



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION 2012 REGION WRESTLING TOURNAMENTS



TOURNAMENT MANAGER CHECKLISTS AND INSTRUCTIONS

2280 Executive Drive
Lexington, KY 40505
(859) 299-5472 (859) 293-5999 (fax)
www.khsaa.org



January 10, 2012

TO: Wrestling Regional Managers:

FR: Assistant Commissioner Michael Barren

Please let me express our appreciation to you for agreeing to serve as the manager for a KHSAA postseason wrestling tournament. It would be impossible for this Association to conduct successful programs for the boys and girls enrolled in our member schools without the cooperation and support rendered by people like yourself.

In this manual, you will find a list of instructions to follow in managing your tournaments along with a copy of various reports to be filed with this office both prior to and following your tournament. It is very important that we receive this information as requested. Though most of you have already received a majority of this information from the office this should serve as a final checklist.

Again, I appreciate your assistance and if you have any questions or if I can help you in anyway, please don't hesitate to call.



REGIONAL WRESTLING MANAGER CHECKLIST

Advance Preparations

- Read Instruction Manual Thoroughly, Not Just this list. References to the web site are to <http://www.khsaa.org/wrestling>.
- Turn in Form WR108 to indicate manager information, seeding meeting information and official request information (should have already been done, listing posted on KHSAA web site at <http://www.khsaa.org/wrestling>). Please keep association informed of changes (number of mats, etc.)
- Open and inspect trophies and medals. Contact Riherd's Trophy if damaged (1-800-274-4373). KHSAA to pay for trophies. Disregard billing that may be enclosed. Read detailed instructions for trophies and awards being provided or if additional are required.
- Confirm the usage of the Wrestling Tournament Manager Software as described in these instructions, which will be the exclusive means of submitting results. All regions MUST use this software. Complete instructions are in this manual for reports that are required. The standard package is titled The Wrestling Tournament Manager, and is marketed by PES Sports out of Byron, Illinois. The web site for ordering is <http://www.pes-sports.com/>. The package sells retail for \$129.95. However, if you will identify yourself as one of our regional managers and tell them Michael Barren at the KHSAA referred you (and they have been provided a listing), then the price will be only \$99.95, which should be taken from the gate receipts. There are very little licensing restrictions on your future use of the program, so it is a definite positive investment for the future. The contact phone is 1(888) 959-2016.
- Contact Security and Other Outside Providers.
- Confirm Officials Assignments with the KHSAA on or after 2/1/12. Names are on managers listing on web site and will be updated immediately following official's confirmation. Confirm arrival times, travel arrangements, etc. by contacting each official.

Seeding Meeting Preparation and Conducting

- Coordinate the scheduling of the regional seeding meeting with the Regional Committee member for your region, who will chair the meeting. Notify schools of seeding meeting and weigh-in time. Keep these for submission after the tournament.
- Each team is to submit a copy of the NWCA Weigh-in entry report in order to enter their wrestlers. Keep these for submission after the tournament; keep one copy for weigh-ins.
- Each team is to submit a copy of the Individual Season Record Form for you from the NWCA web site and you may wish to copy for persons in attendance.
- Go to KHSAA web site and print latest copy of site selection plan. It is at <http://www.khsaa.org/wrestling/regionsiteselectionplans.pdf>. Copy for persons in attendance.
- Go to KHSAA web site and print copy of Form WR111. Distribute copy to each person in attendance at seeding meeting. Blank copies are at <http://www.khsaa.org/forms/wr111.doc>, , <http://www.khsaa.org/forms/wr111.pdf>.
- Assist with the seeding meeting on date and time published. At seeding meeting discuss and resolve all issues. Discuss and resolve the distribution of finances to competing teams. This is a local decision, and the schools retain all of the proceeds of the regional tournament. Review seeding meeting regulations in this manual.
- Confirm site selection plan for future meets at seeding meeting of coaches and submit form WR103 with this information. Must confirm a minimum of next three years at this meeting. Submit this update even if you feel that someone prior to you has submitted it already. A blank copy of this form is available at <http://www.khsaa.org/forms/wr103.doc> or <http://www.khsaa.org/forms/wr103.pdf>.
- Complete Brackets Using WR104, WR105 and WR106 Bracket forms. Please carefully review the bracketing section of the instructions to ensure that things are handled correctly. Regional coaches or representatives may not choose to use any other bracket system. PDF versions of the forms are at

<http://www.khsaa.org/forms/wr104.pdf> (4 person bracket), <http://www.khsaa.org/forms/wr105.pdf> (8 person bracket) and <http://www.khsaa.org/forms/wr106.pdf> (16 person bracket). DOC (Microsoft word versions) of the brackets are at <http://www.khsaa.org/forms/wr104.doc> (4 person bracket), <http://www.khsaa.org/forms/wr105.doc> (8 person bracket) and <http://www.khsaa.org/forms/wr106.doc> (16 person bracket).

- Complete Form WR118 with listing of entered team at conclusion of meeting. Blank copies are at <http://www.khsaa.org/forms/wr118.doc> or <http://www.khsaa.org/forms/wr118.pdf>.

Final Tournament Preparation

- Compile entries from NWCA forms and double check weigh-in verification forms and certification forms.
- Make blank copies of WR111 just in case it is needed at tournament. Blank copies are at <http://www.khsaa.org/forms/wr111.doc> or <http://www.khsaa.org/forms/wr111.pdf>.
- All Tournament Management Functions Completed and Tournament Enjoyed

Post Tournament

- Immediately following the tournament, NOT LATER THAN MONDAY MORNING, you will send the copies of the NWCA reports submitted by the schools,; WR103 and WR118 to the KHSAA via overnight service with the cost of the postage coming from the gate receipts. The package should be shipped to the KHSAA, 2280 Executive Drive, Lexington, KY 40505 to arrive not later than Tuesday. Do not hold onto the material planning on bringing it to the state tournament.**
- Follow instructions in manual for completing report of place winners. In case of technical problems, you may complete Form WR114 with Results of Advancing Teams and send to KHSAA by fax (859) 293-5999. No other method of submitting results is acceptable.
- Media Contacted with Results



January 10, 2012

KHSAA REGION WRESTLING REGULATIONS AND INSTRUCTIONS

Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing wrestling tournaments and are re-printed in this manual. ***If you do not have a copy of the KHSAA Handbook, refer to <http://www.khsaa.org/handbook/tournamentrules/wrtournamentrules.pdf> for a listing of the relevant Tournament Rules, although they are printed verbatim in this manual.*** Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth meet.

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 tournament. For your convenience, the following summary is given:

INFORMATION SENT TO SCHOOLS IN ADVANCE

- ❖ Each school participating in wrestling has been sent a link to the packet of information about this year's tournament series. A complete copy is in the next section of this manual. Managers are advised to have copies of all of the forms available at the planning meeting. The entry forms have sent to the coaches well in advance.

FORMS USED BY REGION TOURNAMENT MANAGER

(Complete web links are available to these forms in the checklist section)

- ❖ WR108 – Region Site Manager Information - To give KHSAA tournament information so tournament related correspondence can be addressed and officials can be assigned. Blank copies are at <http://www.khsaa.org/forms/wr108.doc> or <http://www.khsaa.org/forms/wr108.pdf>
- ❖ WR103 – Wrestling Site Selection Plan – to be completed by region manager following tournament to update KHSAA on sites for future year's tournaments. This issue should be discussed at the pre-tournament meeting. Every region should be set for at least the next THREE years. Blank copies are at <http://www.khsaa.org/forms/wr103.doc> or <http://www.khsaa.org/forms/wr103.pdf>
- ❖ WR104 – Wrestling Bracket – to be completed for each weight class bracket with four or fewer entrants. Blank copies are at <http://www.khsaa.org/forms/wr104.doc> or <http://www.khsaa.org/forms/wr104.pdf>
- ❖ WR105 – Wrestling Bracket – to be completed for each weight class bracket with five to eight entrants. Blank copies are at <http://www.khsaa.org/forms/wr105.doc> or <http://www.khsaa.org/forms/wr105.pdf>
- ❖ WR106 – Wrestling Bracket – to be completed for each weight class bracket with nine to sixteen entrants. Blank copies are at <http://www.khsaa.org/forms/wr106.doc> or <http://www.khsaa.org/forms/wr106.pdf>
- ❖ WR114 – Region Tournament Results – to be completed by region manager immediately following meet and faxed to the KHSAA immediately for the purpose of announcing the results and for use in making the final state brackets. This can also be used to send results to local media outlets. This should only be used for the KHSAA if you are technically unable to utilize the Wrestling Tournament Manager Software. Blank copies are at <http://www.khsaa.org/forms/wr114.doc> or <http://www.khsaa.org/forms/wr114.pdf>
- ❖ WR118 – Region Wrestling Entry Report – to be completed after the tournament and submitted to KHSAA to listed number of competitors per weight class entered, and by what school. This is utilized by KHSAA in consideration of alignment changes and tournament format discussions. Blank copies are at <http://www.khsaa.org/forms/wr118.doc> or <http://www.khsaa.org/forms/wr118.pdf>

PLAYING RULES AND REGULATIONS (ALL TOURNAMENTS)

- ❖ Member schools are not permitted to practice for, travel to or participate in a regular season interscholastic athletic contest during the six-hour school day.
- ❖ In addition, no postseason Wrestling tournament should be scheduled at a time that would violate any part of the six-hour academic school day. Due to this action and regulation, tournaments should not start prior to 3:00 p.m.

ENTRIES

- ❖ All entries and brackets shall be compiled and conducted in accordance with the instructions provided to each team in the document entitled, "Post Season Tournament Information for Each Participating School".

OFFICIALS ASSIGNMENTS

- ❖ Tournament officials are assigned from the pool of licensed KHSAA officials. Each regional manager will be contacted by KHSAA Assistant Commissioner Michael Barren, who will make the final assignments.
- ❖ Only officials licensed with the Kentucky High School Athletic Association may officiate in the regional or state meet. The Commission shall assign all officials to region and state competitions.

REGIONAL OFFICIALS FEES

- ❖ Regional tournament officials shall be paid a minimum fee of \$165.00 per single day tournament or \$250.00 per multiple day tournaments. The crew of officials will be paid a mileage allowance of .35 (35 cents) per mile for actual mileage based on the mileage submitted to and approved by the manager.
- ❖ Additional postseason allowances for lodging, etc. require prior notice to the tournament manager and must be approved by the Commissioner. It is expected that officials working prior to 9:00 a.m. will be provided at least one night's lodging, at the expense of the regional meet proceeds.
- ❖ IT IS THE RESPONSIBILITY OF THE TOURNAMENT MANAGER TO MAKE THE NECESSARY CONTACTS WITH THE OFFICIALS!

REQUIRED COMPUTER SOFTWARE AND REPORTING RESULTS

- ❖ The KHSAA has adopted a software standard in order to expedite the posting of results and brackets and give participants as much notice as possible.
- ❖ Complete reporting instructions are contained in the Manual.
- ❖ The standard package is titled The Wrestling Tournament Manager, and is marketed by PES Sports out of Byron, Illinois. The web site for ordering is <http://www.pes-sports.com/>. The package sells retail for \$129.95. However, if you will identify yourself as one of our regional managers and tell them Michael Barren at the KHSAA referred you (and they have been provided a listing), then the price will be only \$99.95, which should be taken from the gate receipts. There are very little licensing restrictions on your future use of the program, so it is a definite positive investment for the future. The contact phone is 1(888) 959-2016.
- ❖ If you decide to use the "Publish" option on the package to create a web site for the regional tournament and put in on your school or wrestling web site, please provide the office with the link as soon as possible, and we will link from our web site.
- ❖ ***When using the Wrestling Tournament Manager Software, you will need to take the following steps to submit your results to the KHSAA--***
 - When the meet is over, there are two reports you need to run from within the Wrestling Manager Program.
 - With the region tournament file open,
 - Click Print
 - Click Results
 - Click Place Winners
 - Select HTML by clicking the button beside HTML
 - Then, with the region tournament file still open,
 - Click OK
 - Select Print All
 - Type c:\regionXplaces.htm where the X in the file name is your region number.
 - Click Save.
 - Then execute the printout again, and this time, send it to your printer.
 - Click Print
 - Click Results
 - Click Finals Matches
 - Select HTML by clicking the button beside HTML

- Click OK
 - Type c:\regionXfinals.htm where the X in the file name is your region number.
 - Click Save.
 - Then execute the printout again, and this time, send it to your printer.
 - Enter your email program
 - Address an email to wrresults@khsaa.org
 - In the body of the email, put a note with any phone numbers where you will be available in case of submission problems.
 - Attach the following 2 files – c:\regionXfinals.htm and c:\regionXplaces.htm where X is your region number.
 - Send the email.
 - Then, fax the two printed sheets to the KHSAA (859)293-5999. This will be the backup for your email submission.
 - You will then be done with results.
- ❖ ***If you are unable due to technical difficulties to use the Wrestling Tournament Manager Software, you will need to take the following steps to submit your results to the KHSAA***
 - Download the file <http://www.khsaa.org/forms/wr114.doc>
 - Save it on your computer.
 - Open the file in word, and type in all of the results, listing all places including the alternate list.
 - Save the file.
 - Enter your email program
 - Address an email to wrresults@khsaa.org
 - In the body of the email, put a note with any phone numbers where you will be available in case of submission problems.
 - Attach the completed word file.
 - Send the email.
 - Then, fax the two printed sheets to the KHSAA (859)293-5999. This will be the backup for your email submission.
 - You will then be done with results.

TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA district, region, sectional and state trophies/awards for the 2011/2012 tournaments. Payment should be sent to Rihards.com, PO Box 459, Smiths Grove, KY 42171. An invoice will be included in the box with the trophies.

- ❖ The awards will be shipped via UPS. The afternoon Rihards ships the awards you will receive an email with the UPS tracking number.
- ❖ Once you receive your awards, please inspect each and every one for damage, correctness or any other issues. If you have any issues, please call Terrena in Customer Service at Rihards' (1-800-274-4373 or 1-270-563-5133) between the hours of 9:30 am and 4:30pm. You may also email Rihards' at khsaa@riherds.com.
- ❖ In the email with the tracking number you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition. If Rihards' doesn't hear from you after a reasonable time confirming you received your awards they will contact you, your Athletic Director or Principal by phone to verify you received your awards in good condition.

SECURITY

- ❖ 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 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.

MEDICAL COVERAGE

- ❖ A physician and/or ambulance should also be in place in the event of an emergency as well as an emergency plan for the transportation of injured athletes. This information should be communicated to all competing schools.

Managers are also advised to have additional copies of KHSAA Form WR111 in case a physician's review of a skin condition is needed.

- ❖ It is strongly recommended that a physician be in place during the weigh-ins to assist with determinations regarding skin conditions and fitness to wrestle and remove that duty from the meet officials.

REGIONAL TOURNAMENT SEEDING MEETING PREPARATION INFORMATION AND REQUIREMENTS

- ❖ Each manager should be familiar with the instructions in the document entitled, "Post Season Tournament Information for Each Participating School".
- ❖ Each team shall be in attendance at the seeding meeting in order to enter wrestlers. A school without a representative at the region meeting CANNOT enter wrestlers under any circumstances. If you have concerns about a coach who is not present, contact Mr. Barren immediately.

REGION FUTURE SITES

- ❖ The manager shall review the site selection schedule with all schools in the region at the tournament. A copy of the current site selection schedule is listed in this manual.
- ❖ If changes or corrections are made to the region tournament site selection plan, please use KHSAA Form WR103 and return it to the KHSAA immediately following the tournament. Blank copies are at <http://www.khsaa.org/forms/wr103.doc> or <http://www.khsaa.org/forms/wr103.pdf>.
- ❖ The site plan should extend a minimum of three (3) years.

DRAWING BRACKETS

- ❖ Competitors shall be placed in the appropriate bracket based on the number of entrants into the tournament in a particular weight class. While some bracketing may be done after the seeding meeting, the final brackets cannot be entered and compiled until weigh-in results are known.
- ❖ If there are 4 or fewer entrants in a class, use form WR104 (a four-person bracket). A blank copy of this form is available at <http://www.khsaa.org/forms/wr104.doc> or <http://www.khsaa.org/forms/wr104.pdf>.
- ❖ If there are 8 or fewer entrants in a class, use form WR105 (an eight-person bracket). A blank copy of this form is available at <http://www.khsaa.org/forms/wr105.doc> or <http://www.khsaa.org/forms/wr105.pdf>.
- ❖ If there are more than 8 entrants in a class, use form WR106 (a sixteen person bracket). A blank copy of this form is available at <http://www.khsaa.org/forms/wr106.doc> or <http://www.khsaa.org/forms/wr106.pdf>.
- ❖ If a particular class is originally bracketed into a larger bracket, but due to no-shows and/or missed weight entrants, falls back to the next bracket size, the bracket shall be re-drawn into the appropriate form. For example, if a bracket was originally to be 9 entrants, but one drops out prior to competition, the entrants shall be re-entered into an 8 person bracket. This ensures that byes disappear after the first round and do not impact future scoring.
- ❖ There are blank brackets on the KHSAA web site if you would like to download them for use in preliminary bracketing prior to the entry into the computer program.
- ❖ Regional coaches and representatives do not have authority to enter competitors in any other bracket manner.

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. Any entry fee designed to curb the costs of the tournament shall be agreed to by all member schools in the region prior to the tournament.

INCLEMENT WEATHER

- ❖ While it would be ideal if all parties could agree on any re-scheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the tournament 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 playing rules, after the contest has begun, such determination shall be made by the referee.

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 the 2011-12 KHSAA Handbook if you have any questions.

TEAM SCORE

- ❖ The team score shall be determined by totaling the points in accordance with National Federation rules.

STATE TOURNAMENT QUALIFIERS

- ❖ The Top Four (4) wrestlers in each weight class shall advance from the region to their seeded slot in the state tournament.

POST REGIONAL RESULTS AND REPORTS

- ❖ After the region tournament is completed, you will submit the results in accordance with the instructions listed earlier via email. No other method is acceptable.
- ❖ **Immediately following the tournament, NOT LATER THAN MONDAY MORNING, you will send the copies of the NWCA forms, WR103 and WR118 to the KHSAA via overnight service with the cost of the postage coming from the gate receipts. The package should be shipped to the KHSAA, 2280 Executive Drive, Lexington, KY 40505 to arrive not later than Tuesday. Do not hold onto the material planning on bringing it to the state tournament.**

KHSAA STAFF

- ❖ An official of the Kentucky High School Athletic Association will be present at the state tournament to answer any questions you might have concerning the state tournament. Mr. Scott Greenwald 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 tournament which Mr. Greenwald cannot address, you can contact Assistant 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 he will respond as soon as possible to your needs. Should you have an emergency concern, you may also attempt to contact Mr. Barren at (859) 317-3300 at any time.