



2011 KHSAA REGION AND STATE TRACK AND FIELD MEET INFORMATION CLASS 1A, 2A, 3A



REMINDER AND NOTE ABOUT ELECTRONIC ENTRY REQUIREMENT

- ❖ Though some paper forms are required for verification, in order to enter competitors in the KHSAA Regional Track Meet, those entries must be done electronically. The required protocol is to use HyTek Lite, a program that is free of charge, and interfaces seamlessly with the state data.
- ❖ If you need the program file, go to http://www.hy-tek ltd.com/Demos/TF_TEAM_MANAGER_Lite.exe and download the file. This is a large download and should only be done with a high speed data connection.
- ❖ Once you download the file, go to <http://www.khsaa.org/track/teammanagerliteinstructions.pdf> for complete instructions on how to load and use the file.
- ❖ Once you have built your team, you will go to <http://www.khsaa.org/track> and download the event file for your particular class.

STATE AND REGION SITES AND INFORMATION

The official State High School Boys' and Girls' Track and Field Championship Meet for Class 1A, 2A, 3A will be held at Owsley Frazier Park on the campus of the University of Louisville, Louisville, Kentucky, on Thursday, Friday and Saturday, May 26, 27, 28, 2011. Twenty one managers, one in each region of the three classes will host regional meets, a complete list is on the KHSAA web site (<http://www.khsaa.org/track>) and is an appendix to the complete version of this manual.

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.

REGIONAL PRE-MEET INFORMATION AND ENTRIES

- ❖ Each school participating in track and field has been sent instructions from the KHSAA web site (<http://www.khsaa.org/track>) and via email on how to enter the regional meet. Schools are to enter contestants using HyTek Team Manager or HyTek Team Manager Lite. A complete helpful guide to downloading and using HyTek lite is also located as a link on the KHSAA web site.
- ❖ 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.
- ❖ 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.
- ❖ Four days before the region, all entries are due. After this time, an athlete may be added only to replace an injured or ill competitor, and only if documentation, signed by a physician, is presented to the KHSAA to cause the need for substitution
- ❖ Three days before the region, the manager shall distribute a preliminary performance listing.
- ❖ Two days before the region, any challenge to seed times shall be submitted. Challenges will be processed by the meet manager in consultation with the KHSAA staff and the regional Advisory Committee member. The name of the challenging coach or administrator shall not be made known at any time.
- ❖ One day before the region, the final performance list will be distributed.
- ❖ There will be no substitutions unless there is documentation to the KHSAA of an injury that was not known to the coach prior to the entry being submitted.
- ❖ An entry with no time entered for an athlete may be challenged.

- ❖ The KHSAA shall impose a fine of \$100 against any school attempting to enter athletes after any published deadline.
- ❖ Schools are required to complete KHSAA Form TR112 to verify the four-meet minimum has been satisfied. In addition, form TR122 must be used to enter athletes in Pole Vault. You are also encouraged to bring copies of meet results to help determine that the athlete has had his/her four meets if anyone is questioned. Any results that have not been uploaded to the KHSAA website by Monday May 16, 2011, 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.
- ❖ All entries into the region and state meet shall be made electronically per the distributed instructions on the KHSAA web site (<http://www.khsaa.org>).

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 to the KHSAA web site. KHSAA will also forward all results to the web managers of KTCCCA.org and kytrackxc.com for their usage, but shall serve as the required entry portal.
- ❖ Meet results shall be made available via the KHSAA web site, in a similar manner to the Rihards.com scoreboard. The web address to view meet results is http://schools.khsaa.org/track_file_upload/uploads/
- ❖ Entry shall be by verified login using the member school only page of the KHSAA web site. The web address to enter meet results is http://schools.khsaa.org/track_file_upload, and this is only viewable by the track coaches and other KHSAA individuals who have an account. Assistant and other coaches needing access must contact Marilyn Mitchell at the KHSAA. After meet results are uploaded, they will be verified by KHSAA staff, and then made available to the coaches.
- ❖ All meet result submissions shall include the name of the meet official (Referee) and the meet date.

FORMS TO BE COLLECTED AND RETURNED

- ❖ Each team shall submit the following forms to the Regional Manager –
 - ❖ KHSAA Form TR109 – The transportation declaration must be received from each team. Upon receipt, collect the forms and have them packaged to send to the KHSAA. In this manner, the teams will not be required to submit an additional form for the State Meet.
 - ❖ KHSAA Form TR121 – Sportsmanship Meeting Verification – This form should be collected from each team and is collected in lieu of a pre-event meeting.
 - ❖ KHSAA Form TR112 – Collect from each school the form TR112, which verifies the four meet participation requirement for all athletes (except pole vault). This information is to be submitted to the KHSAA IMMEDIATELY following the region. Remember that the pre-race Referee’s briefing and Scratch meetings are the last opportunity for the eligibility of an entrant runner to be challenged.
 - ❖ KHSAA Form TR122 – Collect from each school who enters a participant in the Pole Vault, the form TR122, which verifies the four meet participation requirement in Pole Vault. This information is to be submitted to the KHSAA immediately following the region. Remember that the pre-race Referee’s briefing and Scratch meetings are the last opportunity for the eligibility of a vaulter to be challenged.
 - ❖ The Referee should collect and return to the KHSAA, a copy of each TR121 form, used for the valid use of an inhaler or other medical report.

MEET SCHEDULE AND FORMAT

- ❖ Each of the regional meets will be conducted in one session and use the same standard schedule in order that no region have an “advantage” over others in terms of athlete rest and recovery between events.

- ❖ The regional meets shall be held on Saturday May 21, 2011, unless there is an agreement among the participating teams to hold the meet on an alternate day. If an alternate day is selected, and any school is in session that day, the meet must be held after 3 p.m.
- ❖ By consensus of the schools in the region through communication with the manager, the preliminaries in the Long Jump, Triple Jump, Shot Put and Discus may be conducted using an Open Ring / Open Pit, "Cafeteria Style" format. In doing this, the manager would define a block of time and allow the competitors to check in, perform their trials without regard to a pre-defined order, and return to other events or event venues.
- ❖ In order to use this Cafeteria Style, the manager would define a block of time where trials would be allowed. No more than ten (10) minutes following the closing of the pit/ring and the announcing of the finalist, the finals would begin in NFHS defined order.
- ❖ 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 courtesies they would expect.

MINIMUM MEETS AND VERIFICATION

- ❖ 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. Please note in the Pole Vault instructions, there are specific additional requirements for pole vault entry.
- ❖ 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.
- ❖ There IS A REQUIRED REGULAR SEASON MEET PARTICIPATION FORM (TR112) that must be submitted at the regional scratch meeting. It is also encouraged that coaches bring meet results to the regional meet in case of challenge, although the only requirement is TR112.
- ❖ 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 TR112 to verify the four (4) meet requirement. Additional copies of these forms are available on the KHSAA web site. (<http://www.khsaa.org/forms/tr112.pdf> or <http://www.khsaa.org/forms/tr112.doc>)
- ❖ An athlete whose participation is challenged and who does not have substitution documentation cannot be entered.

DECLARATION AND ENTRY OF PARTICIPANTS

- ❖ Listing on the entry 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.
- ❖ 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 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.
- ❖ The same eight individuals are the only athletes eligible to be entered in that relay race at the state meet. Relay entrants **MUST** be the same from the Regional Meet to the State Meet.
- ❖ 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.

- ❖ 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. After that point no other names can be added.
- ❖ 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.

ENTRY OF COMPETITORS IN POLE VAULT

- ❖ Only certified coaches (PVSCB.COM) may enter vaulters, or have entry to the pole vault coaching area. A listing will be provided to the Regional Managers prior to the beginning of competition by the KHSAA. Unless a challenging coach can produce the diploma or written verification, this listing shall serve as the final verification. **Certification shall be complete on or before May 16.**
- ❖ To be eligible to enter the Pole Vault, a competitor must have competed in the Pole Vault in a high school level competition (grades 9-12) not less than four times during the current season. Coaches must verify this participation requirement has been met by the submission of form TR122 at the time of the scratch meeting/Referee briefing.
- ❖ The manager shall ensure that each entrant has participated in the pole vault on four occasions during the current interscholastic season representing the high school (including indoor meets). Such verification will be on KHSAA form TR122, which shall be collected and given to the Meet Referee prior to his/her departure from the Regional meet.

REGIONAL FUTURE SITES

- ❖ The manager shall review the site selection schedule with all schools in the region at the meet. A copy of the current site selection schedule is provided on the KHSAA web site (<http://www.khsaa.org/track>) and is provided in the full version of these instructions.
- ❖ ***Remind schools that in order to host a meet, your school must own a license for a copy of the HyTek meet management program Additional standards are being developed by the KHSAA Track Advisory Committee.***
- ❖ When changes or corrections are made to the regional tournament site selection plan, please use KHSAA Form TR106 and return it to the KHSAA immediately following the meet. It is important to the association that these recommendations come from the member schools competing in the meets, and not necessarily from KHSAA staff or Advisory Committees. For that reason, local input is vital.
- ❖ **Final selection of the regional site is left to the KHSAA and will be determined following review by the Track and Field Advisory Committee.**

REGION 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 shall agree to any entry fee designed to curb the costs of the meet. The member schools may, by majority vote, agree to allow the host school to retain the proceeds or accept the loss from hosting the event.

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 and State Meet Director, and the competing teams.

SEVERE WEATHER POLICY

- ❖ 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.

SPORTSMANSHIP

- ❖ National Federation Rules now require that each coach be instructed with regards to sportsmanship. This will be covered during the coaches pre-meet 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.

SCHOOL REPRESENTATIVES DESIGNATED BY BOARD OF EDUCATION

- ❖ 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 the 2010-2011 KHSAA Handbook or on the KHSAA web site (<http://www.khsaa.org/track>) if you have any questions.

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.
- ❖ Six places shall count in the scoring in each event at 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 was to re-fill the lanes in the fast heat.
- ❖ The hurdle height for the girls 100m hurdles is 33", boys 100m hurdles 39" and the height for the girls 300 hurdles is 30", 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.

FIELD EVENT NOTES

- ❖ Pole Vault
 - ❖ 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 manufacturers pole rating 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 as 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.
 - ❖ The head field judge will have a scale 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. They must be checked in and marked 30 minutes prior to the event.

- ❖ All shot and discus shall be weighed prior to the competition. A legal shot and discus shall be provided for competitors use 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 and that pole-vaulters are not oversized for the poles they use.

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.

STATE AND REGION ENTRY FORMS

- ❖ Teams will not need to complete any additional forms for athletes advancing to the state meet with the exception of the relay name information.

STATE MEET QUALIFIERS

- ❖ 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.
- ❖ The top two finishers in each event in each region shall advance to the state meet.
- ❖ Next, the ten best overall marks statewide in each event shall advance to the state meet.
- ❖ Lastly, any person failing to otherwise qualify but who meets the minimum performance standard in the regional finals (regional qualifying standards) shall advance to the state meet.
- ❖ If all goes according to plan, 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. 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/track>).

ENTRIES AND RESULTS

- ❖ As soon as possible and practical, the regional results and state meet entries will be up on the KHSAA web site, (<http://www.khsaa.org/track>) and we will also put the results of the state meet up as soon as possible afterwards. This site is also linked to the Track and Field Coaches Association web site (<http://www.ktccca.org>)

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 course 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 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.

TROPHIES

- ❖ 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 and state meet.
- ❖ Duplicate medals and/or trophies (due to ties) must be ordered immediately by the Regional Manager following the meet. Managers needing additional medals or trophies should contact Marilyn Mitchell at the KHSAA offices.

TRACK AND FIELD UNIFORM AND UNIFORM NOTES

- ❖ 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

Basic Uniform

- ❖ Review carefully the uniform rule from the NFHS Rules Book and the KHSAA Tournament Rules.
- ❖ The track uniform for all athletes does not have to be a singlet, nor identical. Note that individuals cannot wear other sport school issued apparel during competition (i.e. football, basketball). Tell coaches to use preventative officiating and tell people in advance of improper uniforms. The rules do however restrict the members of a relay team to wearing the same cut and color of uniform, with a similar trim pattern.

Jewelry

- ❖ The wearing of watches is not permitted during competition, however, this is not a disqualifying offense. Officials properly performing their pre-meet duties, including the clerk when athletes report, can keep this violation from occurring.
- ❖ Jewelry is jewelry. Rubber bracelets, regardless of the worthiness of the cause, are considered jewelry.
- ❖ For all other jewelry, remind the coaches 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.

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.

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 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 Bocock, the State Meet Director (606-271-0714, coachbo@newwavecomm.net), for this assignment. Each regional referee that is assigned, along with the meet starter, shall be licensed KHSAA Track and Field officials.