



2011 Cross Country Regional Manager Instructions and Checklist



October 6, 2011

KHSAA REGIONAL CROSS COUNTRY MANAGERS REGULATIONS AND INSTRUCTIONS

Please refer to the Kentucky High School Athletic Association Handbook, which gives rules and regulations governing cross-country meets. You should familiarize yourself with these rules, found in the Tournament Rules of the KHSAA handbook, on the KHSAA website and which are re-printed in the back of this manual.

The forms for your various reports should be self-explanatory. Your compliance with these reports on a timely basis is essential for a smooth state meet. For your convenience, the following checklist and detail information is given:

MEET MANAGER CHECKLIST

- Read Instruction Manual Thoroughly
- Turn in Form XC101 to indicate manager information (should have already been done)
- Time and Date selected after consultation with competing schools and noting scheduling instructions contained in this manual. Be especially aware of 1) the ACT/SAT testing date, and 2) the closest testing site to the region site in case you need to advise coaches. It is not necessary that you change your schedule to accommodate test takers at their home school, but you must communicate with coaches and allow for the testing to be done.
- Contact Security and Other Outside Providers / Vendors and ensure that all other pre-Meet Management Functions Completed. Duplicate form XC110 to be prepared in case of appeal at meet.
- Confirm with State Meet Director the assignment of officials after verification from KHSAA
- Compile entries submitted from electronic entries submitted by schools.
 - o Entry Deadline is 5 p.m., Tuesday, November 1, four days prior to meet.
 - o There are no substitutions except for documented injury or illness, and only if approved by Commissioner.
- Hold scratch/planning meeting with coaches.
 - o Collect form XC113 (Meet Verification Form) from all coaches at scratch meeting and bring with you to state meet (send if you are not coming). This will be used for any challenge at the State Meet.
- Day of Meet.
 - o Collect form XC108 (Transportation and permission form) from each team. Give to Meet Referee following meet.
 - o Collect form XC121 from each team (sportsmanship/uniform). Give to Meet Referee following meet.
 - o Collect applicable form XC120 (medical/inhaler) and give to Meet Referee following meet.
 - o Ensure that security and medical coverage is in place prior to athlete warm-up.
 - o Enjoy the Meet.
- Use HyTek features to compile and send results.
 - o Complete Form XC104 and XC105 with Results of Advancing Teams **only if you have complete and total failure** of Hytek software.
 - o If you have to compile XC104 and XC105, fax to both KHSAA (859-293-5999) and State Meet Director (606-678-8916) IMMEDIATELY after conclusion of meet.
- Post Meet
 - o Ensure all forms are given to meet Referee.
 - o Complete Form XC107 with listing of entered teams and send to KHSAA by Friday prior to state meet.
 - o Media Contacted with Results

REGIONAL PRE-MEET INFORMATION AND ENTRIES

- ❖ 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>).
 - ❖ If any team desires to enter competitors and that school is not listed on the list of teams (http://www.khsaa.org/cross_country/alignment.pdf), contact the Association office prior to accepting the entry. Only those schools on that list are eligible to enter unless approved by the office.
 - ❖ Each manager has been emailed a link to download a copy of the data diskette for the meets. **Do not use your own data disk, generate your own data disk or change the team/school names.** The usage of this disk, with the appropriate school names and abbreviations, is important for successful transmission to the state entries. Once you receive this file, save Regional attachment to a disk. Save the file to your local drive (remember where you save it), renaming the file extension from "zi" to "zip" if you received the file via email. 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 (and have renamed it if needed)**
 - 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
 - GROUPS/SUBGROUPS/CODES, click SCHOOL YEAR, EDIT or ADD codes for two digit grades listed below, OK
 - Meet Setup Input the name, location and date of your regional
 - Athlete\Relay Preferences
 - Check "Enter school year" and make sure you enter the school year for each athlete.
 - Please make sure all athletes have a grade and it is a 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 <http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>
 - ❖ A MUST IS TO ENTER ALL ENTERED TEAM MEMBERS INCLUDING ALTERNATES (TOTAL OF 10 INDIVIDUALS). **DO NOT DELETE ALTERNATES.** THAT WAY WE WILL HAVE ALL THE TEAM MEMBER NAMES TO TRANSFER TO THE STATE MEET DISK. THIS IS IMPERATIVE.
- Here is another mini-checklist that has been developed:***
- ❖ Step 1: Save your region backup to a selected drive.
You will either be emailed a regional disk or download it. Save email attachment to a selected drive (remember where you save it). The file will look like tfmm2011-11-05 MeetEvents-2011 Class 1A Region File-001.zip depending on your class.
 - ❖ Step 2: Add the "p" to the backup.

Go to the drive where you saved your regional backup. Rename your backup by right clicking on the file, select Rename, click End and add a "p" to the end of the file name, then click Enter. It will now look like tfmm2011-11-05-MeetEvents-2011 Class 1A Region File-001.zip. Close the drive.

- ❖ Step 3: 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: tfmm2011-11-05-MeetEvents-2011 Class 1A Region File-001.zip), click Open, Click OK. Click OK.
- ❖ Step 4: Open your Meet.
Click File. Click Open/New. Look in C:\tfmeets. Your file will now look like 2011 Class 1A Region File.mdb Highlight the file and click Open. Click OK.
- ❖ Step 5: Customize your Meet.
Click Setup. Click Meet Set-up. Change Meet Name to Class and Region #, i.e. Class 3A Region 6. In Meet Name 2, add school host. Add location. Change dates. Click OK.

YOU ONLY NEED TO DO STEPS 6 AND 7 IF THE SCHOOLS DO NOT USE THE PROVIDED ENTRY FILE

- ❖ Step 6: Export Meet Events for Team Manager to a selected .
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 7: Drop the "p" and 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 tfmm2010-11-05-MeetEvents-2011 Class 1A Region File-001.zip. Rename the file by right clicking on the file, click Rename, Click End, and backspace once to drop the "p" from the end of the file, click Enter. Now it is tfmm2011-11-05-MeetEvents-2011 Class 1A Region File-001.zip. Email this file to your regional coaches.
- ❖ Step 8: 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 4 places) is the team code of the school you are receiving. Repeat for all team event files.
- ❖ Step 9: Add the "p" to team entry files.
Go to the drive you saved the team entry file. Find the team entry file you saved and highlight it. This file will look FRAN-Entries-001.zi Rename it by right clicking on the file, select Rename, click End and add a "p" to the end of the file name, then click Enter. Now the file is FRAN-Entries-001.zip Repeat for all team entry files.
- ❖ Step 10: 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.
 - ❖ If you receive a message that says "There is team XXXXX County already in the database. Use XXXX County or create a new code for XXXX County." Choose to use the one already in the database because the team that sent the Entry File did not use the correct name and abbreviation. Choosing to use the one already in the database corrects the entry error.
 - ❖ Repeat for all team entry files.
- ❖ Step 11: Enter manual team entries. (There should be none for the region)
- ❖ Step 12: Run a performance list and check entries.
- ❖ Step 13: Seed your meet.
- ❖ Step 14: Run meet as usual.
- ❖ Step 15: Make a backup of the meet.
- ❖ Step 16: E-mail meet backup to the specified email address in the instructions. For 2010, that is xcountry10@khsaa.org
- ❖ Frank Miklavcic and Gordon Bocock, along with others, have assembled a Hytek support team. You should feel free to contact any of these managers with your questions. –

Name	Home Phone	Cell Phone	E-Mail Address
David Clark	859-428-2804	859-801-1361	jedimasteremeritus@yahoo.com
Vicki Hiestand	606-679-5655	606-305-4126	hiestand1@alltel.net
Frank Miklavcic	502-875-2904	502-320-2264	fmiklavcic@aol.com
Mike Ryan	513-762-4307 (w)		michael.ryan@kroger.com

Linda Sarrett
Leslie Smith
Cory Westerfield

502-243-0923
502-839-1129

502-396-4740
None
270-703-7779

Linda.Sarrett@Henry.kyschools.us
Leslie.Smith@mercer.kyschools.us
cwesterf@marshall.k12.ky.us

REPORTS AND RESULTS

- ❖ After the meet is over, you are to email the results of your meet to the KHSAA (xcountry11@khsaa.org) after using the applicable HyTek functions. 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 as you might do if you were going to post your information on the listserv.
- ❖ **DO THIS FIRST** - Option 1 Attach the data file to an email and email to it to xcountry11@khsaa.org. Normally, the file is located in the TFMEETS subdirectory on your computer. Though it could be a large file, most systems have high speed lines and it will take little or no time to email it. Be sure you have the Hytek program closed before you attempt to email the file. **THIS IS THE PREFERRED METHOD FOR SUBMITTING MEET RESULTS!!** In addition, you may find that your school system restricts the sending of files that have an MDB extension (which is Microsoft Data Base, the format used to store Hytek files). If this is the case, you will have to utilize option 2. Most managers will have no problems sending the file if you are not using your school computer line.
- ❖ **DO THIS SECOND** - Option 2 – Do a complete backup. To do that:
 - ❖ FILE
 - ❖ BACKUP
 - ❖ Go to A: drive (or other drive if that is where you saved the file)
 - ❖ OK
 - ❖ NO for message unless you would like to send us a note.
 - ❖ OK
 - ❖ The computer will create a backup and dump it to the drive you specify
 - ❖ Click OK
 - ❖ Attach the Backup file to an email and email to it to xcountry11@khsaa.org.
- ❖ **PLEASE NOTE THAT IF YOUR SCHOOL BLOCKS ZIP FILES FROM BEING ATTACHED, YOU WILL HAVE TO USE OPTION 1 AND CONTACT GORDON BOCOCK BY CELL PHONE TO CONFIRM IT HAS BEEN DONE. 606-271-0714 OR Angela Passafiume, 859-559-2180.**
- ❖ **These are absolutely the most important tasks that you have to do post meet and must be done immediately.**
- ❖ Once you receive confirmation of receipt of these files, no written reports are necessary. Only if you have trouble with these functions and cannot send the file will you have to compile forms XC104 and XC105.
- ❖ If you successfully submit your data file as requested, no other written reports of results are necessary. Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist) to the Meet Referee prior to his/her departure.
- ❖ If you have trouble sending electronically or want to confirm receipt, contact Gordon Bocock immediately (606-271-0714) or Angela Passafiume (859-559-2180)
- ❖ After you have completed the task of submitting your results to the state (via xcountry11@khsaa.org), then compile your results for posting on listserv, etc. using the other HyTek report functions.
- ❖ If your meet charges an entry fee to the teams, you must produce a financial accounting for the participants when the meet is over.

NOTES for Officials and Coaches Regarding Uniforms

- ❖ PLEASE REVIEW THE KHSAA TRACK AND FIELD UNIFORM RULE. IT WILL BE ENFORCED AT THE REGIONAL AND STATE MEETS.

SPECIAL NOTES ABOUT THE UNIFORM RULE

Jewelry

- ❖ Watches are NOW ALLOWED during competition.
- ❖ 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.

Hair and Head Wear

- ❖ 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 relay team because two teammates bra straps, which are a different color, become inadvertently visible during the running of any relay.

TROPHIES

- ❖ The Board of Control has contracted with Rihards Trophy, Smiths Grove, KY, to supply the official KHSAA trophies and for the regional meets.
- ❖ 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.
- ❖ School trophies will be awarded to the teams finishing first and second.
- ❖ The first ten individual finishers at each will be given awards.
- ❖ These packages should arrive no later than noon Thursday of the week of the regional meet. This trophy cost will be borne by the KHSAA.

RECOMMENDED SECURITY PRACTICES FOR MEETS

- ❖ It is the responsibility of the meet 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 the 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. Adequate security is a requirement at post-season contests.
- ❖ This has been a problem, particularly at the finish line area. Make certain your course is set up in such a way, and protection is there is such a way, as to prevent unauthorized individuals from interfering with the course or finish area.

MEDICAL COVERAGE

- ❖ A physician and/or ambulance and an emergency plan should also be in place or on call in the event of an emergency.
- ❖ The procedure for handling emergencies should be written, and distributed to all participating coaches.

PRE-MEET TEAM MEETING

- ❖ The manager is to coordinate a "scratch" meeting with the coaches of all teams which should be held at a time when the school representatives are best able to provide one hundred percent attendance.
- ❖ At this meeting, the manager is to ensure that discussion is held regarding the future sites for the meet, and that form XC103 is completed and given to the meet Referee.
- ❖ Please remind coaches of the need for proper hydration of athletes prior to the beginning of competition.
- ❖ Please refer to the Meet Manager's Checklist for complete directions.

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.

- ❖ For participant and non participant safety, no dogs are allowed.

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.**
- ❖ 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

- ❖ If all goes according to plan, the entries and lane assignments will be posted by 10:00 a.m. on Monday, November 7, 2011. Thank you in advance for your assistance. Please advise your participating coaches that 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 (http://www.khsaa.org/cross_country).

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.
- ❖ 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, State Meet Director, and the competing teams.
- ❖ If a race is interrupted due to inclement weather (lightning, etc.), contact Gordon Bocock (606-271-0714) or Angela Passafiume (859-559-2180) to discuss resumption.

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.

REGIONAL OFFICIALS' FEES

- ❖ The assigned meet officials are to be paid \$35 per race of runners for 2011. For example, if one school was hosting the Class 1A region for boys and girls, the assigned official should receive \$70 plus applicable travel. If the school were hosting the Class 3A and 1A regions for boys and girls, the fee should be \$140. It is strictly a function of time spent performing the tasks that increase incrementally with additional divisions.
- ❖ At the discretion and with the approval of the manager and the KHSAA, the meet officials should be paid a mileage allowance of .30 (30 cents) per mile for one car based on the mileage necessary. This mileage allowance will be paid to the driver coming the furthest distance if more than one individual drives to the meet.
- ❖ Additional postseason allowances for lodging, etc. shall be at the discretion of the tournament manager and must be approved by the Commissioner. Please refer all conflicts with regards to mileage or other payments to officials to the KHSAA office.
- ❖ IT IS THE RESPONSIBILITY OF THE TOURNAMENT 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.

DISQUALIFICATIONS AND UNSPORTSMANLIKE INCIDENTS

- ❖ Referees are to report all disqualifications for unsportsmanlike conduct (resulting in ejection) in Regional meets by turning them in via the KHSAA web site (<http://www.khsaa.org/track>).

KHSAA STAFF

- ❖ An official of the Kentucky High School Athletic Association is available to answer any questions you might have concerning the meet. Mr. Bocock and his workers can address most of your concerns, but you may feel free to address KHSAA staff with other concerns.
- ❖ If you have questions or concerns prior to the state meet which Mr. Bocock cannot or should not address, you can contact Asst. Commissioner Angela Passafiume at the KHSAA, (859)299-5472. The KHSAA fax number is (859)293-5999, or you can also reach them by email at apassafiume@khsaa.org and he will respond as soon as possible to your needs.
- ❖ If specific situations occur at a regional meet needing immediate attention, contact Angela Passafiume, (859) 559-2180 via phone.