



# 2018 TRACK & FIELD REGIONAL INSTRUCTIONS AND PROCEDURES FOR TEAMS AND MANAGERS



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**DUTIES SUMMARY STATEMENT**

- Please familiarize yourself with the Kentucky High School Athletic Association Handbook rules and regulations governing Track meets and the KHSAA Competition Rules

**REFERENCE TO TEAM ALIGNMENT**

- If any team desires to enter competitors and that school is not listed in the current Track alignment, contact the Association office prior to accepting the entry
- Only those schools on that list are eligible to enter unless approved by the KHSAA office

**ALLOWABLE COMPETITION DATES**

- The Regional Track & Field meets shall be held during the week of Monday, May 7th through Saturday, May 12th
- Coaches and Regional Managers should be aware of the busy spring schedules with schools and need to work with schools to select a date
- If no agreement can be reached due to conflicts, the KHSAA will establish the meet schedule

**INSTRUCTIONS FOR MEET ENTRY**

- All entries for the KHSAA Regional Track Meet must be done electronically and all athletes entered into the regional meet must come from the online postseason roster listing 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. Click "Login" in the upper right hand corner
  - 3. Click "Sign Up"
  - 4. Enter the information that is requested: Username, Email Address, Password
  - 5. Click "Join Now"
- Claim Your Team
  - 1. On the top of the homepage ([ky.milesplit.com](http://ky.milesplit.com)), click "TEAMS"
  - 2. Find your team on the list and click the team name
  - 3. Click "Claim Team"
  - 4. Click the appropriate "Claim as" option. You can choose to be a "Coach" or "Admin". Choose the

- appropriate role
  - a. Both roles will give you the permissions to enter into a meet and edit the entries
  - 5. Complete the box with your identifying information
  - a. This is what Chris Hawboldt (the KYtrackXC webmaster) will see when approving or declining coach and administrator rights
  - 6. Click "Sign Me Up!"
  - a. 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
  - b. 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 homepage (ky.milesplit.com), click "CALENDAR"
    - 2. Find the meet that you want to register for in the list of meets on the calendar
    - 3. Click on the meet name
    - 4. On the meet page, click "Register Online Now"
    - 5. Click "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. Click "Next"
    - 8. Choose the divisions you would like to enter
      - a. The division names are on the left and there is a check box for male and female
      - b. For region contests, there will be three divisions: Varsity, Unified, and Wheelchair
      - c. Choose the genders that your team will enter in each of those divisions by checking the box
      - d. 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
      - e. Click "Enter Team"
    - 9. The list of events will then show. For each event that you want to enter athletes, click 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 click "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 click "Edit Entries" as you do for any event to start entering the event. Then click "Add New Relay". A seed time will automatically populate. Choose a minimum of four (4) athletes and a maximum of 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 entry should your relay team advance to the state meet
    - 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 must 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) 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 student athlete must be submitted to Assistant Commissioner Sarah Bridenbaugh
- Milesplit has preloaded the regional alignment into their database to prevent coaches from entering the incorrect region
- If any team desires to enter competitors and that school is not listed on the included alignment of teams, contact the Association office prior to entry
- Only those schools on that list are eligible to enter unless approved by the office
- There shall be an opportunity available to challenge an entry time
- In order to do this, there shall be a structured time schedule for entries and verification
- As a coach, you are expected to bring copies of meet results to help determine that the athlete has had his/her four meets in the Pole Vault event only
- For Pole Vault, any results 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
- A school may enter one or two contestants in each event and one team in each relay race at the regional meet
- Coaches are reminded of the timeline for entries:
  - All initial entries for the region must 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

#### *VERIFICATION OF ENTRY TIMES*

- Nothing is more important to the integrity of that process than accurate entry times
- Member schools are responsible for ensuring that accurate times are entered
- The following procedure will be used to ensure the validity of entry times:
  - All coaches must be able to verify times that are entered for an athlete in the regional meet
  - Entry times for the regional meet may be FAT (Fully Automated Timing) or HT (Hand Times)
  - All HT times must be properly converted per NFHS Rule 3-9-4
  - If any HT is recorded in hundredths, it shall be rounded up to the nearest tenth of a second, and properly noted as a HT
  - Any time which cannot be verified, cannot be used
  - The only acceptable verification of meet results will be submission by using the link listed in these instructions

- Entries shall be verified by using this link to the site only
- All meet result submissions shall include the name of the meet official (Referee) and the meet date
- An entry with no time entered for an athlete may be challenged

*COACHES INFORMATION*

- You must send your entries electronically to the regional 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 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

*PROCEDURES FOR RECEIVING ENTRIES FOR REGIONAL 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
  - In order to do this, there is to be a structured time schedule for entries and verification
  - The deadline for sending results to the Kymilesplit.com site is Thursday, May 3, 2018 (or four (4) days prior to your scheduled meet)
  - All initial entries for the region must 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 listserve, 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
- This request must be submitted and approved by the KHSAA office
- Any late entries must be approved by the KHSAA office
- 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 must 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 must be approved by the KHSAA office
- There are no substitutions at the State Meet

*UNIFIED ROSTERS/FORMAT*

- Unified Track rosters must 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 on the varsity track team
- Unified events by Partner Athletes shall not count against a student-athletes 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 must 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)
    - Partner athlete must start at the 100m dash start line, special athlete waits at the 50m line
    - Partner must 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)
    - Partner athlete must start at the 400m dash start line; special athlete waits at the 200m start line exchange zones
    - Partner must 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)
    - This event will include two (2) athletes and two (2) partners that must compete in this order: partner athlete, special athlete, partner athlete, special athlete
  - Long Jump (one partner/one athlete)
    - Unified partner athlete jumps first, then the special athlete jumps
    - 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)
    - Boys in this division (athletes and partners) will throw a 4k or 8.8 lb. shot
    - Girls in this division (athletes and partners) will throw a 6 lb. shot
    - Unified partner athlete throws first, then the special athlete throws
    - 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 will be slated at the same time in the regional and the state schedule
- Coaches must 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 must 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 onto the KHSAA school subdomain
- Adapted events are exhibition and are non-scoring
- Please contact Sarah Bridenbaugh at the KHSAA offices immediately if your region has an adapted athlete wanting to participate in the postseason
- Adapted events available are shot put and the 100m dash

#### *PROCEDURE FOR REVISIONS OF ENTRIES/ROSTERS*

- Only in the case of documented medical emergency can these deadlines be waived or a substitution be allowed
- Each manager is responsible for forwarding the entries for the region meet to all competing teams
- 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
- Substitutes in the state meet are not allowed

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

- Call to Order
- Designate someone to take minutes
- Discuss future sites
- Discuss region meet expenses, i.e. trophy costs, security, etc. (majority approval required)
- PA, Hytek Operator, Stats, Officials
- Security (must have plan in place)
- Medical
- Other

### *PROCEDURES FOR FUTURE REGION SITES*

- The regional manager should discuss site selection for the future with all schools in the region at the meeting
- If a site for the following year is agreed upon, that school shall submit GE59 (Application for Hosting) and the KHSAA office will make the final determination for hosting

### **FORMAT OF EVENT**

- 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 use the same standard schedule, so that no region will have an "advantage" over others in terms of athlete rest and recovery between events
- The regional meets shall be held in the aforementioned dates
- If a weekday is selected to hold the meet, and any school is in session that day, the meet must be held after 3 p.m.
- All field events must 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 Gordon Bocock (coachbo@twc.com) and Sarah Bridenbaugh (sbridenbaugh@khsaa.org) prior to your regional
- 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
- 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
- Each regional meet must follow the model time schedule provided at the end of this document
- Please download the excel sheet and enter your starting time for the first event
- This excel sheet is designed to calculate the entire event for you once you have entered the starting time, so please do not type anywhere else in the excel document except for the yellow cell
- It is vital that every region follow this format to ensure the same amount of time is allotted for the at-large qualifiers
- Please do not begin an event before its scheduled time

### *REFEREES*

- All Referees should have a Referee briefing before the meet as required by rule
- This meeting should involve an explanation of sportsmanship expectations as well as other points required by rule
- Attendance at a meeting may be replaced by completion of the proper KHSAA form, however, the Referee must make himself/herself available for a pre-meet rules inquiry at a published time
- The Manager, Referee and all officials should have a constant emphasis on safety



- One of the most important roles of the Referee is to make sure all information is imparted to the coaches and participants
- Regional managers should have media/photography passes available for media members before they are allowed inside the oval or near the various field event venues

#### *JURY OF APPEALS*

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

### **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 must declare the runners that will run prior to each race
- Relay entrants **MUST** be the same from the Regional Meet to the State Meet
- Coaches have until they submit the relay form to the Clerk on the first day to decide which eight people are entered for the relay
- No other names can be added after that point
- The four athletes that run in the trials and the finals do not have to be the same, they simply have to be four of the eight athletes that are listed on the relay entry card

#### *OVERALL PROCEDURES FOR CONDUCT OF MEET AND ADVANCEMENT*

- Any race where the initial leg (or total race) is 400 meters or less shall be started with blocks, and all competitors shall be required to properly use them
- All individuals placing sixth or higher in each event shall score team points in the regional meet, with values 10-8-6-4-2-1
- The meet shall be made up of all of the events on the regional entry form
- No preliminaries will be conducted
- All running events will be timed-final events, broken into sections according to NFHS rules
- The fast section in all races shall be full, even if this leaves a single competitor in the slower heat

- If a runner in the fast heat failed to report or was scratched, the regional manager is to re-fill the lanes in the fast heat
  - The hurdle height for the girls 100m hurdles is 33", 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*

- \*IMPORTANT: Schools desiring to enter athletes in the Pole Vault must have a coach with proof of completion of the Pole Vault Coaching Certification Course managed through [www.pvscb.com](http://www.pvscb.com) or [NFHSLearn.com](http://NFHSLearn.com)
- An updated list of current pole vault coaches can be found on the KHSAA website
- Please contact the KHSAA office if you have entries from schools without a certified coach
- The manager and Referee must make sure that all the safety rules are followed
- The contestants in Pole Vault shall weigh-in and their weight shall be at or below the 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 handhold position
- Pole rating markings are to be located above the handhold
- Training poles shall not be used in warm-ups or competition in the pole vault
- Any pole not properly marked will be considered illegal equipment
- If a vaulter attempts to use an illegal pole, the individual will not be allowed to compete until a legal pole is secured
- If during competition a vaulter is discovered using an illegal pole, the vaulter shall be immediately disqualified from the event
- Illegal poles will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event
- The head field judge and/or referee will have a scale, provided by the host school, and check weight when the pole vaulters check-in

#### *SHOT PUT AND DISCUS*

- The manager and Referee must check to make sure that the 34.92-degree sector is used and that the discus cage meets specifications
- Contestants may use their own shot put or discus at the regional meet provided they pass inspection
- They must 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 must make sure that spectators cannot get near the throwing areas and that athletes stay behind the cages
- Referees are to make sure that all throwing implements are weighed correctly
- If an athlete weighs-in his/her implement, it then becomes a "common" implement and may be used by any athlete in the competition

- If an athlete misses the weigh-in/inspection period of their implement, they must use a common implement provided by the host school or another athlete

### **SPORTSMANSHIP**

- National Federation Rules now require that each coach be instructed with regards to sportsmanship
- This will be covered during the coach's pre-event meetings and the verification form shall be used
- Prior to the start of the meet, the head coach shall be responsible for verifying to the referee that his/her competitors are properly equipped (uniform, equipment, and no jewelry) in compliance with these rules
- Any questions regarding legality shall be resolved prior to the start of the meet

#### *DISQUALIFICATIONS AND UNSPORTSMANLIKE INCIDENTS*

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

### **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 see Bylaw 22 in the KHSAA Handbook if you have any questions

### **MEDIA**

#### *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
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager, and pay the requisite rights fee to the KHSAA
- 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 meet 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 meet 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 MEDIA RESTRICTIONS*

- 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
- No entity including the media may continuously stream content including the use of social media products such as Facebook® Live and Periscope (via Twitter®)
- The fee schedule will be published annually by the Commissioner's office

### **EVENT MERCHANDISE**

- TeamIP is the exclusive vendor of championship apparel
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility for the regional meet
- KHSAA Regional Championship apparel is available for each regional site if desired, and can be arranged by contacting TeamIP or Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) to sell regional championship apparel at your event

### **MEET MANAGER RESPONSIBILITIES**

- Ensure that security and medical coverage is in place prior to athlete warm-up
- Use HyTek features (a complete list of step by step instructions are listed at the end of these instructions) to compile and send results
- Email entries to [trenty@khsaa.org](mailto:trenty@khsaa.org) prior to your regional meet
- Post meet
  - Ensure all forms are given to meet Referee
  - Confirm with Hytek operator as to who will submit the Hytek results to the KHSAA at [trresults@khsaa.org](mailto:trresults@khsaa.org)
  - Contact media with results
  - Meet managers are responsible for completing GE 51 (Individual Sports Regional Financial Report) and submitting to [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org) upon completion of your regional meet
- If any Violation Reports (TR117) are utilized during the regional meet, those must also be sent to the KHSAA office

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

- Form TR112 and Form TR122 are no longer required to be turned into the regional manager
- \*New for 2018: Pole Vault is the only event that requires an athlete to compete in four (4) meets in the Pole Vault event to enter the regional meet
- By entry into the member school's regional meet in the Pole Vault event, the coach and Athletic Director of the member school certifies that all pole vaulters 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

### *KHSAA FORM TR120*

- The Referee should collect and return to the KHSAA a copy of each TR120 form, used for the valid use of an inhaler or other medical report

### **PROCEDURE FOR GETTING OFFICIALS & FEE AMOUNTS**

- To ensure that the KHSAA Catastrophic Insurance provisions are in place for all participants, and to ensure that the Regional Manager is properly covered by KHSAA Liability Insurance policies and local policies, a

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

- Each regional manager must be in contact with Gordon Boccock, the State Meet Director (606-271-0714, coachbo@twc.com), for this assignment
- Each regional referee that is assigned, along with the meet starter, shall be a licensed KHSAA Track and Field official
- The primary meet officials (referees) are to be paid \$115 per classification (one (1) region, boys and girls)
- It is strictly a function of time spent performing the tasks that increase incrementally with additional divisions
- For regional meets having to conduct satellite site field events (i.e. Pole Vault), a separate and nominal fee shall be charged to compensate the officials
- Only those regional officials traveling greater than 100 miles one way would be paid an additional \$20 per official
- Additional postseason allowances for lodging, etc. shall be at the discretion of the meet manager and must be approved by the Commissioner
- Please refer all conflicts with regards to mileage or other payments of officials to the KHSAA office
- IT IS THE RESPONSIBILITY OF THE MEET MANAGER TO MAKE THE NECESSARY CONTACTS WITH MR. GORDON BOCOCK REGARDING THE OFFICIALS
- HE WILL BE ASSISTING THIS OFFICE WITH RECOMMENDED ASSIGNMENTS WHICH WILL BE FORMALIZED AND ENFORCED BY THIS OFFICE

### **TROPHIES**

- The Board of Control has contracted with Rihards, Smiths Grove, KY, to supply the official KHSAA trophies and medals
- The Trophies and Medals will be mailed directly to each Regional Manager
- Please check them as soon as they arrive to make sure it is the correct order for your region and to make sure they are not broken
- Contact the KHSAA office if you do not receive them a few days prior to the meet
- This trophy cost will be paid for by the regional manager and taken from regional funds
- Also, please note that the regional medals do not include ribbons
- If your region would like to add ribbons to the trophy order you may do so by contacting Rihards ahead of time and paying for that additional expense
- If wheelchair and/or unified athletes are entered, be sure to notify the KHSAA office to ensure that medals have been ordered, these awards will be shipped to the region manager separately after regional unified/adapted entries have been determined
- By the Advisory Committee recommendation approved by the Board of Control, medals will be awarded for the first six places in each event at the regional
- Trophies shall be awarded for the winning and runner-up teams at the region
- Duplicate medals and/or trophies (due to ties) must be ordered immediately by the Regional Manager following the meet, please contact Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) to order any awards for ties
- Each manager is being shipped the following:
  - A regional champion trophy, per gender (current contract cost, \$69.75)
  - A regional runner-up trophy, per gender (current contract cost, \$69.75)
  - Medals for the top six placers in all regional events
- The total cost per gender to be budgeted for the regional trophies and medals is \$503.10

### **SECURITY**

- It is the responsibility of the tournament 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 is important to take every precaution to protect the athletes, fans and general public at contests
- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process
- Adequate security is a requirement at postseason contests
- Make certain your track is set up to ensure protection and prevent unauthorized individuals from interfering with the track or finish area

#### *FACILITY SAFETY*

- It is the obligation of the meet manager and the host KHSAA member school to ensure that the regional meets are held utilizing the facility in a manner that strives to make certain that the safety of the participants is the primary concern
- If there are any doubts about the safety of a particular facility, please contact the KHSAA and attempts will be made to have on-site inspections to help in event planning
- For participant and non-participant safety, please instruct your student body and team members that sports implements from other sports (Frisbees, footballs, nerf balls, baseballs, soccer balls, softballs, etc.) are NOT to be used at the site of the regional or state meet
- Past incidents of potential injury to spectators and participants make it essential that the Association enforce this restriction
- Please note that the Association will take whatever steps are necessary, INCLUDING DISQUALIFICATION OF THE TEAM MEMBERS, for participation in this type of non-related activity
- Excessive noise, to include artificial noise makers, radios and musical instruments, will be prohibited for the duration of the Regional Meet

#### *COACHES ON THE TRACK*

- Coaches must comply with all NFHS rules regarding communication during meets
- Each region shall designate and properly mark a coaching box for the Pole Vault if communication is not able to be conducted in close proximity to the event, and not allow coaching in the area of any other field event

### **MEDICAL COVERAGE**

#### *ATHLETIC TRAINERS*

- The host school is responsible for securing medical coverage for the event including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- 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

#### *EMERGENCY ACTION PLAN*

- Each meet manager is expected to have and maintain an emergency action plan for the regional meet
- Emergency action plans shall be practiced and referred to prior to the meet

#### *INHALER*

- National Federation rules allow for the use of an inhaler in the area of a Track 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, Form TR120 must 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 Referee or head official must delay or cancel a competition at the first sight of lightning or sound of thunder at the site and the site should be cleared of all persons immediately by event administration
- If it is anticipated that the storm will pass, the competition may be resumed following a three (3) minute warm-up period, no sooner than thirty 30 minutes after the last sight of lightning or the last sound of thunder
- If the severe weather is of great length or intensity, the Referee or lead meet official has the responsibility and authority to cancel the competition
- At that time, the lead meet official is to contact the Assistant Commissioner as to the status of the meet
- Officials are encouraged to learn the weather forecast prior to the meet
- Safety of the public and participants is the most important factor in any decision of this type
- While it would be ideal if all parties could meet and agree on any re-scheduling of meets necessitated by inclement weather or other natural events, this may not be practical
- Prior to the day of the meet, it is the duty of the meet manager, in consultation with the participating teams and the KHSAA Assistant Commissioner, to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified
- In accordance with the adopted policies, after the assigned meet officials arrive on site, the referee shall make such determination in consultation with the Meet Manager, the KHSAA Assistant Commissioner and State Meet Director, and the competing teams

### **POST EVENT**

#### *REPORTING RESULTS*

- After the meet is over, results should be sent immediately to [tresults@khsaa.org](mailto:tresults@khsaa.org)
- When the meet is completed, you need to send an attachment with the backup file of the meet
- Keep in mind that this is more than just printing results
- Once you receive confirmation of receipt of these files, no other written reports are necessary with respect to results
- The Referee at the Meet shall develop, with the Regional Manager, a plan for the return of information to the KHSAA in a timely manner IMMEDIATELY following the regional
- The following items must be collected and returned:
  - A copy of the complete meet results
  - Copies of any TR117 (Disqualification Form) from the regional meet
  - Copies of each TR120 Form, used for the valid use of an inhaler or other medical report
- IMMEDIATELY following the meet, a package containing these items should be sent by the Referee to the KHSAA, 2280 Executive Drive, Lexington, 40505, Attn: Sarah Bridenbaugh or scanned and emailed to [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)
- As an alternative, the materials may be brought to the KHSAA offices no later than Monday prior to the State Meet

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

- As soon as possible and practical, the regional results and state meet entries will be posted on the KHSAA website
- This site is also linked to the Track and Field Coaches Association website
- All running events will be conducted at the regional meet with each athlete participating once in each event, and the finish places determined by time from events placed in sections
- If regional results are turned in promptly, the entries and lane assignments will be posted by 10:00 p.m. on the Sunday prior to the state meet
- Thank you in advance for your assistance
- Any information prior to Sunday evening with respect to at-large qualifiers is strictly preliminary and should not be considered official until so noted on the KHSAA website

### *FINANCES AND FINANCIAL REPORT*

- All net proceeds after expenses approved by the participants (including a loss), shall be divided among the teams in a region based on a plan approved by majority vote
- All member schools in the region prior to the meet must agree to any entry fee designed to curb the costs of the meet
- Allowances for the cost of trophies and medals, as well as the cost of officials, shall be considered prior to finalizing any shared entry fee

### **INSTRUCTIONS FOR TEAMS ADVANCING**

- 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 Tournament Information release to ensure you know the rules and regulations of the state meet prior to the event

### **KHSAA TRACK AND FIELD CONTACTS**

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

### **IMPORTANT LINKS AND FORMS**

- Download the Event File - <http://www.khsaa.org/track> click Regional tab, select your appropriate class
- Verify Entry File - <http://kymilesplit.com>
- Regional Model Schedule - <http://khsaa.org/track/ModelRegionalTimeSchedule.xls>
- Bylaw 22 - <https://khsaa.org/handbook/bylaws/20172018/bylaw22.pdf>
- Results - Send to [trresults@khsaa.org](mailto:trresults@khsaa.org)
- Entries - Send to [trentry@khsaa.org](mailto:trentry@khsaa.org)
- Regional/State Results Posted - <http://www.khsaa.org/track>
- Track Coaches Association Website - <http://www.ktccca.org>
- State Entries and Lane Assignments (under 2018 State/Region Meet Entries/Results tab) - <http://www.khsaa.org/track>
- KHSAA School Abbreviations - <https://khsaa.org/track/hytekabbreviations.pdf>
- TR 117 Violation Report - <http://khsaa.org/forms/tr117.pdf>
- TR120 - [Medical Report Form](#)
- GE05 - [Supplemental History Form for Athlete with Special Needs](#)

### **ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS**

- 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](mailto:jedimasteremeritus@yahoo.com)
  - Eddie Cook, 859-344-6022, 859-991-0433, [Ed.Cook@kentonschools.us](mailto:Ed.Cook@kentonschools.us)
  - Vicki Hiestand, 606-679-5655, 606-305-4126, [hiestand1@alltel.net](mailto:hiestand1@alltel.net)
  - Frank Miklavcic, 502-875-2904, 502-320-2264, [fmiklavcic@aol.com](mailto:fmiklavcic@aol.com)
  - Linda Mathis, 502-243-0923, 502-396-4740, [Linda.Sarrett@Henry.kyschools.us](mailto:Linda.Sarrett@Henry.kyschools.us)
  - Leslie Smith, 859-325-5626, None, [smithwl57@roadrunner.com](mailto:smithwl57@roadrunner.com)
  - Cory Westerfield,, 270-703-7779, [cory.westerfield@marshall.kyschools.us](mailto:cory.westerfield@marshall.kyschools.us)



- Adam Friend, 859-428-8139, friend.adam@gmail.com
- David Flaughter, 502-664-7427, dflaughteris@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
  - OPEN\NEW
  - 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
- A MUST IS TO ENTER ALL RELAY TEAM MEMBERS INCLUDING ALTERNATES
- DO NOT DELETE ALTERNATES
- THAT WAY WE WILL HAVE ALL THE RELAY NAMES TO TRANSFER TO THE STATE MEET DISK
- THIS IS IMPERATIVE

#### *ADDITIONAL MINI-CHECKLIST FOR HYTEK*

- Step 1: Save your region backup to a selected drive
  - The files are available on the KHSAA website
  - Save email attachment to a selected drive

- The file will look like TfmmBkupAAA Regional 2018-001.zi or TfmmBkupA Regional 2018-001.zi or TfmmBkupAA Regional 2018-001.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 2018-001.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 2018.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 tfmm2018-05-9-MeetEvents-AAA Regional 2018-001.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 tresults@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

```
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;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;x;0;100;;E;2;;Unverified; ;;Amyx;Sydney;F;;11;16;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;x;0;100;;E;2;;Unverified; ;;Oschner;Alyssa;F;;9;14;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;C;x;0;400;;E;2;;Unverified; ;;Thompson;Janey;F;;10;13;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;B;x;0;400;;E;2;;Unverified; ;;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;x;0;400;;E;2;;Unverified; ;;Amyx;Sydney;F;;11;16;Grigsby;Sam;M;;12;10;
Q;HENR;Henry County;A;x;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;x;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

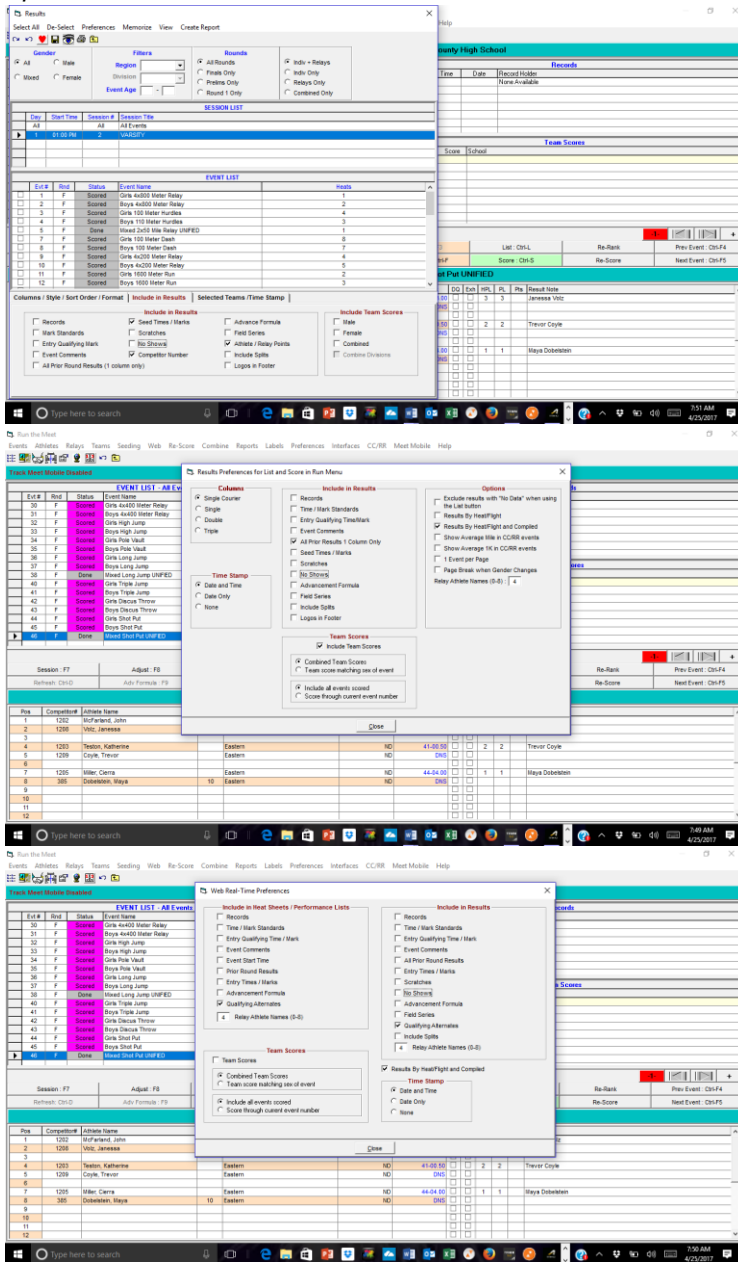
```
I;Payton;Brianna;F;;TATE;Tates Creek;;10;;Lexington;KY;USA;USA;;;;;19;
I;Prigge;Carsyn;F;;TATE;Tates Creek;;9;;Lexington;KY;USA;USA;;;;;20;
Q;HENR;Henry County;A;M;0;400;49.66;E;1;;Verified;;Duff;Caleb;M;;11;9;Grigsby;Sam;M;;12;10;Hutton;Alex;M;;12;11;Ma;
D;Hutton;Alex;M;;HENR;Henry County;;12;LJ;0-00.00;E;1;1;;Unverified;
D;Corley;Bill;;M;;HENR;Henry County;;10;SP;28-7.75;E;1;2;;Verified;
Q;HENR;Henry County;B;x;0;100;;E;2;;Unverified; ;;Amyx;Sydney;F;;11;16;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;x;0;100;;E;2;;Unverified; ;;Oschner;Alyssa;F;;9;14;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;C;x;0;400;;E;2;;Unverified; ;;Thompson;Janey;F;;10;13;Duff;Caleb;M;;11;9;
Q;HENR;Henry County;B;x;0;400;;E;2;;Unverified; ;;Oschner;Alyssa;F;;9;14;Corley;Bill;M;;10;15;
Q;HENR;Henry County;A;x;0;400;;E;2;;Unverified; ;;Amyx;Sydney;F;;11;16;Grigsby;Sam;M;;12;10;
Q;HENR;Henry County;A;x;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;x;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;0-00.00;E;2;4;;Verified;
D;Sykes;Christy;ina;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-see blow

- 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

- 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



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

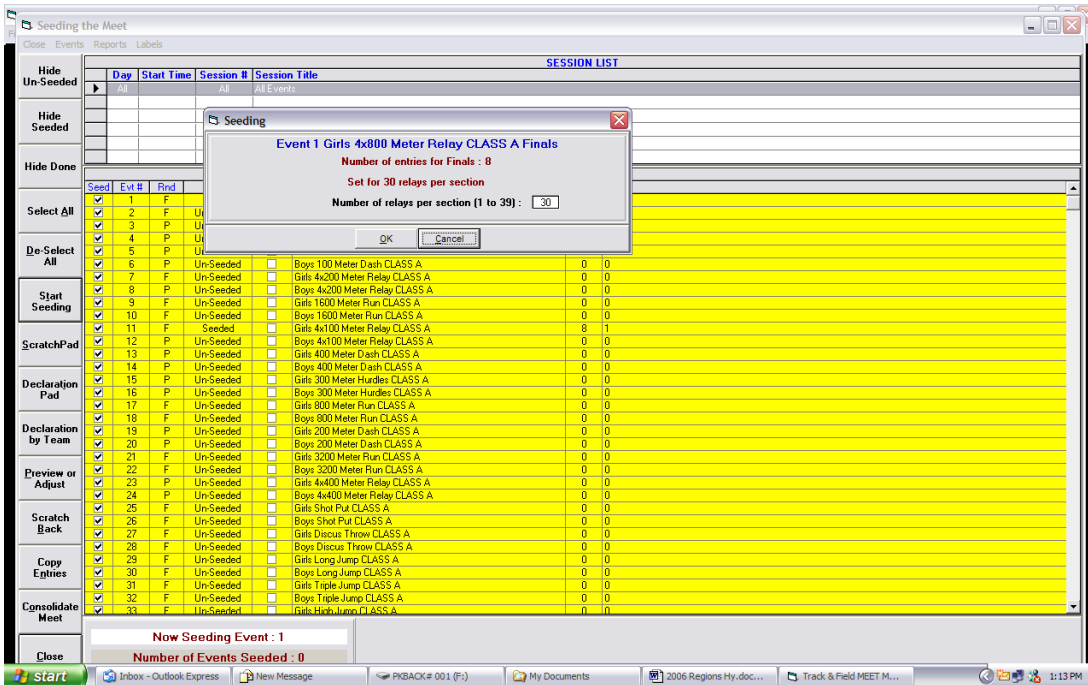
- After importing your entries from your teams, please make sure all athletes have a grade and it is a two (2) digit number:
  - 07 for 7th grade, not 7;
  - 08 for 8th grade, not 8;
  - 09 for 9th grade, not 9 or FR;
  - 10 for 10th grade, not SO;
  - 11 for 11th grade, not JR;
  - 12 for 12th grade,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

#### *SCHOOLS MENU*

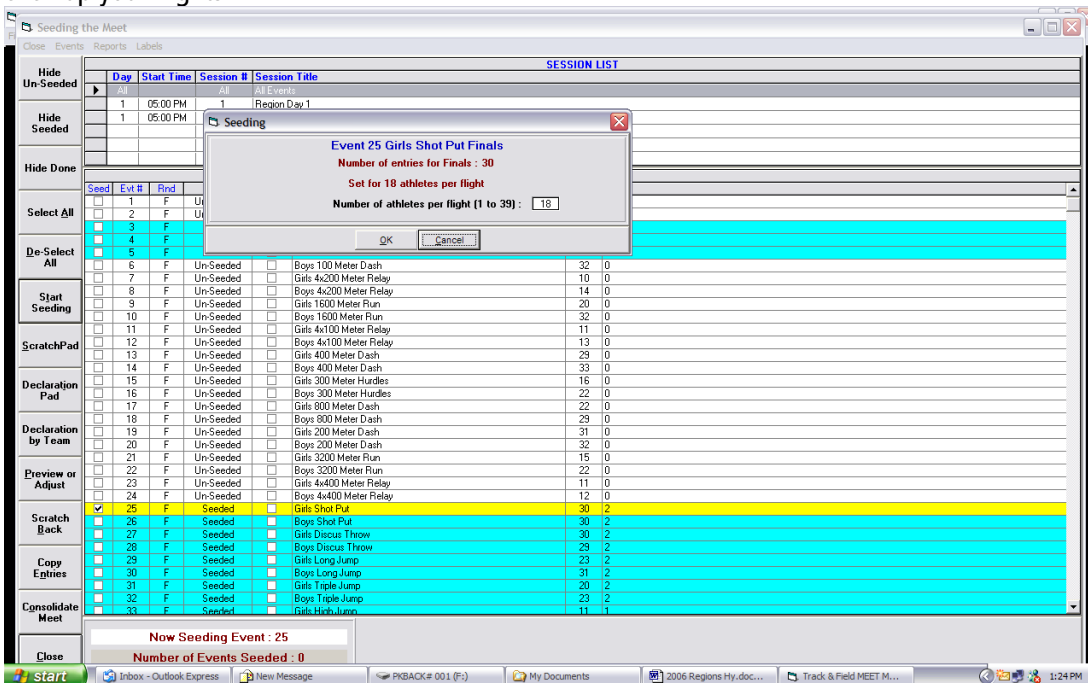
- Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA as listed in the links at the end of this document

#### *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



### 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