



May 1, 2009

2009 TRACK AND FIELD MANAGER AND REFEREES' INSTRUCTIONS AND CHECKLISTS

- ❖ Please refer to the Kentucky High School Athletic Association Handbook, which gives rules and regulations governing Track and Field 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.
- ❖ Each manager is expected to be completely familiar with all provisions of the instructions distributed to the teams for the regional and state. This document contains all of the information that is applicable to all teams competing, and is located at <http://www.khsaa.org/track/stateandregionaltrackrules.pdf> on the KHSAA web site.
- ❖ Each manager must also read and be familiar with another document from the KHSAA web site, which is located at <http://www.khsaa.org/track/trackregionmeetdatainstructionsformanagers.pdf> and contains the specific instructions for accepting entries and producing results.
- ❖ Additional information is contained in these instructions that compel the regional managers to additional duties and responsibilities.
- ❖ 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.

ADDITIONAL FORMS TO BE COLLECTED AND RETURNED BY MANAGER

- ❖ 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 printed copy of the complete meet results.
 - ❖ KHSAA Form TR106, which contains the long-term rotation of the site for the meet. The Meet Referee is required to ensure that during the pre-meet meeting, a long term rotation is set up for hosting future sites. Form TR106 on the web site (<http://www.khsaa.org/track>) will be used to submit this information. The Meet Referees are NOT to leave the meet site without this completed form in hand. While this may only include one year's worth of updates, it must be done and confirmed each year.
 - ❖ 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. If this is done, 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 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 TR117 (Disqualification Form) from the regional meet.
 - ❖ 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.

- ❖ **IMMEDIATELY following the meet, a package containing these items should be sent by the Referee to the KHSAA, 2280 Executive Drive, Lexington, 40505, Attn: Michael Barren. UNLESS THIS MATERIAL IS BEING HAND DELIVERED TO THE KHSAA (NOT BROUGHT TO THE STATE MEET), this material should be shipped by Monday using overnight service, in case there is a challenge to the results.**

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.**

JURY OF APPEALS

- ❖ Each manager must appoint and announce the 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 web site and each manager may use that form for the regional meet. Copies of this form should be available in case of an applicable situation.

VERIFICATION OF ENTRY TIMES

- ❖ It is the duty of the manager to verify that the following timetable is complied with 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.
 - ❖ All initial entries for the region must be submitted electronically (for 2009, using HyTek Team Manager or HyTek Team Manager Lite), not later than 9 p.m. 4 days prior to the regional meet.
 - ❖ By 9 p.m., 3 days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, shall also submit the list via the UK listserv, and shall also submit to KHSAA for posting on web site.
 - ❖ By 9 p.m., 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.
 - ❖ An entry with no time entered for an athlete may be challenged.
 - ❖ The KHSAA will impose a fine of \$100 against any school attempting to enter athletes after any published deadline.

OTHER REGIONAL PRE-MEET DUTIES AND REQUIREMENTS

- ❖ All Referees must complete the Regional meet check sheet (site review), prior to the meet. This form will also guide the Association in the placement of future meets. This completed check sheet should immediately be faxed to the KHSAA following the conclusion of the meet.
- ❖ 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 and prevent a situation.

TROPHIES

- ❖ The Board of Control has contracted with Conference Medal & Trophies, Pocasset, Massachusetts, 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.
- ❖ School trophies will be awarded to the teams finishing first and second.
- ❖ 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 tournament 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 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 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 should be in place or on documented alert, and an emergency plan must be in place in the event of an emergency.

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 web site (<http://www.khsaa.org/track>).
- ❖ 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.

REGIONAL OFFICIALS FEES

- ❖ The primary meet officials (referees) are to be paid \$70 per division of runners for 2009. For example, if one school was hosting the Class 1A region, the referee should receive \$70 per official. If the school were hosting the Class 2A and 3A regions, the fee should be \$140 per official. 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.
- ❖ 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.

KHSAA STAFF

- ❖ An official of the Kentucky High School Athletic Association will be present at the state meet to answer any questions you might have concerning the state 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 address, you can contact Asst. Commissioner Michael Barren at the KHSAA, (859) 299-5472. The KHSAA fax number is (859) 293-5999, or you can also reach him by email at mbarren@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 Michael Barren via phone, (859) 317-3300 or Coach Bocock, 606-271-0714.