

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
WRESTLING MINIMUM WEIGHT CERTIFICATION PROGRAM**

SCHOOL CHECKLIST AND INSTRUCTIONS

The following steps should be performed to ensure compliance with the entire weight management program and ensure the eligibility of the student-athletes. Please remember that any form not readily available from the school Principal and/or Athletic Director can be obtained from the KHSAA web site, www.khsaa.org/forms and most can be downloaded in PDF (Adobe) or DOC (Microsoft Word®) format.

- 1) A copy should be made of KHSAA Form GE04 for each potential participant. This is the form used for the Medical Exam and parental permission to participate in sports. If the athlete plays another sport, and the physical exam has been given in the last year, it is valid for wrestling as well.
- 2) In addition, each potential participant should be given a copy of form WR101, the wrestling permission form (a copy is with the Wrestling Weight Manual and is also contained on the KHSAA web site). Without the completion of this form, a student-athlete MAY NOT participate in practice or play in wrestling. Please note that a doctor's signature is no longer required on this form.
- 3) School representatives should designate an assessor to perform the required duties of the skin-fold measurements and minimum weight determination. In order to be a valid assessor, the school shall submit a form WR126 for each assessor it will be used. From these forms, a valid listing will be developed and posted on the KHSAA web site, www.khsaa.org, so that schools that do not designate an in-house assessor can utilize the services of that assessor.
- 4) School representatives should then contact an assessor to perform the testing. The cost (which should be negligible if any) of the program is to be borne by the school.
- 5) A copy of the Minimum Weight Worksheet should be downloaded from the KHSAA web site for use by the school, and a file saved for each 25 athletes to be tested. Using the equipment and instructions listed in the regulation and the procedures, the testing should be performed.
- 6) For each wrestler, a form WR128 shall be completed. (A copy is in this manual or can be downloaded from the KHSAA web site). It is certainly easier and more convenient to complete the electronic version (using Excel), however, the manual option exists for the 2001-2002 season. Beginning with 2002-2003, the electronic version will be required.
- 7) For each 25 wrestlers, a form WR127 shall be completed. (A copy is in this manual or can be downloaded from the KHSAA web site). If you are using the electronic version of WR128, the WR127 is completed automatically.
- 8) If you are going to be using the electronic version, using the following instructions for each 25 wrestlers that are in your program.
 - a) Click the tab on the bottom of the file labeled WR127. Click into cell B8, type the name of the school. This will be transferred to all of the athlete pages.
 - b) Save as many copies of this file as are needed. Use the File, Save As command, and save them as school name_number (i.e. Woodford_1, Woodford_2, etc.). You can save 25 wrestlers per file, so from there, figure how many files you will need.
 - c) Once you have saved your copies, begin labeling them by filling in cells F8 and H8 on the WR127 tab.
 - d) Then for each athlete, follow the same procedure.
 - i) Click on the tab at the bottom, WR128-1 through WR128-25 to access each individual's sheet, in order to accommodate the 25 wrestlers per file.
 - ii) On each page, fill in the following (you should only be able to fill in the yellow cells, all other cells should be secure)-
 - iii) Click into cell B8, enter the assessment date in the format MM/DD/YYYY where MM is the month, DD is the day, YYYY is the year, and hit return (enter).
 - iv) Click into cell B9, enter the athlete's first name, and hit return (enter).
 - v) Click into cell B10, enter the athlete's last name, and hit return (enter).
 - vi) Click into cell B11, enter the athlete's year in school, and hit return (enter).
 - vii) Click into cell B13, enter the athlete's sex (M or F, for male or female, be sure that only F or M is left, as that is critical to the body fat determination), and hit return (enter).
 - viii) Click into cell B15, enter the athlete's birthday, and hit return (enter).
 - ix) Click into cell B16, enter the athlete's urine specific gravity as tested using the reagent strips or urinometer, and hit return (enter).
 - x) Click into cell B18, enter the athlete's height in inches, and hit return (enter).
 - xi) Click into cell B19, enter the Alpha Weight (the weight as of the date of this assessment), entered to the nearest ½ pound, and hit return (enter).
 - xii) If you are using the skin-fold measurements with Lange calipers -
 - (1) In cells C29 and D29, enter the athlete's caliper measurements for body fat at the tricep as determined by the proper placement according to the instructions, and hit return (enter).

- (2) If cells C29 and D29 are more than .5 different, enter a third measurement in E29. The program will automatically computer the proper average, and hit return (enter).
 - (3) Use cells C30 and D30 (along with E30) to enter the subscapular skin-fold measurement as you did the tricep, and hit return (enter).
 - (4) Use cells C31 and D31 (along with E31) to enter the abdominal skin-fold measurement as you did the tricep and the subscapular, and hit return (enter).
- xiii) If you are using another approved method of body fat composition measurement
- (1) Make certain that cells C29, D29, E29, C30, D30, E30, C31, D31 and E31 all contains 0's, and hit return (enter).
 - (2) Enter the body fat composition final output number (percent body fat) in cell B38, and hit return (enter).
- e) Print out the sheet for the individual wrestler, have the assessor sign it, and the signed copy should be kept on file by the Head Coach / Athletic Director for a minimum of two seasons.
 - f) When all wrestlers have been entered, sheet WR127 should now be complete.
 - g) Click on File, Print, and select "Entire Workbook" under "Print What", and click OK to output to printer.
 - h) Send this copy to the KHSAA, c/o Wrestling Minimum Weights, 2280 Executive Drive, Lexington, KY 40505.
 - i) Click File, Save in order to save the spreadsheet.
 - j) Click File, Close in order to close this file.
 - k) Email a copy of the spreadsheet (entire xls file, i.e., Woodford_1.xls, woodford_2.xls, etc.) to jtackett@khsaa.org.
- 9) If you are not going to be using the electronic version, using the following instructions for each 25 wrestlers that are in your program.
- a) Complete a form WR128 for each wrestler including the required signatures.
 - b) Complete a form WR127 for every 25 wrestlers.
 - c) Send a copy of every form to the KHSAA and maintain one on file at the school for a minimum of two seasons.
- 10) Maintain a file throughout the season of all weigh-ins conducted at dual meets and tournaments. This is to monitor the rules requirement that fifty (50) percent of the weigh-ins be at or below the postseason class. Use form WR110 (one per match), or maintain an individual wrestler log using WR109.
- a) Note that weigh-ins do not count that are not in compliant with NF rules (i.e. Christmas allowances, etc.)
 - b) Note that weigh-ins do not count that are not on currently certified scales.
- 11) Maintain an active copy of WR111 for each person with a skin condition who has been given permission to wrestle.
- a) Note that you should keep blank copies of this form available to ensure that no wrestler is prohibited from wrestling because of the format of the note.
 - b) Note that this form must be kept current (not signed less than seven days prior to match)
- 12) Prepare your district tournament entry form (WR117) and enter your competitors into the tournament in the time frame specified by the manager.

ALL WRESTLING MINIMUM WEIGHT CERTIFICATIONS MUST BE DONE BETWEEN OCTOBER 15 AND DECEMBER 15. FOR LATE WRESTLERS OR THOSE UNABLE TO BE CERTIFIED PRIOR TO DECEMBER 15, THE SCALE WEIGHT AT FIRST WEIGH-IN BECOMES THE MINIMUM WEIGHT.

ALL PAPERWORK AND ELECTRONIC FORMS MUST BE SUBMITTED AND RECEIVED BY THE KHSAA ON OR BEFORE DECEMBER 22.