

# WRESTLING

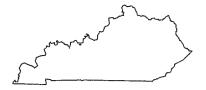
# 2020 REGIONAL TOURNAMENT INSTRUCTIONS

FOR MANAGERS AND PARTICIPATING TEAMS



# **Table of Contents**

Duties Cummany Statement	2
Duties Summary Statement	
KHSAA Contact List	. <u>3</u>
Reference To Team Alignment	. <u>3</u>
Allowable Competition Dates	
Pre-Tournament Manager's Responsibilities	. <u>3</u>
Complete Tournament Manager's Form	<u>3</u>
Contact Participating Schools	
Competition Rules	
Pre-Tournament Meeting	
Admission Of Participants/Team Party And Limitations.	<u>4</u>
Development Of Info Document For Participants	. <u>4</u>
Host Site Administrator	
Signage, Balloons, Noisemakers and Band Performances	<u>4</u>
Seeding Meeting Preparation and Attendance	. 4
Entry, Rosters, Seeding, Brackets	. <u>5</u>
Eligibility of a Wrestler to Enter	<u>5</u>
Postseason Rosters	5
Regional Tournament Seeding	
Post-Seeding Meeting Policies and Procedures	
Supplemental Seeding Meeting Due to Weight Class Change.	6
Placement of Wrestlers into Brackets	6
Changes in Brackets Due to Withdrawal	
Points Of Emphasis	. 7
Format Of Event	
Competition Regulations	
Managing the Event Including the Results	
Procedure For Getting Officials And Fees	7
Bylaw 22 Reminder	
Requirement To Accompany Team Members	7
Bylaw 22, Section 8	7
Security	
Medical Provisions	
Emergency Action Plan	
Inclement Weather Procedures	
Stoppage/Postponement	
Media and intellectual Property Rights	
General Media Rights	
Radio Broadcasts	<u>o</u>
Telecast/Webcast Including NFHS Network Restrictions	
3	
Music Copyright Event Merchandise	10
Post Event	
Reporting Results	
Trophies	
Instructions For State Tournament Qualifiers	
Finances	
Tournament Financial Report	
Tournament Costs	11
Important Website Links	11
Electronic Data Entry Requirements and Assistance.	
How Do I Create a Weigh-In Form?	
How Do I Create an Individual Season Record Form?	
Assistance	. 12



2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

### **KHSAA Staff**

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Michael Barren
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
General Counsel	Chad Collins
Communications Director	Joe Angolia
Information Technology Director .	Rob Catron
Event Management Specialist	Dan White
Administrative Assistant/Office N	lanagerMarilyn Mitchell
Administrative Assistant	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	:Jeanie Molloy
Administrative Support Specialist	:Marsha Day
Administrative Support Specialist	Ginger Gilbert
Physical Plant Director	Roy Tatum





### **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 at the end of these instructions as links.

### KHSAA CONTACT LIST

The primary contact for wrestling is Assistant Commissioner Michael 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 Regional Tournaments shall be conducted Feb. 7-8.

The KHSAA State Wrestling Championships will once again be held in Lexington at the Alltech Arena, located at the Kentucky Horse Park, on Feb. 14-15.

### PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

### **COMPLETE TOURNAMENT MANAGER'S FORM**

Complete the Regional Tournament Manager's Form (GE56) to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted. Links to both forms are included at the end of these instructions.

### **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.

The Region Manager and a member of the KHSAA Wrestling Focus Group (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 Focus Group members for wrestling are listed below:

- 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 Focus Group member shall help to ensure a smooth and efficient meeting of the coaches.

The Region Manager and/or Focus Group 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.).

### **ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS**

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.

### **DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS**

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

### **HOST SITE ADMINISTRATOR**

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.

### SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with game administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pregame, natural and planned breaks/timeouts and when the clock is stopped and the ball is not in play.

The admission of school pep bands is a local decision.

### **SEEDING MEETING PREPARATION AND ATTENDANCE**

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

Each manager should coordinate the scheduling of the regional seeding meeting. The Focus Group 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.

### **ENTRY, ROSTERS, SEEDING, BRACKETS**

### **ELIGIBILITY OF A WRESTLER TO ENTER**

An athlete has to legally make scratch weight (including growth after 12/25) at least one time prior to the February 1 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 Feb. 1 by weighing in and qualifying for that class, but never into a lower weight class.

After February 1, 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.

### **POSTSEASON ROSTERS**

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

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

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.

### REGIONAL 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 quidelines, 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 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.

### **POINTS OF EMPHASIS**

### **FORMAT OF EVENT**

NFHS rules will be used without exception.



### **COMPETITION REGULATIONS**

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 \$60 for this service, and the KHSAA will pay the balance.

### 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, 2020.

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 2020, 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.

### **BYLAW 22 REMINDER**

### REQUIREMENT TO ACCOMPANY TEAM MEMBERS

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below.

### **BYLAW 22, SECTION 8**

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

### **SECURITY**

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

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the event, have the officials escorted to the locker room and/or parking lot.

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.



### **MEDICAL PROVISIONS**

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

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

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 their tournament which shall be practiced and referred to prior to the event.

Before starting matches, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### **INCLEMENT WEATHER PROCEDURES**

### STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

### **MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

### **GENERAL MEDIA RIGHTS**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

Control of media access and location at all levels of postseason play is with the KHSAA.

In general, management of the execution of those assignments is assigned to the host KHSAA school's tournament manager.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, guarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, guarterfinal and state competition,



managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

### RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

### TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than four hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### **MUSIC COPYRIGHT**

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

### **EVENT MERCHANDISE**

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event

merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

### **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 Riherds.com of Smiths Grove, Ky., to supply the official KHSAA region and state trophies/awards for the 2019-20 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 Riherds at khsaa@riherds.com.

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

The total cost for regional items is \$263.56 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

### **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 <a href="mbarren@khsaa.org">mbarren@khsaa.org</a>.

### **FINANCES**

### **TOURNAMENT FINANCIAL REPORT**

All Region 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 forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to <a href="mbarren@khsaa.org">mbarren@khsaa.org</a>.



### **TOURNAMENT COSTS**

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

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

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

### **IMPORTANT WEBSITE LINKS**

- KHSAA Wrestling Site
- Competition Rules
- <u>TrackWrestling.Com</u>
- Regional Site Selection Recommendations
- Blank Brackets
- GE56 Regional Tournament Manager Form
- GE58 Region Site Selection Plan
- WR111 Wrestling Skin Condition Form
- WR118 Region Entry Report
- <u>GE51 Tournament Financial Report</u>

### **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.