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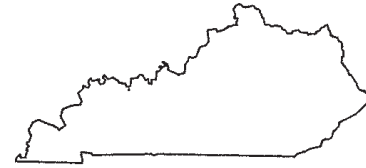


**WRESTLING REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



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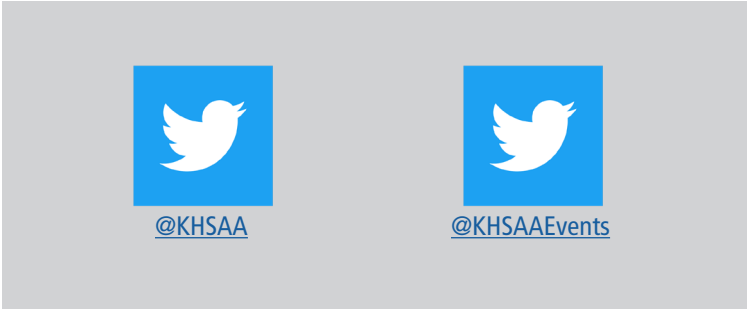
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DUTIES SUMMARY STATEMENT

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

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

Any required forms for your reports are included as links in these instructions as well.

KHSAA CONTACT LIST

The primary contact for wrestling is Assistant Commissioner Mike Barren (mbarren@khsaa.org).

If Mr. Barren is for some reason not available, Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in eight regions as detailed in the competition rules.

The current alignment is available on the KHSAA website by holding your cursor over Sports/Activities, then clicking Wrestling and selecting General Information.

Only schools on the list of aligned teams are eligible to enter unless approved by KHSAA officials.

ALLOWABLE COMPETITION DATES

KHSAA Wrestling Region Tournaments shall be conducted Friday, Feb. 8 and Saturday, Feb. 9, 2019.

The KHSAA State Wrestling Championships sponsored by the U.S. Army ROTC will once again be held in Lexington at the Alltech Arena, located at the Kentucky Horse Park, on Friday, Feb. 15 through Saturday, Feb. 16, 2019.

PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

CONTACT PARTICIPATING SCHOOLS

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

COMPETITION RULES

Remind all coaches to be familiar with the Competition Rules for KHSAA Wrestling that are available on the sport specific page of the KHSAA website.

PRE-TOURNAMENT MEETING

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

INSTRUCTIONS FOR TOURNAMENT ENTRY

ELIGIBILITY OF A WRESTLER TO ENTER (CERTIFICATION REQUIREMENT)

An athlete has to legally make scratch weight (including growth after 12/25) at least one time prior to the January 27 deadline, and must have done so on a date that he/she was valid to do so by the NWCA program.

He/she is automatically re-certified into a higher weight class after January 27 by weighing in and qualifying for that class, but never into a lower weight class.

After January 27, making base weight (including growth) two classes above any previously certified weight class automatically renders that wrestler ineligible for the remainder of the year to wrestle in the lower weight class (previous certified weight).

If an athlete competes in a match where no certified scale was available or weighs-in below the NWCA calculated minimum for that date, the weigh-in counts as a "miss" in all 14 weight classes with respect to achieving a desired weight class weigh-in.



There can be no weigh-in on the day of the draw/seeding meeting to be used in this count.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season.

Only those wrestlers appearing on the school postseason roster as of the Monday of the first postseason week are eligible to participate.

There may be no additional wrestlers added to the team roster following the first day of the first week of the region tournament, including for those teams/wrestlers that advance to the finals.

This roster information is used for advance preparations in case of a team/wrestler qualifying for the state championship and also serves as the required eligibility listing for the team.

PRE-TOURNAMENT MEETING

The manager and an Advisory Committee member (if you request their assistance) will coordinate a meeting of participating coaches for the purpose of making region pairings in each weight class by seeding the participants.

The KHSAA Advisory Committee members for the following regions are listed below.

For 2018-19, those Regional Committee members are:

- Region 1 – Christopher King, Calloway County
- Region 2 – Bob Davis, Meade County
- Region 3 – Troy Johnson, Fern Creek
- Region 4 – Che Founder, Central & Jim Kraeszing, St Xavier
- Region 6 – Tim Ruschell, Ryle
- Region 8 – Phillip Dettwiller, Montgomery County

The Regional Committee member shall help to ensure a smooth and expedient meeting of the coaches.

The manager and/or Advisory Committee representative should contact Michael Barren of the KHSAA if there are any issues that need clarification during the meeting.

Please keep association staff informed of changes (number of mats, number of officials needed, etc.).

PROCEDURES FOR REGION TOURNAMENT SEEDING

SEEDING MEETING PREPARATION, ATTENDANCE AND CONDUCT

Each manager shall be familiar with the instructions in this document.

Each manager should coordinate the scheduling of the regional seeding meeting. The Regional Committee member for your region could chair the meeting if you so desire.

Each team shall have a representative in attendance at the seeding meeting in order to enter wrestlers.

A school without a representative at the region meeting cannot enter wrestlers under any circumstances.

If you have concerns about a coach who is not present, contact the school's Athletic Director and Mr. Barren immediately.

Notify schools of seeding meeting and weigh-in time.

Each team is to submit a copy of the Track Wrestling weigh-in entry report in order to enter their wrestlers.

Each team is to submit a copy of the Individual Season Record Form from the Track Wrestling website and you may wish to copy for persons in attendance.

Each manager should go to the KHSAA website and print the latest copy of the site selection plan from the link listed at the end



of these instructions.

Each manager should go to the KHSAA website and print copies of Form WR111 and distribute a copy to each person in attendance at the seeding meeting.

At the seeding meeting, the manager should be sure all issues are discussed and resolved, including the distribution of finances to competing teams.

Each manager should confirm site selection plan for the next three years at the seeding meeting of coaches.

REGION TOURNAMENT SEEDING

Collectively and by majority vote, the member school head coaches shall decide the seeded wrestlers in each weight class.

For regions without an adopted seeding plan, the following criteria may serve as a guide:

- a) Head-to-head competition between contestants
- b) The record against common opponents
- c) A contestant with a better overall record
- d) A contestant with an exceptional record against acknowledged strong competition
- e) A returning champion or runner-up in the same weight class

Following the initial seeding, the tournament manager and the Regional Advisory Committee member shall develop a preliminary bracket.

Once the regional seeding meeting is complete, no alterations can be made to the seeding except per the procedures as detailed in these instructions.

POST-SEEDING MEETING POLICIES AND PROCEDURES

After the seeding is completed, a coach may choose to designate a wrestler into another class by notifying the manager prior to the beginning of weigh-ins.

Once weigh-ins begin, an athlete may not be entered into a lower class than previously entered by the coach as the scales will have closed on that previous class.

An athlete missing weight at the region weigh-ins may be replaced in that weight class by any eligible member of the team who is on the NWCA online Alpha Master report, who meets the qualifications per the minimum weight guidelines, who is eligible by the KHSAA Competition Rules, and who is eligible by all other weight qualification rules, including a valid weigh-in at the region. The wrestler missing weight may be moved to either of the weight classes for which his/her scale weight permits.

The wrestler missing weight, if not replaced by another wrestler from the same squad, creates a bye in the bracket, and if necessary, brackets may need to be re-drawn to accurately reflect seeding.

Once the scales are closed, entries are considered final, and any further withdrawal from the tournament series constitutes a forfeit.

SUPPLEMENTAL SEEDING MEETING IF NECESSARY DUE TO WEIGHT CLASS CHANGE

If any entered wrestler (seeded or otherwise), due to action of the coach prior to or after weigh-ins, changes weight classes, then the regional committee member and tournament manager shall convene all coaches for a supplemental meeting after the scales have closed for the 285-pound class.

At that short supplemental meeting, the participating coaches shall vote to determine if the wrestler who was seeded in a former class should now be seeded in his/her entered class or if any other wrestler changing classes since the first entries were submitted necessitates an additional seeding discussion.

No other wrestling seeding decision from the original seeding meeting is able to be discussed or reconsidered as those are final upon conclusion of the seeding meeting.



After this supplemental meeting is completed, the regional committee member and manager shall ensure that the proper bracket is completed for each class according to the bracketing guidelines.

PLACEMENT OF WRESTLERS INTO BRACKETS

Please carefully review the bracketing section of the instructions to ensure that things are handled correctly.

The region tournament will be wrestled and scored to six places in each bracket.

There will be a full wrestle-back tournament in each weight class at the region tournament.

All regional wrestling brackets shall be placed in the proper 4-, 8- or 16-person bracket.

A 12-person bracket may not be used as the NFHS wrestling rules require a bracket of a power of four.

Each weight class must be considered separately as to bracket size.

A weight class with 1-4 wrestlers shall use a 4-person bracket; 5-8 wrestlers shall use an 8-person bracket and 9-16 wrestlers shall use a 16-person bracket.

The team score shall be determined by totaling the points in accordance with National Federation rules.

Due to the number of competitors entered in a weight class, the decision can be made by a majority vote of the competing coaches to use a "pigtail" or preliminary round of competition on the day prior to the regional tournament.

In the case of the use of a "pigtail", all competitors entered in the class must wrestle on the first day of competition, and all shall receive the NFHS one-pound growth allowance on the regional tournament day.

PDF versions of the forms are available in the links listed at the end of these instructions.

You may choose to print the brackets using the Track Wrestling program.

CHANGES IN BRACKETS DUE TO WITHDRAWAL

If a particular class is originally bracketed into a larger bracket, but due to no-shows and/or missed weight entrants, falls back to the next bracket size, the bracket shall be re-drawn into the appropriate form.

For example, if a bracket was originally to be 9 entrants, but one drops out prior to competition, the entrants shall be re-entered into an 8-person bracket.

This ensures that byes disappear after the first round and do not impact future scoring.

ADMISSION OF PARTICIPANTS/TEAM PARTY

Coaches and administrators should be given direct details about how to enter the region's host site.

This will allow for more organization on the day of the tournament.

Ticketing policies and allocations must be the same for all competing teams.

The KHSAA suggests a general admission price of no less than \$5.

PROCEDURE FOR GETTING OFFICIALS AND FEES

Tournament officials are assigned from the pool of licensed KHSAA officials.

Each Region Manager will be contacted by KHSAA Assistant Commissioner Mike Barren, who will make the final assignments.

Only officials licensed with the KHSAA may officiate in the regional or state meets.

The Commissioner shall assign all officials to region and state competitions.

Confirm officials assignments with the KHSAA starting February 1, 2019.

Confirm arrival times, travel arrangements, etc., by contacting each official.



Regional tournament officials shall be paid a fee of \$225.00 per single day tournament or \$325.00 per multiple day tournaments. For 2019, region officials traveling greater than 100 miles one way will be paid an additional \$20.

Additional postseason allowances for lodging require prior notice to the Region Manager and must be approved by the Commissioner.

It is the responsibility of the Region Manager to make the necessary contacts with the officials.

POINTS OF EMPHASIS

PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)

Member schools are not permitted to practice for, travel to, or participate in a regular season interscholastic athletic contest during the six-hour school day.

In addition, no postseason Wrestling Tournament should be scheduled at a time that would violate any part of the six-hour academic school day.

Due to this action and regulation, tournaments should not start prior to 3:00 p.m. if school is in session on that day.

MANAGING THE EVENT INCLUDING THE RESULTS

TrackWrestling is the exclusive software management package for the KHSAA wrestling tournaments.

Each Region will be assessed \$50 for this service, and the KHSAA will pay the balance.

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 Regional Manager to secure adequate police protection and other security precautions as necessary. While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

KHSAA REQUIREMENTS

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

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



MEDICAL PROVISIONS

ATHLETIC TRAINERS

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.

Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed. That form is included as a link at the end of these instructions.

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 also strongly recommended that a physician be in place during the weigh-ins to assist with determinations regarding skin conditions and fitness to wrestle in order to remove that duty from the meet officials.

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

EMERGENCY ACTION PLAN

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

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

INCLEMENT WEATHER PROCEDURES

Schools hosting regional tournaments should be especially sensitive to the postponement of the event.

It is imperative that the Region Managers adhere to the scheduled postseason dates.

It is the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling. In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

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 contests at no charge as long as the sole purpose is for newscast highlights.

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

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the



tournament 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 tournament 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 tournament 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 Sarah Bridenbaugh (sbridenbaugh@khsaa.org) for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.

POST EVENT/REPORTING RESULTS

The KHSAA will get tournament results through TrackWrestling and no other reports are needed regarding results.

Each manager shall submit Form GE58 (Region Site Selection Plan) with their information, and return it to the KHSAA.

Each Region Manager shall submit Form WR118 (Region Entry Report) to the KHSAA with a complete listing of entered teams at the conclusion of the tournament detailing participants.

Each Region Manager shall complete Form GE51 (Tournament Financial Report) following the tournament and return it to the KHSAA.

All three forms are included as links at the end of these instructions.

TROPHIES

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

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

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

Open and inspect trophies and medals.

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



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

The total cost for regional items is \$259.16 plus shipping.

Your package should consist of the following:

- One (1) region champion trophy
- One (1) region runner-up trophy
- 14 Champion Medals
- 14 Runner-up Medals
- 28 3rd and 4th place Medals

FINANCES AND FINANCIAL REPORT

All Regional Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The form may be emailed to mbarren@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.

The participating schools shall adopt a plan for distribution of proceeds.

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

INSTRUCTIONS FOR STATE TOURNAMENT QUALIFIERS

The top four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the state tournament.

In the event that a seeded wrestler is not able to participate in the state tournament due to injury or other reason beyond the control of the wrestler, the appropriate seeded wrestler(s) will be moved up in the seeding, and the fifth place wrestler from the regional tournament will be seeded fourth.

The Commissioner shall draw each weight class individually for the pairings at the state tournament.

If you have questions or concerns prior to the state tournament you can contact Assistant Commissioner Mike Barren at 859-299-5472, by cell at 859-317-3300 or email at mbarren@khsaa.org.

The backup contact for wrestling is Sarah Bridenbaugh, who can be reached via cell at 740-607-7217 or email at sbridenbaugh@khsaa.org.

IMPORTANT WEBSITE LINKS

- [KHSAA Wrestling Site](#)
- [Competition Rules](#)
- [Region Manager Information Form](#)
- [TrackWrestling.Com](#)
- [Region Site Selection Recommendations](#)
- [Blank Brackets](#)
- [Region Site Selection Plan Form](#)
- [Wrestling Skin Condition Form](#)
- [Participation Report \(DOCX\) or \(PDF\)](#)
- [Tournament Financial Report \(DOCX\) or \(PDF\)](#)



ELECTRONIC DATA ENTRY REQUIREMENTS AND ASSISTANCE

Teams will find on the KHSAA website and on the Trackwrestling.com website, all forms necessary to enter individuals in the Region Wrestling Tournament.

You will need two printouts from the Trackwrestling.com site.

HOW DO I CREATE A WEIGH IN FORM?

- Click on the event you wish to create a weigh-in form for and then click 'Weigh-Ins' or
- Click the blue scale icon next to an event
- Click the [Add Weigh In] button
- Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add] Note - hold the CTRL or SHIFT button to select multiple wrestlers
- Use the drop-downs in the 'Weight' column to change the weight class if necessary and click [Save Form]
- Click the [Print] button to print the weigh-in form to take to the weigh-in
- Note - You can use CTRL + P to open a print dialogue

HOW DO I CREATE AN INDIVIDUAL SEASON RECORD FORM?

- This requirement is for all to monitor the fact that on or prior to January 27th, the athlete legally weighed in at the desired entry weight
- It will also list every match result entered into the NWCA OPC for each wrestler
- To produce the form; click on the 'Matches' tab
- Click on [Print Matches]
- Select the wrestlers you would like to print Hint: Hold down 'Ctrl' to select more than one
- Specify any criteria and set 'Individual Season Record' to Yes
- Click [Submit]
- Print Forms shown & bring this report for each athlete to be entered in postseason

On the KHSAA site, select the forms menu, and then click on the form name to download it immediately.

You must have the PDF reader to use the PDF copy, or Microsoft Word® to download the doc format.

WR111 – This is the required skin-condition form

- Please make certain you have this completed for any athlete who has even the most remote chance of being viewed by an opposing coach or the officials as being contagious to others
- No other form of note is to be accepted by the officials
- Blank copies are available at the links listed at the bottom of these instructions
- Please note that if a dispute arises, the on-site assigned appropriate medical professional's decision will prevail

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

ASSISTANCE

Teams will find on the KHSAA website and on the Trackwrestling.com website, all forms necessary to enter individuals in the Region Wrestling Tournament.

You will need two printouts from the Trackwrestling.com site.