

**2019**

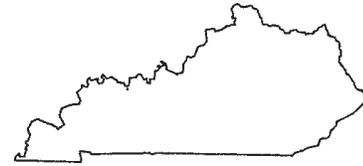


**TRACK & FIELD REGION  
MEET INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



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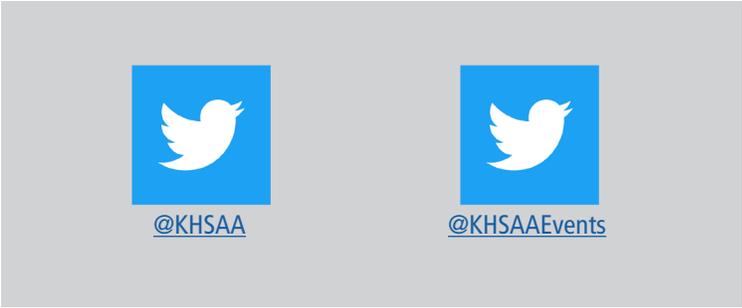
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## DUTIES SUMMARY STATEMENT

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

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

Any required forms for your reports, as well as the complete competition rules, are included as links at the end of these instructions.

## KHSAA CONTACT LIST

The primary contact at the KHSAA for track & field is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Assistant Commissioner Bridenbaugh is for some reason not available, KHSAA Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) is the backup contact.

Media related questions should be directed to the Association's Communications Director, Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

Coach Gordon Bocock will serve as the Head Rules Official for both the Region and State Meets as well as serving as State Meet Director and can be reached via email at [coachbo@twc.com](mailto:coachbo@twc.com) or by cell at 606-271-0714.

Coach Chris Hawboldt, the webmaster for KYTrackXC.com will serve to coordinate electronic entries, and can be reached by email at [kymilesplit@gmail.com](mailto:kymilesplit@gmail.com).

## REFERENCE TO TEAM ALIGNMENT

Teams are aligned in three (3) classes with seven (7) regions in each as listed on the KHSAA website.

If a school desires to enter competitors that is not on the current list of aligned teams, contact the KHSAA.

The current alignment is available in the General Information section of the KHSAA website's track & field page.

## ALLOWABLE COMPETITION DATES

Regional Meets shall take place between Saturday, May 11 and Thursday, May 23.

Coaches and Region Managers should be aware of busy spring schedules and attempt to work with schools to select a date.

If no agreement can be reached due to conflicts, the KHSAA will mediate disputes.

If a weekday is selected to hold the meet, and any school is in session that day, the meet shall be held after 3 p.m.

The host shall set the starting time for each region and send to all schools involved.

Each of the regional meets will be conducted in one session and the participating schools may agree to the time schedule.

All field events shall begin at the same time; with the exception of Pole Vault IF your region has alternate plans.

If your region plans to do Pole Vault at an alternate time, please notify Coach Bocock and Assistant Commissioner Bridenbaugh via the email address listed on page 1 prior to your regional.

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.

## REGION MANAGER RESPONSIBILITIES

### PRE MEET

Using the step-by-step instructions listed at the end of these instructions, use HyTek to enter competitors and email the entries to [trenty@khsaa.org](mailto:trenty@khsaa.org) prior to your regional meet.



Ensure that security and medical coverage is in place prior to athlete warm-up.

### **POST MEET**

Ensure all forms are given to the head official.

Use the latest version of HyTek to compile results and confirm with the Hytek operator as to who will submit the results to the KHSAA at [trresults@khsaa.org](mailto:trresults@khsaa.org).

Contact media with results.

Complete Form GE51 (Individual Sports Regional Financial Report) and submitting it to Assistant Commissioner Bridenbaugh after the regional meet.

Forward to Assistant Commissioner Bridenbaugh and form TR117 event disqualification forms from the meet.

### **FORMS TO BE COLLECTED AND RETURNED FROM EACH TEAM**

The Meet 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.

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

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

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

### **MODEL AGENDA**

- Designate someone to take minutes
- Call to order
- Discuss future sites
- Remind coaches of the four (4) pole-vault competition requirement for entry.
- If a school is interested in hosting, remind them to fill out [KHSAA Form GE 59](#) (Application for Hosting)
- Discuss meet expenses (trophies, security, medical, etc.) (majority approval required for agreement)
- Security (shall have a plan in place)
- Medical services
- Other

### **PROCEDURE FOR FUTURE REGION SITES**

The Region Manager should discuss site selection for future meets with all schools in the region at the meeting.

If a site for the following year is agreed upon, that school shall submit Form GE59 and KHSAA officials will make the final determination for hosting. GE59 is included as a link at the end of these instructions.

### **INSTRUCTIONS FOR MEET ENTRY**

All entries for KHSAA regional track & field meets shall be submitted electronically and all athletes entered shall come from the online postseason rosters on the KHSAA website.

The required protocol is to utilize [ky.milesplit.com](http://ky.milesplit.com) for all regional entries.



## SUBMITTING ENTRIES FOR THE REGIONAL MEET

### Creating a Username

- 1. Go to [ky.milesplit.com](http://ky.milesplit.com)
- 2. Select "Login" in the upper right hand corner.
- 3. Select "Sign Up"
- 4. Enter the information that is requested: Username, Email Address, Password.
- 5. Select "Join Now"

### Claim Your Team

- 1. On the top of the home page ([ky.milesplit.com](http://ky.milesplit.com)), select "TEAMS."
- 2. Find your team on the list and select the team name.
- 3. Select "Claim Team"
- 4. Select the appropriate "Claim as" option. You can choose to be a "Coach" or "Admin." Choose the appropriate role.
  - Both roles will give you the permissions to enter into a meet and edit the entries.
- 5. Complete the box with your identifying information.
  - This is what Chris Hawboldt (the KYtrackXC webmaster) will see when approving or declining coach and administrator rights.
- 6. Select "Sign Me Up!"
  - From here the claim will need to be approved by Chris Hawboldt.
- This will not be an instant process.
- The turnaround usually takes at most 24 hours.
  - Once you have been approved, you will receive email notification immediately and will then be able to complete any actions required for your team entry.

### Register for a Meet

- 1. On the top of the home page ([ky.milesplit.com](http://ky.milesplit.com)), select "CALENDAR."
- 2. Find the meet that you want to register for in the list of meets on the calendar.
- 3. Select the meet name.
- 4. On the meet page, select "Register Online Now."
- 5. Select "Enter School"
- 6. Enter the required information to complete the online entry: Contact Name, Contact Home/Work Phone, Contact Cell Phone and Contact Email.
- 7. Select "Next"
- 8. Choose the divisions you would like to enter.
  - The division names are on the left and there is a check box for male and female.
  - For region contests, there will be three divisions: Varsity, Unified, and Wheelchair.
  - Choose the genders that your team will enter in each of those divisions by checking the box.
  - For Unified, teams will be mixed in some instances, so you can check both gender boxes and then enter into the events with both genders.



- o Select "Enter Team"
- 9. The list of events will then show. For each event that you want to enter athletes, select the blue "Edit Entries."
- 10. For individual events, check the box next to the athlete(s) that you want to enter. A time will automatically populate from their season best. Once you have chosen the athlete(s) that you want to enter into that event select "Done Editing."
- 11. You will be brought back to the master list of events and repeat the process for every event that you want to enter.
- 12. For relays, first select "Edit Entries" as you do for any event to start entering the event. Then select "Add New Relay." A seed time will automatically populate. Choose a minimum of four (4) and maximum of eight (8) athletes. This is your opportunity to enter alternates, there will not be another chance to change these once the regional deadline has passed. This will also serve as your state meet entry should your relay team advance.
- 13. Once you have entered all events, the entries will be available for review. There is not an extra step to finalize the entries. They will automatically lock when the deadline passes.

### **SUBMITTING ENTRIES FOR UNIFIED/ADAPTED ATHLETES**

All special athletes shall have a partner athlete in each event to compete.

Please be sure that your unified roster is complete (with both partner athletes and special athletes) on the KHSAA school subdomain database prior to entering the regional meet.

Begin by sending an email to your regional HyTek person (list of contacts on KHSAA website) with the events you are entering – put the unified athlete & grade first, followed by the partner athlete & grade for that event.

Please copy Linda Sarrett Mathis on that email ([linda.sarrett@henry.kyschools.us](mailto:linda.sarrett@henry.kyschools.us)) as this is used as a backup when importing results to the state file.

In the 2x50 and the 2x200 relays, make sure you put the special athlete/grade first in the email (even though the partner will run first), followed by the partner athlete/grade.

Please specify which athlete is the partner athlete and which athlete is the special athlete.

In the 4x100, list the participants in this order in the email: partner athlete, special athlete, partner athlete, special athlete.

For Shot Put and Long Jump, make sure you put the special athlete/grade first in the email, followed by the partner athlete/grade.

All regions will be using Milesplit Online ([ky.milesplit.com](http://ky.milesplit.com)) to enter this year, including unified entries.

Please consult with your head track coach about Milesplit entries as the unified entries will be entered with the high school entries, the email is only a backup for state entries.

For Milesplit: enter your unified special athletes and their partners into your regional roster.

Once they are on your roster; you can select to enter them into the unified events.

Each special athlete can only compete in four (4) total events.

If you have an adapted athlete wanting to enter the regional meet, the name of the student-athlete shall be submitted to Assistant Commissioner Bridenbaugh.

### **VERIFICATION OF ENTRY TIMES**

Nothing is more important to the integrity of the seeding 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 shall 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 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.
- 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 only be verified by using this link to the site.
- All meet result submissions shall include the name of the meet official (Referee) and the meet date.

An entry with no time entered for an athlete may be challenged.

## **TIMELINE FOR ENTRIES**

All initial entries for the region shall be submitted electronically (using Milesplit), not later than 9 p.m. four (4) days prior to the regional meet.

By 9 p.m., three (3) days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, submit the list via the UK listserv, and also submit to the KHSAA for posting on the KHSAA website.

By 9 p.m., two (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.

## **COACHES INFORMATION**

You shall send your entries electronically to the Region Manager through Milesplit using the directions previously discussed.

You do not need to send an entry form to the KHSAA and do not need to fill out a paper entry form if your electronic entry is successfully received.

Any results, including pole vault, that have not been uploaded using the link listed in these instructions (four (4) days before the scheduled regional) are void for purposes of meet verification.

By entry into the member school's regional meet, the coach and athletic director of the member school certifies that all pole vault competitors have participated in the required number of meets from the regular season per KHSAA Competition Rules, Page 49, IV.B. 3, 5.

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 pole vault athlete.

Milesplit has preloaded the regional alignment into its database to prevent coaches from entering the incorrect region.

As a coach, you are expected to bring copies of meet results to help determine that the athlete has had his/her four (4) meets in the pole vault event only.

A school may enter one (1) or two (2) contestants in each event and one (1) team in each relay race at the regional meet.

## **PROCEDURES FOR RECEIVING ENTRIES FOR REGION MANAGERS**

Compile entries submitted from electronic entries submitted by schools.

- 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.
- The deadline for sending regular season meet results to the Kymilesplit.com site is Tuesday, May 7, 2019 (or four (4) days prior to your scheduled regional meet).
- All initial entries for the region are due electronically (using Milesplit), not later than 9 p.m. four (4) days prior to the regional meet.
- By 9 p.m., three (3) days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, submit the list via the UK listserv, and also submit to the KHSAA for posting on the KHSAA website, please send regional entries to [trentry@khsaa.org](mailto:trentry@khsaa.org).



- By 9 p.m., two (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 by the Commissioner's office.

Any late entries are to be approved by the Assistant Commissioner Bridenbaugh in advance.

The KHSAA will impose a fine of \$100 against any school attempting to enter athletes after any published deadline.

### **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

All athletes entered into the regional meet shall come from the online postseason roster listing on the KHSAA website.

Any contestant whose name is listed in the online entries 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, which is required to be approved by the KHSAA office.

Only in the case of documented medical emergency can the meet entry deadlines be waived or a substitution be allowed.

Each manager is responsible for forwarding the entries for the region meet to all competing teams in accordance with the adopted schedules.

For relay events, coaches may enter up to eight (8) student-athletes (includes four (4) alternates).

If an athlete is not listed in the regional meet entries, that athlete cannot be added for the state meet should the relay team qualify.

There are no substitutions for non-relay qualifiers at the state meet.

### **UNIFIED ROSTERS/FORMAT**

Unified Track rosters shall be entered into the KHSAA school subdomain under Unified Track.

Please see the Unified page on the Track website to see qualifications for entering into the Unified division.

No student-athlete that competes as a Special Athlete shall be an entry into the regional for the varsity track team.

Unified events by Partner Athletes shall not count against a student-athlete's four event maximum per meet and participation shall not count against the school's allowed number of meets.

Unified events are exhibition and are non-scoring.

Unified track members shall be in pairs (one partner athlete/one special athlete).

Unified Events for the regional meet will contain the following:

- 2x50m Dash (one partner/one special athlete).
  - o Partner athlete shall start at the 100m dash start line, special athlete waits at the 50m line.
  - o Partner shall race 50m to the athlete, exchange the baton, and then the special athlete will race the final 50m to the finish.
- 2x200m Dash (one partner/one special athlete).
  - o Partner athlete shall start at the 400m dash start line; special athlete waits at the 200m start line exchange zones.
  - o Partner shall race 200m to the special athlete, exchange the baton, and then the special athlete will race the final 200m to the finish.
- 4x100m Relay (two partners/two special athletes).
  - o This event will include two (2) athletes and two (2) partners that shall compete in this order: partner athlete, special athlete, partner athlete, special athlete.



- o Long Jump (one partner/one athlete).
- o Unified partner athlete jumps first, then the special athlete jumps.
- o Each participant gets two (2) jumps and the best jump for each athlete will be added together to determine final distance.
- Shot Put (one partner/one athlete).
  - o Boys in this division (athletes and partners) will throw a 4k or 8.8 lb. shot.
  - o Girls in this division (athletes and partners) will throw a 6 lb. shot.
  - o Unified partner athlete throws first, then the special athlete throws.
  - o Each participant gets two (2) throws and the best throw for each athlete will be added together to determine final distance.

Unified Shot Put and Unified Long Jump could be slated at the same time in the regional and the state schedule.

Coaches shall make entry decisions to avoid conflict or have athletes prepared for the "check-out" procedure in order to compete in both events.

No unified entries will be allowed at the starting line of the regional meet; entries shall be submitted via Milesplit by the published deadlines.

## **ADAPTED ROSTERS/FORMAT**

Adapted track is for students with physical disabilities.

Currently, there is not a way to enter adapted athletes on the roster onto the KHSAA school subdomain.

Milesplit can handle the regional entries for an adapted athlete.

Adapted events are exhibition and are non-scoring.

Please contact Assistant Commissioner Bridenbaugh at the KHSAA offices immediately if your region has an adapted athlete wanting to participate in the postseason, to ensure your athlete has medallions at the regional.

Adapted events available are shot put and the 100m dash.

## **FORMAT OF EVENT**

The regional manager has the discretion as to which gender will begin in each event.

Please be sure athletes are aware of the "check-out" procedure should they need to compete in another event.

Following the closing of the pit/ring and the announcing of the finalists, the finals would begin within the 10-minute time period.

## **REFEREES**

All referees shall conduct a briefing before the meet as required by rule as one of the most important roles of the referee is to make sure all information is imparted to the coaches and participants.

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 shall make himself/herself available for a pre-meet rules inquiry at a published time.

The Region Manager, referee and all officials should have a constant emphasis on safety.

Region Managers should have media/photography passes available for media members before they are allowed inside the oval or near the various field event venues.



## **JURY OF APPEALS**

Each Region Manager shall appoint and announce the three (3) members of a Jury of Appeals, to handle those duties set forth in the Track and Field rules.

Neither the Meet Referee, or a member of the coaching staff of any participating school, should sit on this jury.

The scope of the limits of what can be appealed is detailed on KHSAA Form TR110, which is included as a link at the end of these instructions.

Each Region Manager may use that form for the regional meet, with copies of this form available in case of an applicable situation.

The names of your Jury of Appeals should be sent to Coach Bocock and Assistant Commissioner Bridenbaugh.

## **POINTS OF EMPHASIS**

### **DECLARATION AND ENTRY OF PARTICIPANTS**

Listing a student-athlete on the entry form 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 Assistant Commissioner.

### **NOTES ABOUT RELAYS**

Eight participants may be named to a relay team, any four of whom may be used in the preliminaries or in the finals.

The same eight individuals are the only athletes eligible to be entered in that relay race at the state meet.

Coaches should list a maximum of eight individuals on the relay entry, and then shall declare the runners that will run prior to each race.

Relay entrants Shall 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.

### **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 regional 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", the boys 100m hurdles is 39."

The hurdle height for the girls 300m hurdles is 30", the 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.

## 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.

## FIELD EVENT NOTES

### POLE VAULT

Any athlete desiring to enter the Pole vault competition is required to have competed in four (4) meets in the pole vault prior to entering the regional meet.

**\*IMPORTANT\***: Schools desiring to enter athletes in the Pole Vault shall have a coach with proof of completion of the Pole Vault Coaching Certification Course managed through [pvscb.com](http://pvscb.com) or [NFHSLearn.com](http://NFHSLearn.com).

An updated list of current pole vault coaches can be found on the KHSAA website.

The manager shall contact the KHSAA office if you have entries from schools without a certified coach.

The manager and referee shall make sure that all safety rules are followed.

The contestants in Pole Vault shall weigh-in and their weight shall be at or below the manufacturer's pole weight limit.

Officials are to ensure that pole vaulters are not oversized for the poles they use.

Pole ratings shall be visible in a one-inch contrasting color, as well as a one-inch circular band indicating the maximum top hand hold position.

Pole rating markings are to be located above the hand hold.

Variable weight poles are not permitted.

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.

The Region Manager, in agreement with all competing teams, shall make a decision on a pole vault box based on the site.

For 2019, the state meet will no longer have a "coaching box" inside the track. At the regional, meet management can make the decision on whether to have the coaching box based on their pole vault location and venue set-up.

### SHOT PUT AND DISCUS

The manager and referee shall 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 provided they pass inspection.

Implements shall be checked-in, weighed and marked prior to the event (to be published by the regional manager, typically 30



minutes).

Illegal implements will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.

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 shall 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.

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 shall use a common implement provided by the host school or another athlete.

### PROCEDURE FOR GETTING OFFICIALS AND FEES

A minimum of three (3) KHSAA assigned meet officials (two (2) referees and one (1) starter) will be assigned from the pool of licensed KHSAA officials.

Each Region Manager is to contact with Coach Bocock for the assignment information, which will also be published on the KHSAA website.

Each regional referee that is assigned, along with the meet starter, shall be a licensed KHSAA Track & Field official.

The primary meet officials (referees) are to be paid \$115 per classification (one (1) region, boys and girls).

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.

Those regional officials traveling greater than 100 miles one way would be paid an additional \$20.

Additional postseason allowances for lodging, etc., shall be at the discretion of the meet manager and shall be approved by the Commissioner prior to the meet.

Refer all conflicts in regard to mileage or other payments of officials to the KHSAA office.

### SPORTSMANSHIP

National Federation Rules now require that each coach be instructed in regard to sportsmanship.

This will be covered during the pre-event meeting 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.

### 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 emailed to the KHSAA immediately following the meet ([dqs@khsaa.org](mailto:dqs@khsaa.org)).

### BYLAW 22 REMINDER

#### REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present



along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below.

## **BYLAW 22, SECTION 8**

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

## **SECURITY**

### **RESPONSIBILITY**

It is the responsibility of the Region Manager to secure adequate police protection and other security precautions as necessary.

The National Federation has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is a major emphasis across the nation and though many schools have provisions in place, it's 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 events.

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 Region Manager and the host KHSAA member school to ensure that the regional meets utilize the facility in a manner that makes the safety of the participants 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 meets.

- 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 necessary, INCLUDING DISQUALIFICATION OF THE TEAM MEMBERS, for participation in this type of non-related activity

Excessive noise, including that of artificial noise makers, radios and musical instruments, will be prohibited for the duration of the regional meet.

### **COACHES ON THE TRACK**

Coaches shall comply with all NFHS rules regarding communication during meets.

- Each region shall designate and properly mark a coaching box for the pole vault ONLY if communication is not able to be conducted in close proximity to the event. The box will not allow coaching in the area of any other field event.

### **KHSAA ADMINISTRATOR REQUIREMENTS**

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



## MEDICAL PROVISIONS

### ATHLETIC TRAINERS (CERTIFIED/LICENSED)

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

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

This information should be communicated to all competing schools.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.

Any fees associated are to be taken from gate receipts.

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

### EMERGENCY ACTION PLAN

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

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

### INHALER

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

If an athlete is to be involved in a track & field competition and must use an inhaler or have one available, KHSAA Form TR120 (Medical/Inhaler) shall be completed and presented to the referee during the pre-race meeting.

This form should be duplicated as the officials have been instructed to keep this form on file in case of the need to produce the documentation at the end of the event.

## INCLEMENT WEATHER PROCEDURES

The head official shall delay a competition at the first sight of lightning or sound of thunder and the site should be cleared of all persons immediately by event administrators.

If it is anticipated that the storm will pass, the competition may resume no sooner than 30 minutes after the last sight of lightning or sound of thunder, followed by a three (3) minute warm-up period.

If the severe weather is of great length or intensity, the head official has the responsibility and authority to postpone the competition.

At that time, the head official is to contact Assistant Commissioner Bridenbaugh as to the status of the meet.

Officials are encouraged to learn the weather forecast prior to the event.

Safety of the participants and general public is the most important factor in any decision of this type.

While it would be ideal if all parties could meet and agree on the rescheduling 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 Region Manager, in consultation with the participating teams and the KHSAA Assistant Commissioner, to make decisions in regard to rescheduling in the event of postponement and to 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 head official shall make such determination in consultation with the Region Manager, KHSAA Assistant Commissioner and State Meet Director, along with the competing teams.



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

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

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

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

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

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

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

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

## **NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS**

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

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

## **MUSIC COPYRIGHT**

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

## **EVENT MERCHANDISE**

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the Region Championships.

Contact Assistant Commissioner Bridenbaugh for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.

## **POST EVENT/REPORTING RESULTS**

### **REPORTING RESULTS**

When the meet is completed, results should be sent immediately to [trresults@khsaa.org](mailto:trresults@khsaa.org).

You need to include 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 shall be collected and returned:

- A copy of the complete meet results.
- Copies of any Disqualification Forms (TR117) from the regional meet.
- Copies of each TR120 Form, used to validate use of an inhaler or other medical report.

IMMEDIATELY following the meet, a package containing these items should be sent by the Head Official to the KHSAA at 2280 Executive Drive, Lexington, 40505, Attn: Sarah Bridenbaugh or scanned and emailed to Assistant Commissioner Bridenbaugh.

As an alternative, the materials may be brought to the KHSAA offices no later than Tuesday prior to the state meet.

### **REGIONAL RESULTS AND STATE MEET QUALIFIERS**

Once all are received, the regional results and state meet entries will be posted on the KHSAA website.

The results and entries page is also linked to the Track & Field Coaches' Association website.

All running events will be conducted at the regional meets with each athlete participating once in each event, and the final results will be determined by times from each section.

If regional results are turned in promptly, the entries for the state meet will be posted by 10:00 p.m., on the Friday prior to the state meet.

Thank you in advance for your assistance.

Any information prior to Friday evening with respect to at-large qualifiers is strictly preliminary and should not be considered official until it appears on the KHSAA website.

### **TROPHIES**

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA region and state trophies/awards for the 2018-19 seasons.

The cost of trophies and awards is the responsibility of the Region Manager, paid for with regional meet funds.

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

Open and inspect trophies and medals immediately upon arrival.

Contact Riherd's Trophy if there are damages (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email [khsaa@riherds.com](mailto:khsaa@riherds.com).

Note that regional medals do not include ribbons. If you would like to add ribbons, you may do so by contacting Riherds ahead of the meet 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, these awards will be shipped to the region manager separately after regional unified/adapted entries have been determined.

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.

If duplicate medals and/or trophies (due to ties) are to be ordered immediately by the Region Manager following the meet, please contact Assistant Commissioner Bridenbaugh.

Each manager is being shipped the following:

- A regional champion trophy, per gender (current contract cost, \$72.46)



## 2019 KHSAA Track & Field Region Meet Instructions

- A regional runner-up trophy, per gender (current contract cost, \$72.46)
- Medals for the top six (6) placers in all regional events

The total cost per gender to be budgeted for the regional trophies and medals is \$512.12.

### FINANCES AND FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51.

The form may be emailed to [trresults@khsaa.org](mailto:trresults@khsaa.org).

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

In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among them. The participating schools should adopt a distribution plan at the pre-event meeting.

If there is a dispute, contact the Commissioner's office.

### INSTRUCTIONS FOR STATE MEET QUALIFIERS

The State Meet shall include 24 competitors in each event and any person tied for the 24th qualifying position.

- The top two competitors in each event at the region meet shall automatically qualify for the state meet.
- The next ten best times/heights/marks from the state-at-large shall qualify for the state meet.

If your team or individual advances/qualifies to the state meet, there is not an additional entry process.

Please be on the lookout for the State Team Participant and Meet Information release to ensure you know the rules and regulations of the state meet prior to the event.

### IMPORTANT WEBSITE LINKS

- [KHSAA Track & Field Site](#)
- [Competition Rules](#)
- [Download the Event File](#) - Select Regional tab, then select your appropriate class
- [Verify Entry File](#)
- [Regional Model Schedule](#)
- [Track Coaches Association](#)
- [State Entries and Lane Assignments](#) - Found in 2019 State/Region Meet Entries/Results tab
- [KHSAA School Abbreviations](#)
- [TR117 Violation Report](#)
- [TR120 Medical Report Form](#)
- [GE05 - Supplemental History Form for Athlete with Special Needs](#)
- [Form GE51 \(Financial Report\)](#)
- [Form GE59 \(Application for Hosting\)](#)
- [Unified/Adapted Entries](#)



**ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS**

**HYTEK SUPPORT TEAM**

Many individuals have assembled a Hytek support team for regionals.

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 Mathis	502-243-0923	502-396-4740	Linda.Sarrett@Henry.kyschools.us
Leslie Smith	---	859-325-5626	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 FOR REGIONAL MANAGERS**

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 the 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

## **IMPORTANT DATA NOTES ABOUT RELAY ENTRIES**

Enter ALL relay team members, including alternates.

Do not delete alternates!

This procedure will ensure the full listing of available athletes is incorporated into state meet entries.

## **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
- The file will look like TfmmBkupAAA Regional 2019-001.zi or TfmmBkupA Regional 2019-001.zi or TfmmBkupAA Regional 2019-001.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 2019-001.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 2019.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 tfmm2019-05-9-MeetEvents-AAA Regional 2019-001.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 four (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 9: Enter manual team entries (There should be none for the region).

Step 10: Run a performance list and check entries.

Step 11: Seed your meet.

Step 12: Run meet as usual.

Step 13: Make a backup of the meet.

Step 14: E-mail meet backup to the [trresults@khsaa.org](mailto:trresults@khsaa.org) email address immediately.

## INSTRUCTIONS FOR HYTEK UNIFIED ENTRIES

Check your database to make sure that:

- In athlete/relay preferences: allow A relays only should be unchecked
- In Division/Region Names – Divisions: 1) HS High School; 2) UN Unified; and , 3) WH Wheelchair
- Event 44 says 400 m Shuttle Relay (after import- go to the event and change it to just regular relay)

Make sure you get the required email (or form) from each team that has entries in Milesplit Unified division that includes the special athlete/grade and the partner athlete/grade for each event entered.

Special athletes cannot compete in more than four (4) events (there is no restriction on the partner athlete in unified).

- Import the Milesplit file normally as Semi-Colon Delimited Rosters/Entries
- If you get an exception on the unified relays (C - sex missing) open the text import file from Milesplit and change the C's (after the relay name A, B, C. etc.) to x
- Then import again.
- See the before and after practice test files below:



Before:

Dummy Region Meet for Linda-before.txt - Notepad

```

File Edit Format View Help
I;Oschner;Alyssa;F;;HENR;Henry County;;9;;New Castle;KY;;USA;USA;;;;14;
I;Corley;Bill;M;;HENR;Henry County;;10;;New Castle;KY;;USA;USA;;;;15;
I;Amyx;Sydney;;F;;HENR;Henry County;;11;;New Castle;KY;;USA;USA;;;;16;
I;Jennings;Addison;;F;;TATE;Tates Creek;;12;;Lexington;KY;;USA;USA;;;;17;
I;Mendez;Elena;;F;;TATE;Tates Creek;;9;;Lexington;KY;;USA;USA;;;;18;
I;Payton;Brianna;;F;;TATE;Tates Creek;;10;;Lexington;KY;;USA;USA;;;;19;
I;Prigge;Carsyn;;F;;TATE;Tates Creek;;9;;Lexington;KY;;USA;USA;;;;20;
Q;HENR;Henry County;A;M;0;400;49.66;E;1;;Verified;;Duff;Caleb;M;;11;9;Grigsby;Sam;M;;12;10;Hutton;Alex;M;;12;11;Ma;
D;Hutton;Alex;M;;HENR;Henry County;;12;LJ;0-00.00;E;1;1;;Unverified:
D;Corley;Bill;M;;HENR;Henry County;;10;SP;28-7.75;E;1;2;;Verified
Q;HENR;Henry County;B;C;0;100;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;C;0;100;E;2;;Unverified: ;;Oschner;Alyssa;F;;9;14;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;C;C;0;400;E;2;;Unverified: ;;Thompson;Janey;F;;10;13;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;B;C;0;400;E;2;;Unverified: ;;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;C;0;400;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Grigsby;Sam;M;;12;10;
Q;HENR;Henry County;A;C;0;400H;49.66;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;
Q;TATE;Tates Creek;A;C;0;400H;E;2;;Unverified: ;;Jennings;Addison;;F;;12;17;Mendez;Elena;;F;;9;18;Payton;Brianna;;F;;
D;Amyx;Sydney;F;;HENR;Henry County;;11;LJ;0-00.00;E;2;3;;Unverified:
D;Cravens;Macy;F;;HENR;Henry County;;12;LJ;12-6;E;2;4;;Verified
D;Owens;Alex;;F;;HENR;Henry County;;12;LJ;0-00.00;E;2;5;;Unverified:
D;Tapp;Elena;;F;;HENR;Henry County;;11;LJ;0-00.00;E;2;6;;Unverified:
D;Thompson;Janey;;F;;HENR;Henry County;;10;LJ;0-00.00;E;2;7;;Unverified:
D;Corley;Bill;M;;HENR;Henry County;;10;LJ;0-00.00;E;2;2;;Unverified:
D;Amyx;Sydney;;F;;HENR;Henry County;;11;SP;0-00.00;E;2;3;;Unverified:
  
```

After:

Dummy Region Meet for Linda-after.txt - Notepad

```

File Edit Format View Help
I;Payton;Brianna;;F;;TATE;Tates Creek;;10;;Lexington;KY;;USA;USA;;;;19;
I;Prigge;Carsyn;;F;;TATE;Tates Creek;;9;;Lexington;KY;;USA;USA;;;;20;
Q;HENR;Henry County;A;M;0;400;49.66;E;1;;Verified;;Duff;Caleb;M;;11;9;Grigsby;Sam;M;;12;10;Hutton;Alex;M;;12;11;Ma;
D;Hutton;Alex;M;;HENR;Henry County;;12;LJ;0-00.00;E;1;1;;Unverified:
D;Corley;Bill;M;;HENR;Henry County;;10;SP;28-7.75;E;1;2;;Verified
Q;HENR;Henry County;B;C;0;100;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;C;0;100;E;2;;Unverified: ;;Oschner;Alyssa;F;;9;14;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;C;C;0;400;E;2;;Unverified: ;;Thompson;Janey;F;;10;13;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;B;C;0;400;E;2;;Unverified: ;;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;C;0;400;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Grigsby;Sam;M;;12;10;
Q;HENR;Henry County;A;C;0;400H;49.66;E;2;;Unverified: ;;Amyx;Sydney;F;;11;16;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;
Q;TATE;Tates Creek;A;C;0;400H;E;2;;Unverified: ;;Jennings;Addison;;F;;12;17;Mendez;Elena;;F;;9;18;Payton;Brianna;;F;;
D;Amyx;Sydney;F;;HENR;Henry County;;11;LJ;0-00.00;E;2;3;;Unverified:
D;Cravens;Macy;F;;HENR;Henry County;;12;LJ;12-6;E;2;4;;Verified
D;Owens;Alex;;F;;HENR;Henry County;;12;LJ;0-00.00;E;2;5;;Unverified:
D;Tapp;Elena;;F;;HENR;Henry County;;11;LJ;0-00.00;E;2;6;;Unverified:
D;Thompson;Janey;;F;;HENR;Henry County;;10;LJ;0-00.00;E;2;7;;Unverified:
D;Corley;Bill;M;;HENR;Henry County;;10;LJ;0-00.00;E;2;2;;Unverified:
D;Amyx;Sydney;F;;HENR;Henry County;;11;SP;0-00.00;E;2;3;;Unverified:
D;Cravens;Macy;F;;HENR;Henry County;;12;SP;22-0;E;2;4;;Verified
D;Sykes;Chrestyina;;F;;HENR;Henry County;;9;SP;0-00.00;E;2;8;;Unverified:
D;Tapp;Elena;;F;;HENR;Henry County;;11;SP;0-00.00;E;2;6;;Unverified:
D;Thompson;Janey;;F;;HENR;Henry County;;10;SP;0-00.00;E;2;7;;Unverified:
D;Corley;Bill;M;;HENR;Henry County;;10;SP;28-7.75;E;2;2;;Verified
  
```

After you seed the events, you will need to rearrange the unified shot put and long jump as it does NOT keep the pairs together. Using the emails, put the special athletes in the odd numbered slots, with their matching partners in the even numbered slots. Then, if you want to, you can move the pairs down to separate them as seen below:



Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help

Track Meet Mobile Disabled Hy - Tek 's MEET MANAGER Licensed to: Henry County High School

EVENT LIST - All Events - (Session not selected)										Records			
Evt #	Rnd	Status	Event Name	HTs	DQ	DNS	DNF	Record	Time	Date	Record Holder		
30	F	Un-Seeded	Boys Long Jump High School	0							None Available		
31	F	Un-Seeded	Girls Triple Jump High School	0									
32	F	Un-Seeded	Boys Triple Jump High School	0									
33	F	Un-Seeded	Girls High Jump High School	0									
34	F	Un-Seeded	Boys High Jump High School	0									
35	F	Un-Seeded	Girls Pole Vault High School	0									
36	F	Un-Seeded	Boys Pole Vault High School	0									
37	F	Un-Seeded	Girls 100 Meter Dash Wheelchair	0									
38	F	Un-Seeded	Boys 100 Meter Dash Wheelchair	0									
39	F	Un-Seeded	Boys Shot Put Wheelchair	0									
40	F	Un-Seeded	Boys Shot Put Wheelchair	0									
41	F	Seeded	Mixed Shot Put Unified	1	-	-	-						
42	F	Seeded	Mixed Long Jump Unified	1	-	-	-						
43	F	Un-Seeded	Mixed 2x50 Mile Relay Unified	0									
44	F	Un-Seeded	Mixed 4x100 Meter Shuttle Hurdle Unified	0									
45	F	Un-Seeded	Mixed 2x200 Meter Relay Unified	0									

Session : F7 Adjust : F8 Rel Names : Ctrl-R JD : Ctrl-J Get Times : F3 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4  
Refresh: Ctrl-D Adv Formula : F9 Awards : Ctrl-A Unseeded : F2 Field Series : Ctrl-F Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Flight 1 of 1 == Finals == Event 41 Mixed Shot Put Unified

Pos	Competitor#	Athlete Name	Yr	School	Seed Mark	Finals Mark	DQ	Exh	HPL	PL	Pts	Result Note
1	3	Amlyx, Sydney	11	Henry County	ND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	8	Sykes, Chrestyna	9	Henry County	ND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	6	Tapp, Elena	11	Henry County	ND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	7	Thompson, Janey	10	Henry County	ND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	4	Cravens, Macy	12	Henry County	6.70m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	2	Corley, Bill	10	Henry County	8.73m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

As for the unified relays, don't be alarmed if you see teams with multiple entries there – A, B, C, etc.; this is allowed for unified.

Just make sure you don't have teams with multiple entries in the regular relays.

When the unified long jump and shot put are finished, add the distances of the special athlete and the partner pairs (sometimes the officials have already done this).

Put the result under the special athlete's name and put the partner's name in the "result note."

Right click in the finals mark area of that special athlete's line to access the result note.

Put DNS for each of the partners. DO NOT DELETE THE PARTNERS:

Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help

Track Meet Mobile Disabled Hy - Tek 's MEET MANAGER Licensed to: Henry County High School

EVENT LIST - All Events - (Session not selected)										Records			
Evt #	Rnd	Status	Event Name	HTs	DQ	DNS	DNF	Record	Time	Date	Record Holder		
30	F	Scored	Girls 4x400 Meter Relay	3	1	6	-						
31	F	Scored	Boys 4x400 Meter Relay	5	-	8	-						
32	F	Scored	Girls High Jump	1	-	10	-						
33	F	Scored	Boys High Jump	1	-	15	-						
34	F	Scored	Girls Pole Vault	1	-	1	-						
35	F	Scored	Boys Pole Vault	1	-	2	-						
36	F	Scored	Girls Long Jump	1	-	12	-						
37	F	Scored	Boys Long Jump	1	-	10	-						
38	F	Done	Mixed Long Jump UNIFIED	1	-	-	-						
40	F	Scored	Girls Triple Jump	1	-	8	-						
41	F	Scored	Boys Triple Jump	1	-	9	-						
42	F	Scored	Girls Discus Throw	1	-	7	-						
43	F	Scored	Boys Discus Throw	1	-	7	-						
44	F	Scored	Girls Shot Put	1	-	10	-						
45	F	Scored	Boys Shot Put	1	-	13	-						
46	F	Done	Mixed Shot Put UNIFIED	1	-	-	-						

Session : F7 Adjust : F8 Rel Names : Ctrl-R JD : Ctrl-J Get Times : F3 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4  
Refresh: Ctrl-D Adv Formula : F9 Awards : Ctrl-A Unseeded : F2 Field Series : Ctrl-F Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Flight 1 of 1 == Finals == Event 46 Mixed Shot Put UNIFIED

Pos	Competitor#	Athlete Name	Yr	School	Seed Mark	Finals Mark	DQ	Exh	HPL	PL	Pts	Result Note
1	1202	McFarland, John		Eastern	ND	39-03.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	Janessa Voltz
2	1208	Volz, Janessa		Eastern	ND	DNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	1203	Teston, Katherine		Eastern	ND	41-00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	Trevor Coyle
5	1209	Coyle, Trevor		Eastern	ND	DNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	1205	Miller, Cierra		Eastern	ND	44-04.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	Maya Dobelstein
8	385	Dobelstein, Maya	10	Eastern	ND	DNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



# 2019 KHSAA Track & Field Region Meet Instructions

When printing results from the Reports Menu, make sure that you have "no shows" UNCHECKED.

When printing from the Run Screen, go to the Preferences Menu and click "Results for List and Score."

"No shows" should be UNCHECKED.

For web results, go to the Preferences Menu and click "Web Real Time."

Again, "no shows" should be UNCHECKED as seen in the samples below:

The screenshot shows the 'Results' application window. The 'Filters' section is set to 'All' for gender and 'All Events' for rounds. The 'SESSION LIST' shows Session 1 at 01:00 PM and Session 2 for Varsity. The 'EVENT LIST' contains 12 events, including 4x800 Meter Relay, 100 Meter Hurdles, and 1600 Meter Run. The 'Include in Results' section has 'No Shows' unchecked. The 'Include Team Scores' section has 'Male', 'Female', and 'Combined' checked.

The screenshot shows the 'Run the Meet' application window with the 'Results Preferences for List and Score' dialog box open. The 'Columns' section has 'Single Courier' selected. The 'Time Stamp' section has 'Date and Time' selected. The 'Include in Results' section has 'All Prior Results 1 Column Only' checked. The 'Options' section has 'Results By Head/Fight and Completed' checked. The 'Team Scores' section has 'Include Team Scores' checked and 'Combined Team Scores' selected. The background shows an event list and a results table.

Pos	Competitor#	Athlete Name	Team	Time	PL	Pts	Result Note
1	1202	McFarland, John					
2	1208	Voiz, Janessa					
3							
4	1203	Teaton, Katherine	Eastern	41-00.58	2	2	Trevor Coyle
5	1209	Coyle, Trevor	Eastern	DNS			
6							
7	1205	Miller, Cierra	Eastern	44-04.00	1	1	Maya Dobelstein
8	385	Dobelstein, Maya	Eastern	DNS			
9							
10							
11							
12							



# 2019 KHSAA Track & Field Region Meet Instructions

Run the Meet

Events Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help

Track Meet Mobile Disabled

EVENT LIST - All Events

Evt #	Rnd	Status	Event Name
30	F	Scored	Girls 4x400 Meter Relay
31	F	Scored	Boys 4x400 Meter Relay
32	F	Scored	Girls High Jump
33	F	Scored	Boys High Jump
34	F	Scored	Girls Pole Vault
35	F	Scored	Boys Pole Vault
36	F	Scored	Girls Long Jump
37	F	Scored	Boys Long Jump
38	F	Done	Mixed Long Jump UNFED
40	F	Scored	Girls Triple Jump
41	F	Scored	Boys Triple Jump
42	F	Scored	Girls Discus Throw
43	F	Scored	Boys Discus Throw
44	F	Scored	Girls Shot Put
45	F	Scored	Boys Shot Put
46	F	Done	Mixed Shot Put UNFED

Session : F7 Adjust : F8  
Refresh: Ctrl-D Adv Formula : F9

Web Real-Time Preferences

Include in Heat Sheets / Performance Lists

- Records
- Time / Mark Standards
- Entry Qualifying Time / Mark
- Event Comments
- Event Start Time
- Prior Round Results
- Entry Times / Marks
- Advancement Formula
- Qualifying Alternates
- 4 Relay Athlete Names (0-8)

Team Scores

- Team Scores
- Combined Team Scores
- Team score matching sex of event
- Include all events scored
- Score through current event number

Include in Results

- Records
- Time / Mark Standards
- Entry Qualifying Time / Mark
- Event Comments
- All Prior Round Results
- Entry Times / Marks
- Scratches
- No Shows
- Advancement Formula
- Field Series
- Qualifying Alternates
- Include Splits
- 4 Relay Athlete Names (0-8)

Results By Heat/Flight and Compiled

- Results By Heat/Flight and Compiled
- Date and Time
- Date Only
- None

Re-Rank Prev Event : Ctrl-F4  
Re-Score Next Event : Ctrl-F5

Pos	Competitor#	Athlete Name	Region	Score	Heat	Flight	Relay	Partner
1	1202	McFarland, John						
2	1206	Voitz, Janessa						
3								
4	1203	Teaton, Katherine	Eastern	41-00.50		2	2	Trevor Coyle
5	1209	Coyle, Trevor	Eastern	DNS				
6								
7	1205	Miller, Cierra	Eastern	44-04.00		1	1	Maya Dobelstein
8	385	Dobelstein, Maya	10 Eastern	DNS				
9								
10								
11								
12								

When the meet is completed, email all unified emails/forms with the backup to [trresults@khsaa.org](mailto:trresults@khsaa.org).

\*\*Remember, do not delete ANY of the relay names or partners.

If you have any problems, feel free to email ([linda.sarrett@henry.kyschools.us](mailto:linda.sarrett@henry.kyschools.us); [sarrettL@aol.com](mailto:sarrettL@aol.com)) or call (502-396-4740 –Leave a message if no answer and she will get back to you as quick as possible).

## 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 to [trresults@khsaa.org](mailto:trresults@khsaa.org).

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 listserv.

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 two (2) dates of your region.

Regional Data meet files are set for nine (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 two (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

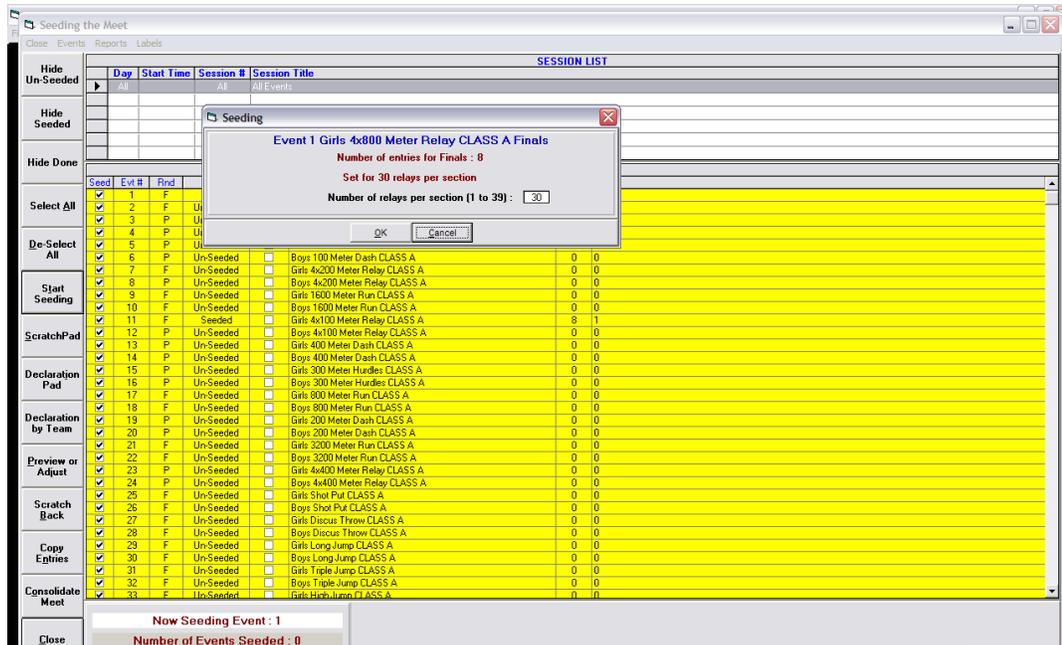
### SCHOOLS MENU

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:



**Seeding the Meet**

Close Events Reports Labels

SESSION LIST

Day	Start Time	Session #	Session Title
1	05:00 PM	1	Region Day 1

**Seeding**

Event 25 Girls Shot Put Finals  
 Number of entries for Finals : 30  
 Set for 18 athletes per flight  
 Number of athletes per flight (1 to 39) : 18

OK Cancel

Seed	Ext #	Prnd	Un-Seeded	Seeded	Event	Entries	Per Flight
<input type="checkbox"/>	1	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 100 Meter Dash	32	0
<input type="checkbox"/>	2	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 4x200 Meter Relay	10	0
<input type="checkbox"/>	3	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 4x200 Meter Relay	14	0
<input type="checkbox"/>	4	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 1600 Meter Run	20	0
<input type="checkbox"/>	5	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 1600 Meter Run	32	0
<input type="checkbox"/>	6	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 4x100 Meter Relay	11	0
<input type="checkbox"/>	7	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 4x100 Meter Relay	13	0
<input type="checkbox"/>	8	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 400 Meter Dash	29	0
<input type="checkbox"/>	9	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 400 Meter Dash	33	0
<input type="checkbox"/>	10	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 300 Meter Hurdles	16	0
<input type="checkbox"/>	11	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 300 Meter Hurdles	22	0
<input type="checkbox"/>	12	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 800 Meter Dash	22	0
<input type="checkbox"/>	13	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 800 Meter Dash	29	0
<input type="checkbox"/>	14	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 200 Meter Dash	31	0
<input type="checkbox"/>	15	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 200 Meter Dash	32	0
<input type="checkbox"/>	16	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 3200 Meter Run	15	0
<input type="checkbox"/>	17	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 3200 Meter Run	22	0
<input type="checkbox"/>	18	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls 4x400 Meter Relay	11	0
<input type="checkbox"/>	19	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys 4x400 Meter Relay	12	0
<input type="checkbox"/>	20	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls Shot Put	30	2
<input type="checkbox"/>	21	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys Shot Put	30	2
<input type="checkbox"/>	22	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls Discus Throw	30	2
<input type="checkbox"/>	23	F	<input type="checkbox"/>	<input type="checkbox"/>	Boys Discus Throw	29	2
<input type="checkbox"/>	24	F	<input type="checkbox"/>	<input type="checkbox"/>	Girls Long Jump	23	2
<input type="checkbox"/>	25	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Boys Long Jump	31	2
<input type="checkbox"/>	26	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Girls Triple Jump	20	2
<input type="checkbox"/>	27	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boys Triple Jump	23	2
<input type="checkbox"/>	28	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Girls High Jump	11	1
<input type="checkbox"/>	29	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boys High Jump	11	1

Now Seeding Event : 25  
 Number of Events Seeded : 0

## RELAY NAMES

Move the four (4) competed at region up to the first four (4) positions.

It is imperative that the other four (4) remain in the relay so they will be imported to the state meet.

DO NOT DELETE RELAY NAMES, EVEN ALTERNATES.

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.