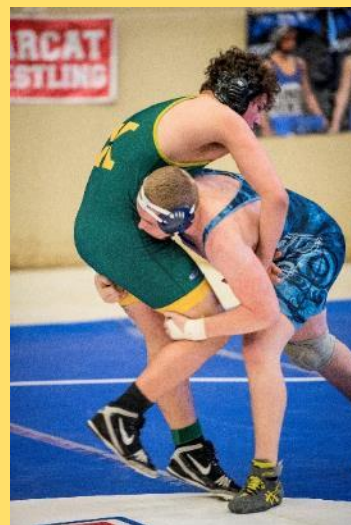




2018 KHSAA WRESTLING REGION CHAMPIONSHIPS INSTRUCTIONS



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DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing wrestling tournaments and the links section at the end of this manual
- Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth meet
- The forms for your various reports should be self-explanatory and any required forms are at the links at the end of these instructions

PRE-TOURNAMENT MEETING AND ORGANIZATION

COMPETITION DATES

- The dates for regions are Friday and Saturday, February 9th & 10th, 2018
- The KHSAA State Wrestling Championships will once again be held in Lexington, at the Alltech Arena, located at the Kentucky Horse Park, on Friday and Saturday, February 16th & 17th, 2018

BYLAW 22 REMINDER

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- Please refer to the KHSAA Handbook if you have any questions

PRE-TOURNAMENT MEETING MODEL TOPICS

- The Regional Committee member along with the manager will coordinate a meeting of participating coaches for the purpose of making region pairings in each weight class by seeding the participants
- The Regional Committee member of the KHSAA Wrestling Advisory Committee should chair the seeding committee meeting
- For 2017-2018, 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
 - Region 5 – Logan Willoughby (Manager), Grant County
 - Region 6 – Tim Ruschell, Ryle
 - Region 7 – Ralph Carte (Manager), Whitley County
 - Region 8 – Phillip Dettwiller, Montgomery County
- The Regional Committee member shall 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.)

RULES - 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 27th deadline, and must have done so on a date that he/she was valid to do so by the NWCA program
- An athlete must have a combination of four matches or four weigh-ins, representing the high school during the current season in order to be eligible to enter the region
- He/she is automatically re-certified into a higher weight class after January 27th by weighing in and qualifying for that class, but never into a lower weight class
- After January 27th, 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 fourteen 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

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 with the Regional Committee member for your region, who will chair the meeting
- 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 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 KHSAA website and print copies of Form WR111 and distribute a copy to each person in attendance at seeding meeting
- At 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 seeding meeting of coaches and submit form GE58 with this information at the link at the end of these instructions

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

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 4
- 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

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 has participated in four high school matches and/or bouts, 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

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

EVENT EXECUTION

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

TROPHIES AND MEDALS

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2017-2018 tournaments
- The cost of trophies and awards are the responsibility of the regional tournament
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- In the email with the tracking number you'll also have a special link to the Rihards.com website which will let you confirm that you received your awards in good condition
- Open and inspect trophies and medals
- Contact Rihard's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Rihards at khsaa@riherds.com
- Do not disregard any billing information that may be enclosed in the packaging
- The total cost for regional items is \$252.62 plus shipping
- Your package should consist of the following:
 - One region champion trophy

- One region runner-up trophy
- Fourteen Champion Medals
- Fourteen Runner-up Medals
- Twenty-eight 3rd and 4th place Medals

SECURITY

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

OFFICIALS

- Tournament officials are assigned from the pool of licensed KHSAA officials
- Each regional manager will be contacted by KHSAA Assistant Commissioner Michael Barren, who will make the final assignments
- Only officials licensed with the Kentucky High School Athletic Association may officiate in the regional or state meet
- The Commissioner shall assign all officials to region and state competitions
- Confirm Officials Assignments with the KHSAA starting February 2, 2018
- 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 2018, region officials traveling greater than 100 miles one way would be paid an additional \$20 per official
- Additional postseason allowances for lodging, require prior notice to the tournament manager and must be approved by the Commissioner
- It is the responsibility of the tournament manager to make the necessary contacts with the officials

EVENT MERCHANDISE

- The Tournament manager, through approval of the member schools, will schedule event novelties
- Team IP, KHSAA event provider of state event merchandise, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

MEDICAL PROVISIONS

- A physician and/or ambulance should also 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
- Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed
- It is 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

FINANCES

- The participating schools shall adopt a plan for distribution of proceeds
- If there is dispute, contact the Commissioner's office

- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district and regional competition
- At all levels of competition, including district, regional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager and pay the requisite rights fee to the Association
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

NFHS NETWORK INFORMATION AND WEBSTREAMING

- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office

INCLEMENT WEATHER

- While it would be ideal if all parties could agree on any re-scheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical
- It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified

INSTRUCTIONS FOR PARTICIPANTS ADVANCING

- 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 Michael Barren at the KHSAA, 859-299-5472, by cell at 859-317-3300 or via 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

POST EVENT DUTIES

POST REGIONAL RESULTS AND REPORTS

- The KHSAA will get meet results through TrackWrestling and no other reports are needed regarding results
- Each manager shall submit form GE58 with this information at the link at the end of these instructions and return it to the KHSAA
- Each manager shall submit form WR118 with listing of entered teams at conclusion of meeting to detail tournament participants and return it to the KHSAA
- Each manager shall complete KHSAA Form GE51, tournament financial report, following the tournament and return it to the KHSAA

IMPORTANT WEBSITE LINKS

- Competition Rules - <http://khsaa.org/handbook/competitionrules/wrcompetitionrules.pdf>
- Manager Information Form - <http://khsaa.org/ge56-regional-tournament-manager-form-wr/>
- KHSAA website - <http://www.khsaa.org>
- TrackWrestling.Com - www.trackwrestling.com
- Region Site Selection Plan - <http://khsaa.org/ge58-region-tournament-site-selection-plan/>
- Blank Brackets - <http://khsaa.org/general/bottom-tab-pages/general-forms/>
- Current Site Selection Plans - <http://www.khsaa.org/wrestling/regionsiteselectionplans.pdf>
- Wrestling Skin Condition Form - <http://khsaa.org/forms/wr111.pdf>
- Participation Report - <http://www.khsaa.org/forms/wr118.pdf>
- Tournament Financial Report - <http://khsaa.org/forms/ge51.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 the form immediately
- You must have the PDF reader to use the PDF copy, or Microsoft Word® to download the doc format
- The following are the form(s) and their use:
 - WR111 – This form 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 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