. Keep in mind that this is more than just printing results as you might do if you were going to post your information on the listserve.

- Please go through the following listing and ensure that the proper steps have been taken and data adjusted.

SET-UP MENU

- Change the meet name, date and location
- Meet Set-up
- Edit Meet Name to include Region ___
- Add location
- Change dates to the 2 dates of your region
- Regional Data meet files are set for 9 lanes. If you have a different number of lanes at your facility:
 - Setup
 - Options
 - Global Changes
 - Check Change number of lanes for all in-lane race Final Rounds to: enter # of lanes

ATHLETES MENU

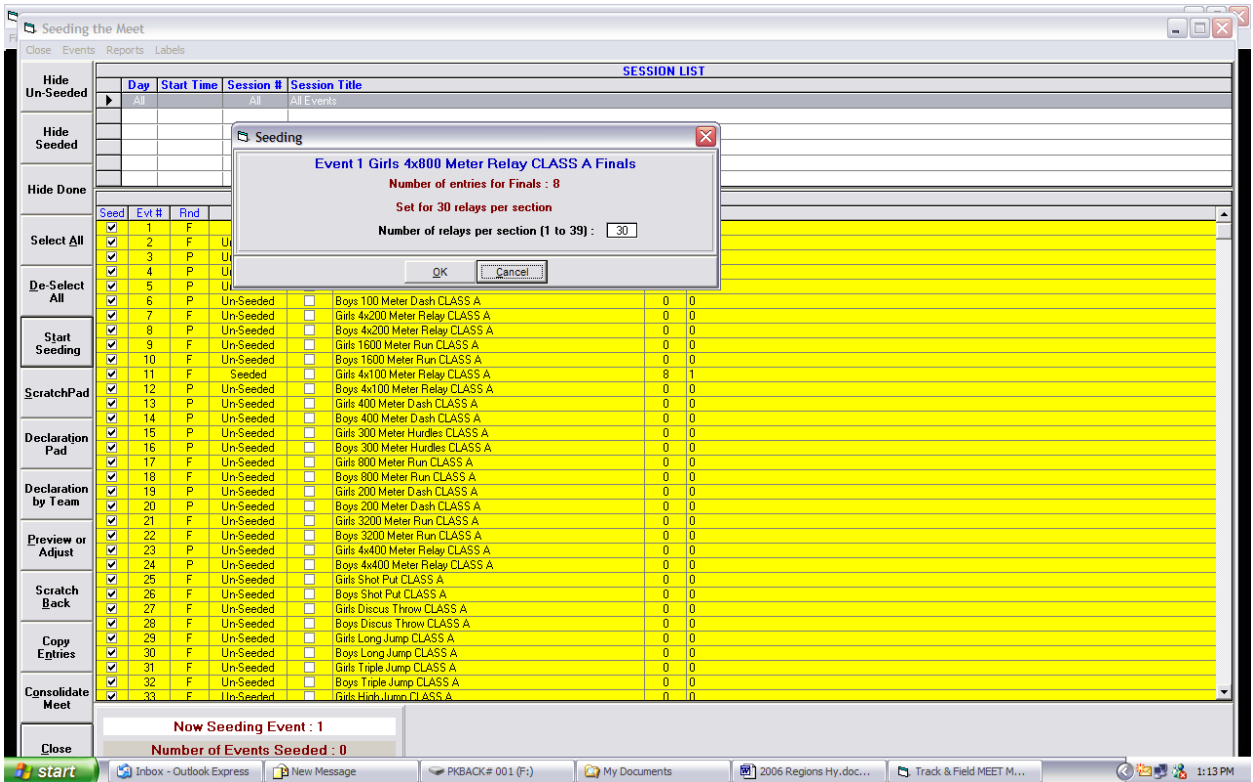
- After importing your entries from your teams, please make sure all athletes have a grade and it is a 2 digit number:
 - 07 for 7th grade, not 7,
 - 08 for 8th grade, not 8,
 - 09 for 9th grade, not 9 or FR,
 - 10 for 10th grade, not SO,
 - 11 for 11th grade, not JR,
 - 12 for 12th grade, not SR.

SCHOOLS MENU

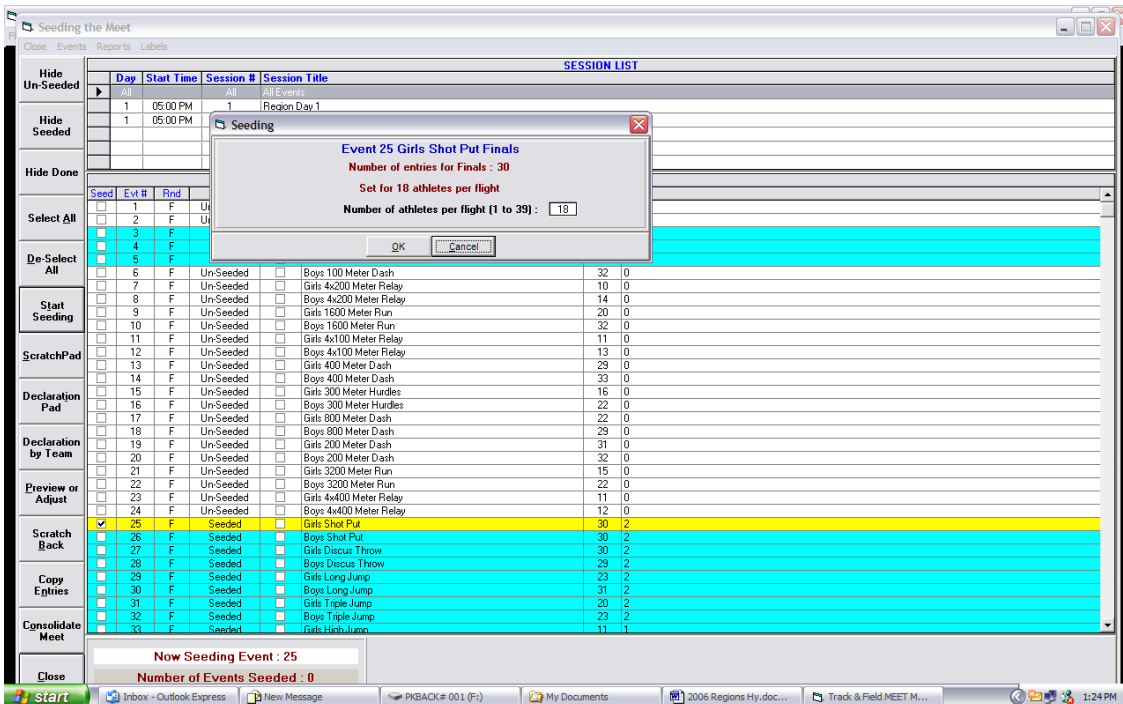
- Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA as listed in the links at the end of this document.

SEEDING MENU

- After all entries have been imported:
- Select All
- Start Seeding
- Click No to Pick break points?
- This box appears:



- Check the validity, then click ok.
- For field events, you can change the number of athletes per flight. The region files all have 18 set up for number in each flight. If you have 30 athletes entered, you can change the box "Number of athletes per flight" in seeding to 15 to even up your flights.



RELAY NAMES

- Move the 4 competed at region up to the first 4 positions. It is imperative that the other 4 remain in the relay so they will be imported to the state meet. DO NOT DELETE RELAY NAMES.
- For scratches, enter R for SCR. Do not delete non-competitors.
- For DQ or JD comments, right click on the person's name to enter a comment.
- Sometimes when using Finish Lynx, it locks up. Try clicking Next Event, then Previous Event. Also, try clicking List before Score.

KHSAA TRACK AND FIELD CONTACTS

- Assistant Commissioner Sarah Bridenbaugh, cell 740-607-7217, sbridenbaugh@khsaa.org
- Assistant Commissioner Darren Bilberry, cell 859-333-5411, dbilberry@khsaa.org
- State Meet Director Gordon Bocock, cell 606-271-0714, coachbo@twc.com

IMPORTANT LINKS AND FORMS

- Electronic Entry File - http://www.hy-tek.com/Demos/TF_TEAM_MANAGER_Lite.exe
- Load Electronic Entry File – <http://www.khsaa.org/track/teammanagerliteinstructions.pdf>
- Download the Event File – <http://www.khsaa.org/track>
- Verify Entry File - <http://kymilesplit.com>
- Bylaw 22 - <http://www.khsaa.org/track>
- Results - trresults@khsaa.org
- Regional/State Results Posted - <http://www.khsaa.org/track>
- Track Coaches Association Website - <http://www.ktcca.org>
- Entries and Lane Assignments - <http://www.khsaa.org/track>
- KHSAA School Abbreviations - <http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>
- TR112 – [Team Meet Verification Form](#)
- TR120 – [Medical Report Form](#)
- TR122 – [Pole Vault Verification Listing](#)

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

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 District, 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 Institute, Pineville, Red Bird Christian, Somerset, Williamsburg

REGION 7 – Allen Central, Betsy Layne, Breathitt County, Buckhorn, Cordia, East Ridge, Elliott County, Fairview, Hazard, Holy Family, Jackson City, Jenkins, June Buchanan, Lee 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

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, 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, 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, Estill County, Harlan County, Johnson Central, Knott County Central, Leslie County, Letcher County Central, Perry County Central, Pike County Central, Powell County

CLASS 3A

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, South Warren

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, South Oldham, Southern, Trinity (Louisville)

REGION 5 – Boone County, Campbell County, Conner, Cooper, Covington Catholic, 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, 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 nonpublic schools.

3) Schools playing up into a higher classification that the four-year average enrollment dictates shall remain that higher class for the duration of the alignment.

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. All host sites shall comply with any adopted site specifications as published on the KHSAA website.

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 and designated by the school as a coach 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 trophies and medals at the region shall be paid from the gate receipts of that 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 trophies and medals at the region shall be paid from the gate receipts of that meet.

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. All gross receipts prior to any distribution shall include any applicable advance payment made by teams to help offset event costs.

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 – There are no restrictions on jewelry worn during meets.
 - 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 HAFT 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), field hockey, golf (boys and girls), soccer (boys and girls), volleyball (girls), and football (combined); winter championships are basketball (boys and girls), wrestling (combined) and swimming and diving (boys and girls); spring championships are baseball (boys), softball (fastpitch for girls), tennis (boys and girls) and track and field (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, sideline cheerleaders (providing they comply with the NFHS rules restrictions).

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?

Fifty (50) 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.

Twenty-five member schools located in at least three (3) different basketball regions shall participate each year in order that the Association maintains a championship.

These criteria may be waived by the Board of Control in order to sponsor a championship in any sport that does not conflict with state or federal law and which provides additional participation opportunities exclusively for females.

The Association shall survey the membership every three years to determine interest in new offerings.

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.

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 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 news highlights.

6) Contact the KHSAA Communications Director with questions.

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, field hockey, 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, soccer, softball and volleyball?

Yes, the Association has a long-term agreements with multiple sponsors. Staff at KHSAA can assist with specific model numbers, although use of specific numbers is not mandated.

In all postseason contests in baseball, softball, football and basketball, a Rawlings brand ball (or Worth brand in softball) with the proper NFHS authenticating mark shall be used for There is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

In all postseason contests in soccer, a SELECT Sports brand ball with the proper NFHS authenticating mark shall be used. There

is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

In all postseason contests in volleyball, a Baden brand ball with the proper NFHS authenticating mark shall be used. There is no requirement that a KHSAA logo appear on the ball, or that a specific ball number be used.

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.

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 appeal to 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 grouping 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). In addition, all sites must meet any adopted site criteria for the sport that has been approved by the Board of Control. 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- How are the contest sites selected for region tournaments/meets/contests?

The Commissioner establishes all regional sites. The Commissioner shall be generally guided by a site selection plan approved by a 2/3 vote of the member schools in the region, but is not compelled to assign the event to that site specified in the plan, and shall only assign to the sites meeting specified sports specific criteria.

Changes to a requested site selection plan shall be confirmed by balloting of the Principals or Designated Representatives of the member schools.

Case CR-13- 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 all sports and sport-activities 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-14- 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 nonvarsity 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-15- 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-16 - Are there policies on participation by boys on girls' teams and vice-versa?

Yes. See the Board of Control policies for complete details.

Case CR-17 - Are there policy statements or recommendations from the Commissioner's office on postgame activity by teams and individuals?

Yes. Several sports have “traditions” regarding postgame handshakes, etc. by team members (both en masse and as individuals), but none of them have such action dictated by playing rules. While it is an obvious sign of sportsmanship and civility, many incidents have occurred both in Kentucky (more than two dozen in the last three years in Kentucky alone) and throughout the country, where fights and physical conflicts have broken out during these postgame handshakes. And this is not restricted to specific sports.

Unfortunately, the adrenaline and effort required to participate in the sport sometimes seems to deplete the supply of judgement available to participants. And this can be particularly problematic when there is a lack of an appropriate level of adult supervision, or counterproductive actions by the adults involved with the team.

During 2013-14, the following directors were issued by the Commissioner to the membership for all of the schools and officials regarding post game in baseball, basketball, football, soccer, softball, volleyball and wrestling:

Following the contests, officials are to quickly and efficiently leave the playing facility following all rules mandated duties and ensure that the rules book mandated jurisdiction ends

promptly. There is no need for officials to secure the game balls, shake hands with the coaches or players, or stick around the playing area for any other reason.

Officials have no role in what goes on in postgame, including handshakes, etc. after jurisdiction has ended. Officials also have NO role in administering this time period. Officials choosing to involve themselves in postgame activities will be penalized appropriately;

Game management and the administration of the participating team(s) are solely responsible for what happens after the contest is concluded.

Certain interaction is required by the NFHS playing rules (i.e. the awarding of a bout winner in wrestling). Other postgame rituals such as handshakes, etc. must be closely monitored by school officials and are not a part of the game regulated by game officials. However, any unsportsmanlike conduct occurring during this time will subject the coach/player to penalties and discipline; and

The coaches and administration of the teams are always responsible for the individual conduct of the members of the team following the contest and shall be held accountable for such.

Henceforth, any incidents by an individual squad member (including coaches) or group of squad members that results in unsporting acts immediately following the contest will result in a penalty against the member school athletic program, and additional penalties against the individuals or schools as deemed appropriate following investigation.

Case CR-18 - Who pays for the trophies for KHSAA postseason Competition?

In all sports and sport-activities, the host of the event is responsible for the payment of trophies and is permitted to take that amount for the standard trophies ordered by the Association from gate receipts or other agreed fees. Those not charging a fee for admission are permitted to assess each member school for entry into the event to help cover these and other costs, but such assessment shall be included in any financial settlement published for the event.

Case CR-19 - Are financial reconciliation reports required to be submitted to the KHSAA after KHSAA postseason events?

Yes. All levels of KHSAA postseason event require a financial reconciliation.

Case CR-20 - Has the Board of Control adopted a position statement or policy on the realignment / alignment of teams?

Yes. On a perpetual basis, the Commissioner shall ensure that staff maintains a current alignment of teams in each sport with the following review points considered:

If a single school adds a team (or individuals) or deletes a team (or all individuals), the alignment may be revised on an ongoing basis by the Commissioner;

The Board of Control may, at its own discretion, choose to realign all teams participation in a sport or sport activity based on input from the Commissioner;

A realignment may also be caused by a previously adopted alignment having an expiration of its valid period. This is especially important in the enrollment based sports (classified sports). Cross Country/Track and Field and Football are aligned on a four-year alignment period;

Cross Country and Track and Field shall have the same alignment;

Football shall be aligned based on the average four-year enrollment of boys in the school, including the year in which the realignment project is completed, and the final alignment shall attempt to result in a final product being adopted at least twelve (12) months notice to the member schools for scheduling;

Cross Country/Track and Field shall be aligned on a not less than every four year basis, using the average four-year enrollment of total students in the school, including the year in which the realignment project is completed; and Specific parameters about each sport alignment shall be

contained in the Competition rules for the Sport or Sport Activity.

Whenever a sport or sport activity is to be realigned, the Board shall direct the Commissioner to produce the necessary information as to seed discussion by the Board of Control. The criteria and factors to be used in developing a draft alignment shall adhere to the following steps:

Identification as to whether or not enrollment classifications will be used;

Plot/Diagram the location of all competing schools; Begin by looking at geographic clusters of schools. Geography (including specific travel route information) is an important criteria for placement in groups (regions, districts, etc.), but is not the sole determinant for placement;

Travel routes must be reviewed as a potential factor, as well as the identification of the existence of multiple travel routes; In the non-classified team sports (baseball, basketball, soccer, softball, volleyball), the basketball alignment should be an initial framework, specifically the region boundaries;

If possible in the non-classified team sports, the district boundaries should be important element, but the level of participation of the schools in the district must be factor;

The unique factors of each sport, particularly the individual sports, must be reviewed including facilities; and

The participation and alignment history, both individual and teams, is a factor in consideration, but not the final determinant;

When reviewing alternative suggestions for alignments, the Board shall prioritize the requests from the membership that effect the requesting school over those suggestions that result from suggestions about other schools without effecting the suggesting school.

The following factors are NOT to be considered:

Past success or failure;

Enrollment (in a non-classified sport);

Socio-economic status and student body composition;

Type of school (A1, D1, F1, J1, M1, R1); and

Specific desires of coaches (input must be from administrative level).