



2011

**Cross Country
Regional Meet
Instructions for
Participating Teams**



2011 CROSS COUNTRY REGIONAL MEET INFORMATION FOR ALL ENTERING TEAMS



STATE AND REGION SITES AND INFORMATION

The official State High School Boys' and Girls' Cross Country Championship Meet for Class 1A, 2A, 3A will be held at the Kentucky Horse Park, Lexington, Kentucky, on Saturday, November 12, 2011. Seven managers in each of the three classes will host regional meets.

NON-VARSITY MEETS

- ❖ Many regions hold and have held successful non-varsity meets. All regions, managers and schools are reminded that if such meets are held, they must be completed by the day prior to the Regional championships in accordance with KHSAA Bylaw 25, Limitation of Seasons.

SCHEDULING OF MEETS

- ❖ The regional meets shall be held on Saturday unless the KHSAA office gives PRIOR approval after consultation with ALL participating schools.
- ❖ Member schools are not permitted to practice for, travel to or participate in an interscholastic athletic contest during the six-hour school day. Therefore no Cross Country meet should be scheduled at a time that would violate any part of the six-hour academic school day. Due to this action and regulation, meets shall not start prior to 3:00 p.m. if held on a school day.
- ❖ Be aware that this is an SAT test date, so few scheduling adjustments may need to be made. If no agreement can be reached due to conflicts, the KHSAA will establish the meet schedule

STATE AND REGION ENTRY FORMS AND PROCEDURES FOR ENTERING ATHLETES

- ❖ Each school participating in cross country has been notified how to get the entry information and instructions from the KHSAA web site (http://www.khsaa.org/cross_country). **Schools are to enter contestants using the HyTek Team Manager or Team Manager Lite program.**
- ❖ If any team desires to enter competitors and that school is not listed on the list of teams on the included alignment of teams, contact the Association office prior to accepting the entry. Only those schools on that list are eligible to enter unless approved by the office.
- ❖ The entry deadline for all meets is standard.
 - All initial entries must be submitted by 5:00 p.m., 4 days prior to the Regional Meet.
 - There are no additional substitutions for the regional meet allowed unless for documented injury or illness.
- ❖ **You must send your entries electronically to the regional manager. You do not need to send an entry form to the KHSAA and do not need to fill out a hand entry form if your electronic entry is successfully received.**
- ❖ You will not need to complete any additional forms for athletes advancing to the state meet.

PROCEDURES FOR ENTERING ATHLETES IN REGION AND STATE MEET

- 1) *Using Team Manager Lite to enter your team in post season play*

- a) TFWin-TM Lite is FREE to download from the Hy-Tek web site's Download Center found at <http://www.hy-tek.com/downloads.html>.
 - b) TFWin-TM Lite is basically the TFWin-TM production version with all six Standard Options enabled, but some additional features not operational.
 - c) These instructions make the presumption that you have downloaded Team Manager Lite (or installed it from the available CD purchased at the rules clinic), and have it correctly installed on your machine.
 - d) If you do not have Team Manager Lite already installed, go to http://www.khsaa.org/cross_country and follow the prompts under "Current Year Information for Teams", or go to <http://www.khsaa.org/ktccca.org> and follow those instructions.
- 2) *Save the Meet Event file to disk and add the "p".*
- a) The meet host will provide you with a meet event file for their meet on the list serve or the website. The file will look like "tfmm2010-11-06-MeetEvents-2011 Class 1A Region File-001.zip". or something such as this. Underlined is name of meet. For the regional meet, this file is available on the KHSAA web site, under current year information for teams, Regional Meet Information, and on the KTCCCA web site.
 - b) Save this file to your computer (usually A: drive or floppy).
- 3) *Import your Meet.*
- a) Open TM Lite on your desktop.
 - b) From the Main Menu Bar, click "File", then "Import", then "Meet Events":
 - c) The program will first ask you to select the file you wish to import. Navigate to the location of where you saved the "meet events" file you downloaded (A: drive), select it, and click on "OPEN". The file will look like: "tfmm2010-11-07-MeetEvents-2011 Class 1A Region File-001.zip". Underlined is name of meet.
 - d) The program asks to unzip the file into a temporary folder, click "OK".
 - e) Then choose the file that was extracted and click "OPEN". This file will look like: "tfmm2010-11-06-MeetEvents-2011 Class 1A Region File-001.zip". Underlined is the name of the meet.
 - f) A window will appear with the meet information – use this to check that you have the correct meet. Click "OK"; program lists number of events imported (usually 2) – Click "OK".
- 4) *Enter athletes in events.*
- For individual events:
- a) Select "Meets" from the Main Menu Bar.
 - b) Highlight the Meet you will be entering athletes for.
 - c) From the Meets Menu Bar, select "Entries" and then "Entries by Name".
 - d) From the "Entries for Team" dropdown menu, select your team.
 - e) Click once on an athlete's name to highlight it and then click in the Entered check box after the event(s) that you want him/her entered.
 - f) To enter the seed performance, click in the "custom" field/column after the event name and enter the mark for your athlete. For running events, enter marks as follows: 1124 for 11.24, 22032 for 2:20.32 and 101500 for 10:15.00.
 - g) Close the "Entries by Name" window.
- Check your entries:
- a) Click "Print", then "Entry Report".
 - b) Select your team.
 - c) Select "Individual and Relays". A new block will pop up.
 - d) Select "Show Eight" relay runners.
 - e) Click "Create Report". Check your entries. (This report can be printed from TM Lite.)
 - f) Close your report.
 - g) Click Cancel.
 - h) Exit the "Meets" window.
 - i) Note: Only athletes that you enter into an event will get transferred in your export. To make sure that all athletes that you will be bringing get entered into the meet and receive a competitor number, enter those athletes as alternates in relays, in the 5th - 8th spots on relays (i.e. your #3 shot putter). For 4 relays, you can enter up to 16 alternates. However, the KHSAA only allows 6 relay runners in the region. On your region entries, you will only want to enter your actual 6 relay names.

- 5) *Exporting Meet Entries.*
 - a) From the Main Menu select "File" then "Export" and then "Meet Entries"
 - b) Select the meet name – select export to drive (usually A: drive). Click OK. The file will look like: "SOME-Entries001.zip". Underlined is your team code. You will see a window that tells you the directory and file name that the entries were exported to:
 - c) Click "OK" in the TFWin-TM window.
 - d) Click Cancel to close Export Entries window.
 - e) Backup your database. Use a blank disk as the backup will erase anything else on your disk. Click on File. Then Backup. Select drive (A:), Click OK, Click Yes, Click Yes, Click OK, Click OK.
 - f) Close TM Lite.
- 6) *Change the Meet Entry file by dropping the "p".*
 - a) You will now have to change the entry file by dropping the "p" before sending.
 - b) Open up My Computer. Double-click on A: drive. Find the entry file. The file will look like: "SOME-Entries001.zip". Underlined is your team code.
 - c) Right click on the file and choose Rename. Click End to go to the end of the file name.
 - d) Backspace to drop the "p" to the end of the file name. Click Enter. It will ask you "Are you sure you want to change it?" Click Yes.
 - e) Your file is now ready to export. Exit My Computer.
- 7) *E-mail the entries.*
 - a) Open your e-mail program and create a new email to your meet host or the designated Hy-Tek operator for the meet. Send a carbon copy of the email to xcentry@khsaa.org.
 - b) In the subject line enter "*Your School Name* Entries for *Meet Name*" (i.e. Somerset Entries for LCC); enter your name and home phone number as the message.
 - c) Click Insert, then File Attachment to add your entry file. Look in A: drive. Click on your entry file. The file will look like: "SOME-Entries001.zi". Underlined is your team code.
 - d) Click Attach. Send the email. Congratulations, you have graduated from Hytek entry 101!

ELIGIBILITY TO ENTER AND VERIFICATION OF MINIMUM NUMBER OF MEETS

- ❖ To be eligible to compete in the regional or state meet, a contestant must be enrolled in the seventh (7th) grade or higher and be otherwise eligible by all KHSAA Bylaws.
- ❖ To be eligible to compete in the regional or state meet, a contestant shall have competed in at least four meets involving a minimum of two schools on a team representing a member school during the regular season.
- ❖ Athletes competing in high school races (grades 9-12) and participating with a high school as a representative of that school irrespective of level of the meet, shall be allowed to count that meet toward the four meet minimum.
- ❖ A meet shall not count toward the four (4) meet minimum for any athlete if it involves the athlete entering and participating in more than one race that has a distance of greater than 2,500 meters in any single day.
- ❖ There IS A REQUIRED REGULAR SEASON MEET PARTICIPATION FORM (XC113) that must be submitted at the regional meeting. It is also encouraged that coaches bring meet results and / or cross country scorebooks to the regional meet in case of challenge, although the only requirement is XC113. It is the burden of the coach to prove that an athlete has the required minimum number of meets, not the burden of the manager to disprove.
- ❖ The Regional Manager will be reviewing and collecting forms XC113 to verify the four (4) meet requirement. Additional copies of these forms are available on the KHSAA web site. (<http://www.khsaa.org/forms/xc113.pdf> or <http://www.khsaa.org/forms/xc113.doc>)
- ❖ An athlete whose participation is challenged and who does not have a complete form XC113 cannot be entered.

DECLARATION OF PARTICIPANTS

- ❖ Each school may enter a maximum of ten individual names for the regional meet.
- ❖ On the day of the regional meet, using form XC102 or a computer substitute form (HyTek option), the coach will declare which seven of these ten will actually run in the meet.
- ❖ The ten names on the regional entry will be forwarded to the State Meet Director should they qualify for the State Meet as the official state entries.

- ❖ For scoring purposes, five, six or seven of the names listed will be on this form will be used and a school must have a minimum of five entries to be eligible for the team championship.
- ❖ All other individuals will be eligible only for individual awards and advancement. At the state meet, declaration of the entrants will again be required.

SPORTSMANSHIP

- ❖ National Federation Rules require that each coach be instructed with regards to sportsmanship. This will be covered during the scratch and pre-race meetings.

COURSE 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 course 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 course, please contact the KHSAA and attempts will be made to have on-site inspections to help in course planning.
- ❖ For participant and non-participant safety, please instruct your student body and team members that sports implements from other sports 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.

COURSE DISTANCE

- ❖ The course will be 5,000 meters for the boys and girls.

COACHES ON THE COURSE

- ❖ There is a limit of one coach per team on the course during the competition at the regional meet.
- ❖ This access to the course is only for that team's particular race.
- ❖ The coaching pass for the course must be returned at the end of the meet or it will result in forfeiture of future privileges of having a coach on the course.

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.

CLARIFICATION ON RUN-OUTS

- ❖ Be mindful of National Federation Track and Field Rule 9-3-3, which states "once the teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted". This is a rule that will require reinforcement by coaches to the competitors. Violations are to be punished by warning (first violation), and then disqualification (second violation).

STATE MEET QUALIFIERS

- ❖ A team, for scoring purposes, shall consist of a minimum of five (5) participating members.
- ❖ Individuals advancing to the State Meet will be based on the number of teams entering and reporting to the region meet.
 - In regions with one (1) full team entering and reporting to the starting line at the region, that team shall advance to the State Meet.
 - In regions with two (2) or three (3) full team entering and reporting to the starting line at the region, two teams shall advance to the State Meet.
 - In regions with four (4) to six (6) full team entering and reporting to the starting line at the region, three teams shall advance to the State Meet.
 - In regions with seven (7) to nine (9) full team entering and reporting to the starting line at the region, four teams shall advance to the State Meet.

- In regions with ten (10) to twelve (12) full team entering and reporting to the starting line at the region, five teams shall advance to the State Meet.
- In regions with thirteen (13) or more full teams entering and reporting to the starting line at the region, six teams shall advance to the State Meet.
- ❖ In addition, the top five (5) individuals not on a qualifying team shall advance from the regional to the state meet.

REGIONAL FUTURE SITES

- ❖ The Regional Advisory Committee member is to coordinate the selection of future sites by conducting a meeting at a time different than the regional meet.
- ❖ There will be no regional site selection plan meeting during the region meet.
- ❖ Final selection of the regional site is left to the KHSAA and will be determined following review by the Track and Cross Country Advisory Committee.

REGION MEET FINANCES

- ❖ 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.

OFFICIALS

- ❖ 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 meet official will be assigned from the pool of licensed KHSAA and USATF officials. Each regional manager will be contacted by Gordon Bockock, the State Meet Director, for this assignment.

INCLEMENT WEATHER

- ❖ 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. It is the duty of the meet 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. In accordance with the adopted policies, after the contest has begun, the referee shall make such determination.

SEVERE WEATHER POLICY

- ❖ The Referee or head official must delay or cancel a competition at the first sound of lightning or 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 fifteen (15) 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. Officials are encouraged to learn the weather forecast prior to game time. Safety of the public and participants is the most important factor in any decision of this type.

CONTESTANTS AND TEAM SCORE

- ❖ Only teams and individuals that have qualified in a regional meet are eligible to enter the state meet. The first five to finish for each school will be counted for the team score. Sixth and seventh places will not count for their team, but will be counted in the individual rankings and will be included in the overall positions against the other teams.
- ❖ The team score shall be determined by totaling the points scored by the first five finishers of each team. The team with the smallest number of points is the winner. The scores of the individual contestants, those not on a team, shall be disregarded in computing each team's score.

SCHOOL REPRESENTATIVES

- ❖ You are reminded that KHSAA Bylaw 20 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 20 in this year's KHSAA Handbook or on the KHSAA web site if you have any questions.

CROSS COUNTRY UNIFORM

- PLEASE REVIEW THE KHSAA CROSS COUNTRY UNIFORM RULE. IT WILL BE ENFORCED AT THE REGIONAL AND STATE MEETS.
 - All contestants in Cross Country shall adhere to National Federation Rule 4-3 as it relates to the uniform of the competitors. In addition, the Games Committee for the State Cross Country and Track Meets may, within the allowable limits of Rule 4-3, establish clarifications and enhancements to the uniform requirement to ensure equal treatment of all competitors.
 - At present, the Games Committee has addressed the following areas for consistent enforcement by meet officials and which are applicable to all contestants. NOTHING ABOUT THESE REGULATIONS MANDATES A REQUIRED COLOR).
 - All provisions of the uniform rule should be addressed by reviewing the KHSAA Tournament Rules for Cross Country.
- The Referee must carefully review the uniform rule, especially the undergarment rule at the Referees briefing.
 - Basic Uniform
 - Review carefully the uniform rule from the NFHS Rules Book and the KHSAA Tournament Rules.
 - The uniform for all athletes does not have to be a singlet, but does restrict the members of a team to wearing the same cut and color of uniform, with a similar trim pattern.
 - Jewelry
 - The wearing of watches is NOW permitted.
 - Jewelry is jewelry. Rubber bracelets, regardless of the worthiness of the cause, are considered jewelry.
 - For all other jewelry, coaches are to be reminded to eliminate all other types of jewelry. There is simply not an excuse for an athlete to have a problem with jewelry as this is easily preventable with preventative officiating and effective coaching. All officials should be alert and ask athletes to remove jewelry when they observe it before it becomes a violation during competition.
 - Headgear/Hair apparel/Items on head
 - Any thing that is used in the hair must be something that is designed (manufactured) to be used entirely to secure the hair and must be soft in nature. The only documented exception a rubber band to control the hair, which should be considered in the same class as a head band in its design.
 - The rule of thumb for problems is that an official has to determine whether or not it is excessive or could be interpreted to be for decoration rather than purpose. For example, A ribbon (or ribbons) in the hair that the Referee feels is not being used to strictly to secure the hair but merely decoration will be considered excessive. The same could also be said for decorative coloring. An official should make a similar ruling about cloth strips or pre-wrap being used to secure hair. However, head bands and other items manufactured for the specific purpose of controlling hair and keeping it out of the athlete's face should be legal.
 - While officials should use preventive officiating as much as possible, warning first as in the case of athletes wearing barrettes or other hard or unyielding hair devices, this is another area that can be assisted by proper instruction and coaching.
 - Hats are illegal as well as unnecessary or dangerous hair apparel In addition, no type of hard bead can be worn in the hair.
 - Without a prescription, there are to be no sunglasses worn by competitors.
- Shoes and Footwear
 - Shoes must be worn, but do not have to be the same make and model for team members.
 - Ballet slippers, gymnastic shoes or sweat socks do not meet the shoe requirement.
- Undergarments and Foundation Garments
 - The inadvertent showing of a bra strap (sports bra included) is not considered an undergarment, it is a foundation garment. The rules committee did not intend to entertain the argument of disqualification

of a cross country team because two teammates bra straps, which are a different color, become inadvertently visible during the running of any race.