



# ***TRACK & FIELD***

**2021 REGIONAL  
MEET INSTRUCTIONS  
FOR MANAGERS, PARTICIPATING TEAMS AND FANS**

# ***DRAFT***

**THE INFORMATION INCLUDED WITHIN  
THESE INSTRUCTIONS IS TENTATIVE AND  
SUBJECT TO CHANGE**



# 2021 Track & Field Regional Meet Instructions

## Table of Contents

- Covid-19 Guidance** ..... 3
  - Masks, Face Coverings and Social Distance ..... 3
  - Cross-Reference to Other Guidance ..... 3
  - Season Limitation and Contest Adjustments ..... 4
  - Attendance Limitation ..... 4
  - Administrative and Venue Setup ..... 4
  - Officiating (Mechanics) (Adopted for 2020-21) ..... 5
  - Officiating (Rules) (Adopted for 2020-21) ..... 5
- Duties Summary Statement** ..... 5
- KHSAA Contact List** ..... 5
- Reference To Team Alignment** ..... 5
- Allowable Competition Dates** ..... 5
- Pre-Meet Manager’s Responsibilities** ..... 6
  - Complete Tournament Manager’s Form ..... 6
  - Contact Participating Schools ..... 6
  - Development of Info Document for Participants ..... 6
  - Pre-Event Meeting ..... 6
  - Admission of Participants/Team Party and Limitations ..... 6
  - Jury of Appeals ..... 6
  - Appeal Form ..... 7
  - Hytek Entry ..... 7
  - Host Site Administrator ..... 7
  - Future Regional Sites ..... 7
- Venue Logistics** ..... 7
  - COVID-19 Guidelines ..... 7
  - Signage, Balloons, Noisemakers and Band Performances ..... 7
  - Water - COVID-19 Guidance ..... 7
- Pre-Event Meeting Model Agenda** ..... 7
- Entry, Rosters, Unified/Adapted** ..... 8
  - Postseason Rosters ..... 8
  - Meet Entry Timeline ..... 8
  - Substitutions ..... 9
  - Submitting Entries ..... 9
  - Verification of Entry Times ..... 10
  - Coaches Entry Information ..... 10
  - Unified Rosters/Format ..... 11
  - Adapted Rosters/Format ..... 11
  - Submitting Unified/Adapted Entries ..... 11
- Points Of Emphasis** ..... 12
  - Format Of Event ..... 12
  - Hydration Reminder ..... 12
  - Declaration and Entry of Participants ..... 12
  - Notes About Relays ..... 12
  - Conduct of Meet and Advancement ..... 13
  - Wireless Communication ..... 13
  - Coaches on the Track ..... 13
  - Referee Briefing ..... 13
  - Disqualifications and Unsportsmanlike Incidents ..... 13
  - Safety ..... 13
- Field Event Notes** ..... 14
  - Pole Vault ..... 14
  - Shot Put and Discus ..... 14
- Procedure For Getting Officials And Fees** ..... 14
- Bylaw 22 Reminder** ..... 15
  - Requirement To Accompany Team Members ..... 15
- Security** ..... 15
- Medical Provisions** ..... 15
  - Inhaler ..... 16
- Emergency Action Plan** ..... 16
- Inclement Weather Procedures** ..... 16
  - Stoppage/Postponement ..... 16
  - Heat Index Program ..... 16
  - Lightning/Thunder Policy ..... 16
- Media and Intellectual Property Rights** ..... 16
  - General Media Rights ..... 16
  - Radio Broadcasts ..... 17
  - Telecast/Webcast Including NFHS Network Restrictions ..... 17
  - Music Copyright ..... 18

- Event Merchandise ..... 18
- Post Event** ..... 18
  - Reporting Results ..... 18
  - Trophies ..... 18
  - COVID Awards Presentation Protocol ..... 19
- State Meet Qualifiers** ..... 19
- Finances** ..... 19
  - Tournament Financial Report ..... 19
  - Meet Costs ..... 19
- Electronic Data Instructions for Region Managers** ..... 20
  - Hytek Support Team ..... 20
  - Hytek Tips and Suggestions for Regional Managers ..... 20
  - Important Data Notes About Relay Entries ..... 21
  - Additional Mini-Checklist for Hytek ..... 21
  - Instructions for Hytek Unified Entries ..... 23
  - Additional Instructions to Prepare for Your Meet ..... 26
  - Set-Up Menu ..... 27
  - Athletes Menu ..... 27
  - Schools Menu ..... 27
  - Seeding Menu ..... 27
  - Relay Names ..... 28
- Important Website Links** ..... 28

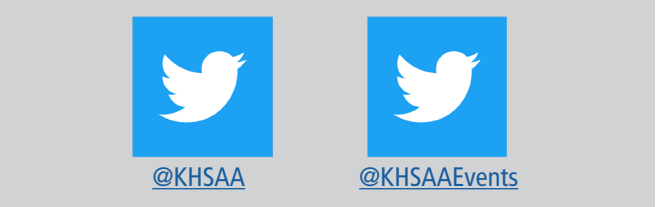
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



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### KHSAA Staff

- Commissioner ..... Julian Tackett
- Associate Commissioner ..... Butch Cope
- Assistant Commissioner ..... Michael Barren
- Assistant Commissioner ..... Darren Bilberry
- Assistant Commissioner ..... Sarah Bridenbaugh
- General Counsel ..... Chad Collins
- Communications Director ..... Joe Angola
- Information Technology Director ..... Rob Catron
- Event Management Specialist ..... Dan White
- Administrative Assistant/Office Manager ..... Kara Howard
- Administrative Support Specialist ..... Jeremy Ison
- Administrative Support Specialist ..... Jeanie Molloy
- Physical Plant Director ..... Roy Tatum





## 2021 Track & Field Regional Meet Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport-Activities" document for track & field can be found at the following link: <https://bit.ly/2RhEewo>

In addition to track & field specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a regional meet.

REMINDER - Any individual with symptoms of COVID-19 shall not be admitted.

Guidance is categorized into three areas:

- **REQUIRED-** These standards are required at all sanctioned contests.
- **RECOMMENDED-** These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER-** While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

Differences in the guidance are necessitated by the differences in sports, facilities, geographic areas, and pronounced differences during normal years and magnified this school year.

### MASKS, FACE COVERINGS AND SOCIAL DISTANCE

**Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved**

#### **BASIC MASK/FACE COVERING INFORMATION FOR OUTDOOR SPORTS WITH LESS THAN 1,000 ATTENDEES**

All individuals entering a venue before, during, and after a contest should wear a mask/face covering. (CONSIDER)

All administrators, spectators, workers, coaches and non-competitors, including substitutes, should wear a mask/face covering at all times. (CONSIDER)

A "gaiter" with multiple layers of cloth complies with this consideration provided it is properly worn covering the nose and mouth when the student-athlete is not participating and can easily slip down around the neck during participation. (RECOMMENDED)

At all practices and contests, it is expected that these standards for universal masking be applied (with the exception of the participating athletes and contest officials during actual play, and those that have been fully vaccinated per CDC guidelines) at all facilities. (CONSIDER)

#### **MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES**

A mask/face covering is permitted for all participants at any time.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned, ideally in a washer with hot water and soap, and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

#### **SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)**

Social distancing should be maintained at all times, where feasible for all involved in the contests, but required for spectators at all times by sitting apart from individuals from other households, unless all are vaccinated.

### CROSS-REFERENCE TO OTHER GUIDANCE

All individuals involved in the athletic program are expected to reference all guidance standards, including those in this sports-specific guidance and the All Sports Guidance document.

If there is an ambiguity between recommended guidelines, the most stringent should apply, and deference shall be given to the KHSAA Return to Play Material as other resources amend their guidance later.

Portions of the track & field specific section of the document are included below.



## 2021 Track & Field Regional Meet Instructions

### SEASON LIMITATION AND CONTEST ADJUSTMENTS

The last official regular season contest can be held on the day prior to the region, unless a waiver is granted due to the early scheduling of a region upon agreement of the teams.

Postseason competition is scheduled to begin May 24 with championship play to end the week of June 7.

### ATTENDANCE LIMITATION

Region managers are reminded to not exceed the current attendance restrictions in the state for outdoor venues, which is currently set at 75% for venues with total capacities of 1,000 or less.

### ADMINISTRATIVE AND VENUE SETUP

There shall be no shared equipment except where required during an event, after which time sanitization shall occur.

Participants and Coaches must bring their own water bottles.

Press box/timing control/clerking area and all officials shall be limited to essential personnel (PA, Scorer) and must be socially distanced.

Coaches/Administrators should communicate with schools they are competing against to ensure everyone is aware of all facility rules and regulations. (RECOMMENDED)

All individuals shall be prepared to exit the facility as efficiently as possible.

Stagger use of communal areas and clean and disinfect frequently touched surfaces.

Sanitizing supplies shall be provided by each team or team members. (RECOMMENDED)

Exercise social distancing where feasible within any team-exclusive gathering. (RECOMMENDED)

The use of team tents on site is discouraged, unless all sides are open. (RECOMMENDED)

Team Packets: Meet managers are encouraged to transmit as much information as possible electronically prior to the meet.

For any information that cannot be submitted electronically, organize a method for the packet pick-up that keeps coaches socially distanced (i.e. time slots for small numbers of coaches to pick up packets. (RECOMMENDED)

Temporary restroom facilities may be used in accordance with the guidelines provided by the venue's local health department or other applicable guidelines. (CONSIDER)

Restrooms should be cleaned and disinfected frequently. (CONSIDER)

Consider using image-based equipment at finish line to assist with picking place and reducing congestion. (RECOMMENDED)

No items (water bottles, clothing, etc) are to be on the track or left at the starting line.

Meet results shall not be posted at a venue, but rather are to be posted online, sent by email and/or mailed.

Field events shall enforce social distancing where feasible for all athletes and officials.

Baskets should not be used at the start line for apparel. (RECOMMENDED)

To limit contact, athletes should provide their own implements (that pass inspection) and retrieve their own implements after all throws. (RECOMMENDED)

If athletes can't provide their own implements, then it is recommended that implements be sanitized between each use. (RECOMMENDED)

Participants may wear a cloth facial covering when not actively competing. (CONSIDER)

To limit contact, athletes should not share vaulting poles. (RECOMMENDED)

Meet management and meet officials shall have a plan for clerking that practices social distancing of heats, relay participants and all of those involved. (REQUIRED)

An area should be specified and clearly marked for the check-in of athletes. (REQUIRED)

Athletes and officials should consider wearing masks at all times during clerking. (CONSIDER)

Athletes are permitted to wear gloves and/or masks/face coverings during competition with no restriction on color or type. (REQUIRED)



## 2021 Track & Field Regional Meet Instructions

### OFFICIATING (MECHANICS) (ADOPTED FOR 2020-21)

Officials should follow all social distancing guidelines (pre and post meet conferences, check in at the start and finish lines, movement of athletes to exchange zones, tabulations and posting of results). (REQUIRED)

Bring personal hand sanitizer and wash hands frequently. (RECOMMENDED)

Don't share equipment. (RECOMMENDED)

Officials and other meet management personnel should always wear masks / face coverings unless fully vaccinated. (RECOMMENDED)

When providing an explanation of a ruling to a head coach, the official will meet the coach apart from others, while practicing appropriate physical distancing. (RECOMMENDED)

Rule 8-4-3: Only the referee shall attend the pre-meet meeting (without the presence of the starter or captains).

- The meeting (if it cannot be held virtually ahead of time) shall be limited to a single coach from each team, and multiple meetings may be needed to ensure appropriate physical distancing is maintained.

### OFFICIATING (RULES) (ADOPTED FOR 2020-21)

5-10-5: The baton is the implement which is used in a relay race and is handed by each competitor to a succeeding teammate (current rule), and gloves ARE permitted this year. (REQUIRED)

6-4-11 and 6-5-24: Vertical Jumps: Event managers should consider alternate ways to conduct the vertical jumps, noting that lowering the cross bar after competition has begun may be a way, with small numbers of competitors, states may wish to jump each athlete to completion. (RECOMMENDED)

### DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing track & field meets, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

### KHSAA CONTACT LIST

The primary contact for track & field is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Darren Bilberry ([dbilberry@khsaa.org](mailto:dbilberry@khsaa.org)) is the backup contact.

Tim King will serve as the Head Rules Official for both the region and state meets, as well as serving as State Meet Director, and can be reached via email at [teejayking@gmail.com](mailto:teejayking@gmail.com) or by cell at 859-653-5907.

Chris Hawboldt, the webmaster for KYTrackXC.com, will coordinate electronic entries, and can be reached by email at [kymilesplit@gmail.com](mailto:kymilesplit@gmail.com).

### REFERENCE TO TEAM ALIGNMENT

Teams are aligned in three (3) classes with seven (7) regions in each as detailed in the competition rules.

The current alignment is available on the track & field page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a regional meet.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

### ALLOWABLE COMPETITION DATES

The dates for the regional track & field meets are May 24-June 5.

Coaches and Region Managers should be aware of busy spring schedules and attempt to work with schools to select a date.

- If no agreement can be reached due to conflicts, the KHSAA will mediate disputes.



## 2021 Track & Field Regional Meet Instructions

If a weekday is selected to hold the meet, and any school is in session that day, the meet shall be held after 3 p.m., to avoid conflict with instructional time.

Efforts should be made to avoid conflict with the actual graduation exercises.

The host shall set the starting time for each regional meet and send to all schools involved for them to agree to. Each regional meet shall be conducted in one (1) session.

All field events shall begin at the same time, with the exception of pole vault if your region has alternate plans.

- If your region plans to do pole vault at an alternate time, please notify Tim King and Assistant Commissioner Bridenbaugh by email prior to your regional.

It is impossible to avoid all conflicts, but Region Managers are to afford member schools the same courtesy they would expect.

A complete list of tournament sites and managers is available on the KHSAA website using the link at the end of these instructions.

Each region must follow the strict time schedule sent from the KHSAA.

With the regional schedule, the games committee has determined that 12 minutes is the check-in/out time limit.

The state track & field championships are scheduled for June 10-12 at the University of Kentucky in Lexington. Class 1A will compete on June 10, 2A on the 11th and 3A will round out the event on the 12th.

### PRE-MEET MANAGER'S RESPONSIBILITIES

#### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Regional Meet Manager's Form (GE56) to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted. A link to the form is included at the end of these instructions.

#### CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your meet schedule, entry deadline and other pertinent information.

#### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

This document shall include any COVID-19 requirements or adjustments made for the event.

#### PRE-EVENT MEETING

It is recommended that a meeting of all coaches be held prior to the start of the meet to discuss rules and procedures.

The use of a virtual meeting is permitted and strongly recommended.

#### ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Coaches and administrators should be given direct details about how to enter the region's host site.

This will allow for more organization on the day of the meet and help with COVID-19 protocols.

In the event an admission fee will be charged, a policy of team party and participant admission should be finalized at the pre-event meeting.

#### JURY OF APPEALS

Each Region Manager shall appoint and announce the three (3) members of a Jury of Appeals, to handle those duties set forth in the track & field rules.

Neither the Meet Referee, or a member of the coaching staff of any participating school, should sit on this jury.

The jury must consist of three (3) head coaches and one (1) alternate head coach (in case an appeal involves an athlete of a coach on the jury).

The scope of the limits of what can be appealed is detailed on KHSAA Form TR110, which is included as a link at the end of these instructions.





## 2021 Track & Field Regional Meet Instructions

Each Region Manager may use that form for the regional meet, with copies of this form available in case of an applicable situation.

The names of your Jury of Appeals should be emailed to Tim King and Assistant Commissioner Bridenbaugh.

### APPEAL FORM

Make copies of KHSAA Form TR110 (Meet Appeal) to be prepared in case of an appeal at the meet.

### HYTEK ENTRY

Using the step-by-step instructions listed at the end of these instructions, use HyTek to enter competitors and email the entries to [trentry@khsaa.org](mailto:trentry@khsaa.org) prior to your regional meet.

### HOST SITE ADMINISTRATOR

The KHSAA requires a meet administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

### FUTURE REGIONAL SITES

Meet Managers should remind schools interested in hosting future Regional Track & Field Meets to complete KHSAA Form GE59 (Application for Hosting), which is included as a link at the end of these instructions. A link to the Postseason Site Specifications is also included.

## VENUE LOGISTICS

### COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

### SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted at the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with meet administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pre-meet, natural and planned breaks.

### WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/2RhEewo>) for multiple references to water, hydration and food guidelines.

## PRE-EVENT MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "KHSAA Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports & Sport Activities" document for track & field (<https://bit.ly/2RhEewo>)
- Provide a detailed meet schedule and report it to the KHSAA and media



## 2021 Track & Field Regional Meet Instructions

- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Competition rules review
- Remind coaches of the four (4) pole-vault competition requirement for entry
- Submitting entries to the KHSAA
- Discuss the inclement weather policy and plans
- Discuss meet expenses (trophies, security, medical, etc.) (majority vote required if distribution to schools is to be made)
- Review equipment, facility rules and other facility notes
- Detail the security and emergency action plan
- Discuss medical needs/trainers/ TR120 Inhaler Form
- PA, officials, Hytek, timing, concessions, etc.
- Auxiliary workers: ticketing, concessions, parking
- Review sportsmanship expectations for competitors, coaches and fans
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)

### ENTRY, ROSTERS, UNIFIED/ADAPTED

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only participants appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

No additional competitors may be added to the roster following that deadline, including those teams or individuals that advance to the state championships.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

This roster information is also used for advance preparations for state qualifying teams/individuals.

#### MEET ENTRY TIMELINE

Region Managers shall compile entries submitted electronically by schools.

- It is the duty of the Region Manager to verify that the following timetable is followed as it relates to the entries and seed times for the regional meet.
- There shall be an opportunity to challenge an entry time.
- The deadline for sending regular season meet results to the Kymilesplit.com site is four (4) days prior to your scheduled regional meet).
- All initial entries for the region are due electronically (using Milesplit), not later than 9 p.m. four (4) days prior to the regional meet.
- By 9 p.m., three (3) days prior to the regional meet, the manager shall distribute a Performance Listing to all coaches in the region, submit the list via the UK listserv, and also submit to the KHSAA for posting on the KHSAA website, please send regional entries to [trentry@khsaa.org](mailto:trentry@khsaa.org).
- By 9 p.m., two (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 by the Commissioner's office.

Any late entries are to be approved by Assistant Commissioner Bridenbaugh in advance.

The KHSAA will impose a fine of \$100 against any school attempting to enter athletes after any published deadline.





## 2021 Track & Field Regional Meet Instructions

### SUBSTITUTIONS

Any contestant whose name is listed on the postseason roster and entered into the regional meet may be substituted for the original entry prior to the deadline for scratch/add.

After the region meet deadline, the manager may only allow the substitution if the original entry is prevented from participating in the event because of circumstances beyond their control and with medical documentation, which is required to be approved by the KHSAA office and Assistant Commissioner Bridenbaugh.

Only in the case of documented medical emergency can the meet entry deadlines be waived or a substitution be allowed.

Each manager is responsible for forwarding the entries for the region meet to all competing teams in accordance with the adopted schedules.

For relay events, coaches may enter up to eight (8) student-athletes (includes four (4) alternates).

If an athlete is not listed in the regional meet entries, that athlete cannot be added for the state meet should the relay team qualify.

There are no substitutions for non-relay qualifiers at the state meet.

### SUBMITTING ENTRIES

All entries for KHSAA regional track & field meets shall be submitted electronically and all athletes entered shall come from the online postseason rosters.

The required protocol is to utilize [ky.milesplit.com](http://ky.milesplit.com) for all regional entries.

Creating a Username

- 1. Go to [ky.milesplit.com](http://ky.milesplit.com)
- 2. Select "Login" in the upper right hand corner.
- 3. Select "Sign Up"
- 4. Enter the information that is requested: Username, Email Address, Password.
- 5. Select "Join Now"

Claim Your Team

- 1. On the top of the home page ([ky.milesplit.com](http://ky.milesplit.com)), select "TEAMS."
- 2. Find your team on the list and select the team name.
- 3. Select "Claim Team"
- 4. Select the appropriate "Claim as" option. You can choose to be a "Coach" or "Admin." Choose the appropriate role.
  - Both roles will give you the permissions to enter into a meet and edit the entries.
- 5. Complete the box with your identifying information.
  - This is what Chris Hawboldt (the KYtrackXC webmaster) will see when approving or declining coach and administrator rights.
- 6. Select "Sign Me Up!"
  - From here the claim will need to be approved by Chris Hawboldt.
- This will not be an instant process.
- The turnaround usually takes at most 24 hours.
  - Once you have been approved, you will receive email notification immediately and will then be able to complete any actions required for your team entry.

Register for a Meet

- 1. On the top of the home page ([ky.milesplit.com](http://ky.milesplit.com)), select "CALENDAR."
- 2. Find the meet that you want to register for in the list of meets on the calendar.
- 3. Select the meet name.
- 4. On the meet page, select "Register Online Now."
- 5. Select "Enter School"
- 6. Enter the required information to complete the online entry: Contact Name, Contact Home/Work Phone, Contact Cell Phone and Contact Email.



## 2021 Track & Field Regional Meet Instructions

- 7. Select "Next"
- 8. Choose the divisions you would like to enter.
  - o The division names are on the left and there is a check box for male and female.
  - o For region contests, there will be three divisions: Varsity, Unified, and Wheelchair.
  - o Choose the genders that your team will enter in each of those divisions by checking the box.
  - o For Unified, teams will be mixed in some instances, so you can check both gender boxes and then enter into the events with both genders.
  - o Select "Enter Team"
- 9. The list of events will then show. For each event that you want to enter athletes, select the blue "Edit Entries."
- 10. For individual events, check the box next to the athlete(s) that you want to enter. A time will automatically populate from their season best. Once you have chosen the athlete(s) that you want to enter into that event select "Done Editing."
- 11. You will be brought back to the master list of events and repeat the process for every event that you want to enter.
- 12. For relays, first select "Edit Entries" as you do for any event to start entering the event. Then select "Add New Relay." A seed time will automatically populate. Choose a minimum of four (4) and maximum of eight (8) athletes. This is your opportunity to enter alternates, there will not be another chance to change these once the regional deadline has passed. This will also serve as your state meet entry should your relay team advance.
- 13. Once you have entered all events, the entries will be available for review. There is not an extra step to finalize the entries. They will automatically lock when the deadline passes.

### VERIFICATION OF ENTRY TIMES

Nothing is more important to the integrity of the seeding 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 shall 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 shall 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 by using the link listed in these instructions.
- Entries shall only be verified by using this link to the site.
- All meet result submissions shall include the name of the meet official (Referee) and the meet date.
- All seed times must come from a high school meet.

An entry with no time entered for an athlete may be challenged.

### COACHES ENTRY INFORMATION

You shall send your entries electronically to the Region Manager through Milesplit using the directions previously discussed.

You do not need to send an entry form to the KHSAA and do not need to fill out a paper entry form if your electronic entry is successfully received.

Any results, including pole vault, that have not been uploaded using the link listed in these instructions (four (4) days before the scheduled regional) are void for purposes of meet verification.

By entry into the member school's regional meet, the coach and athletic director of the member school certifies that all pole vault competitors have participated in the required number of meets from the regular season per KHSAA Competition Rules, Page 49, IV.B. 3, 5.

Coaches should maintain and have available copies of all results for the Region Manager to verify in case of a challenge to the required participation minimums by any pole vault athlete.

Milesplit has preloaded the regional alignment into its database to prevent coaches from entering the incorrect region.

As a coach, you are expected to bring copies of meet results to help determine that the athlete has had his/her four (4) meets in the pole vault event only.



## 2021 Track & Field Regional Meet Instructions

A school may enter one (1) or two (2) contestants in each event and one (1) team in each relay race at the regional meet.

### UNIFIED ROSTERS/FORMAT

Unified Track rosters shall be entered into the KHSAA school subdomain under Unified Track.

Please see the Unified page on the Track website to see qualifications for entering into the Unified division.

No student-athlete that competes as a Special Athlete shall be an entry into the regional for the varsity track team.

Unified events by Partner Athletes shall not count against a student-athlete's four event maximum per meet and participation shall not count against the school's allowed number of meets.

Unified events are exhibition and are non-scoring.

Unified track members shall be in pairs (one partner athlete/one special athlete).

Unified Events for the regional meet will contain the following:

- 2x50m Dash (one partner/one special athlete).
  - o Partner athlete shall start at the 100m dash start line, special athlete waits at the 50m line.
  - o Partner shall race 50m to the athlete, exchange the baton, and then the special athlete will race the final 50m to the finish.
- 2x200m Dash (one partner/one special athlete).
  - o Partner athlete shall start at the 400m dash start line; special athlete waits at the 200m start line exchange zones.
  - o Partner shall race 200m to the special athlete, exchange the baton, and then the special athlete will race the final 200m to the finish.
- 4x100m Relay (two partners/two special athletes).
  - o This event will include two (2) athletes and two (2) partners that shall compete in this order: partner athlete, special athlete, partner athlete, special athlete.
  - o Long Jump (one partner/one athlete).
    - o Unified partner athlete jumps first, then the special athlete jumps.
    - o Each participant gets two (2) jumps and the best jump for each athlete will be added together to determine final distance.
- Shot Put (one partner/one athlete).
  - o Boys in this division (athletes and partners) will throw a 4k or 8.8 lb. shot.
  - o Girls in this division (athletes and partners) will throw a 6 lb. shot.
  - o Unified partner athlete throws first, then the special athlete throws.
  - o Each participant gets two (2) throws and the best throw for each athlete will be added together to determine final distance.

Unified Shot Put and Unified Long Jump could be slated at the same time in the regional and the state schedule.

Coaches shall make entry decisions to avoid conflict or have athletes prepared for the "check-out" procedure in order to compete in both events.

No unified entries will be allowed at the starting line of the regional meet; entries shall be submitted via Milesplit by the published deadlines.

### ADAPTED ROSTERS/FORMAT

Adapted track is for students with physical disabilities.

Currently, there is not a way to enter adapted athletes on the roster entered in the KHSAA school subdomain.

Milesplit can handle the regional entries for an adapted athlete.

Adapted events are exhibition and are non-scoring.

Please contact Assistant Commissioner Bridenbaugh at the KHSAA offices immediately if your region has an adapted athlete wanting to participate in the postseason, to ensure your athlete has medallions at the regional.

Adapted events available are shot put and the 100m dash.



## 2021 Track & Field Regional Meet Instructions

### SUBMITTING UNIFIED/ADAPTED ENTRIES

All unified athletes shall have a partner athlete in each event to compete.

Please be sure that your unified roster is complete (with both partner athletes and special athletes) on the KHSAA school subdomain database prior to entering the regional meet.

Begin by submitting entries via TR124 (Regional Unified/Adapted Athlete Entry Form) - <https://bit.ly/3vagnNS>

Coaches can list one (1) alternate in each event for the partner athlete (two (2) for the unified 4X100).

In addition, unified entries must be submitted via Milesplit ([ky.milesplit.com](http://ky.milesplit.com))

Please consult with your head track coach about Milesplit entries as the unified entries will be entered with the high school entries, the Google Form is only a backup for state entries.

For Milesplit: enter your unified special athletes and their partners into your regional roster.

Once they are on your roster; you can select to enter them into the unified events.

Each special athlete can only compete in four (4) total events.

- If you have an adapted athlete wanting to enter the regional meet, you must also submit your entries on Milesplit and via the TR124 form.

### POINTS OF EMPHASIS

#### FORMAT OF EVENT

NFHS rules will be used without exception.

The Region Manager has the discretion as to which gender will compete first in each event.

Make sure athletes are aware of the "check-out" procedure should they need to compete in another event.

Following the closing of the pit/ring and the announcing of the finalists, the finals would begin within the 10-minute time period.

#### HYDRATION REMINDER

Coaches should remain aware of the need for proper hydration of athletes prior to the beginning of competition.

Coaches and athletes are reminded to bring their own water bottles.

#### DECLARATION AND ENTRY OF PARTICIPANTS

Listing a student-athlete on the entry form 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.

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.

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 Assistant Commissioner.

#### NOTES ABOUT RELAYS

Eight (8) participants may be named to a relay team, any four (4) of whom may be used in the preliminaries or in the finals.

The same eight (8) individuals are the only athletes eligible to be entered in that relay race at the state meet.

Coaches should list a maximum of eight (8) individuals on the relay entry, and then shall declare the runners that will run prior to each race.

Relay entrants shall be the same from the Regional Meet to the State Meet.

Coaches have until they submit the relay form to the Clerk on the first day to decide which eight (8) athletes are entered for the relay.

No other names can be added after that point.



## 2021 Track & Field Regional Meet Instructions

The four (4) athletes that run in the trials and the finals do not have to be the same, they simply have to be four (4) of the eight (8) athletes that are listed on the relay entry card.

### **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, with values 10-8-6-4-2-1.

The regional 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 is to re-fill the lanes in the fast heat.

The hurdle height for the girls 100m hurdles is 33", the boys 100m hurdles is 39."

The hurdle height for the girls 300m hurdles is 30", the 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.

### **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, coaches and coaches, as well as all participants and fans.

### **COACHES ON THE TRACK**

Coaches shall comply with all NFHS rules regarding communication during meets.

Each region shall designate and properly mark a coaching box for the pole vault ONLY if communication is not able to be conducted in close proximity to the event. The box will not allow coaching in the area of any other field event.

### **REFEREE BRIEFING**

All referees shall conduct a briefing before the meet as required by rule as one of the most important roles of the referee is to make sure all information is imparted to the coaches and participants.

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 shall make himself/herself available for a pre-meet rules inquiry at a published time.

The Region Manager, referee and all officials should have a constant emphasis on safety.

### **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 website.

Event disqualifications related to the competition should be reported by the referee using KHSAA Form TR117 and should be emailed to the KHSAA immediately following the meet ([dqs@khsaa.org](mailto:dqs@khsaa.org)).

### **SAFETY**

For participant and non-participant safety, instruct your fans, student body and team members that implements from other sports are not to be used at the regional site.

Past incidents of potential injury to spectators and participants make it essential that the KHSAA enforce this restriction.

Note that the KHSAA will take necessary action - including disqualification of the team members - for participation in this type of non-related activity.



## 2021 Track & Field Regional Meet Instructions

### FIELD EVENT NOTES

#### POLE VAULT

Any athlete desiring to enter the pole vault competition is required to have competed in four (4) meets in the pole vault prior to entering the regional meet.

**\*IMPORTANT\*:** Schools desiring to enter athletes in the pole vault shall have a coach with proof of completion of the Pole Vault Coaching Certification Course managed through [pvscb.com](http://pvscb.com) or [NFHSLearn.com](http://NFHSLearn.com).

An updated list of current pole vault coaches can be found on the KHSAA website.

The manager shall contact the KHSAA office if you have entries from schools without a certified coach.

The manager and referee shall make sure that all safety rules are followed.

The contestants in pole vault shall weigh-in and their weight shall be at or below the manufacturer's pole weight limit.

The head field judge and/or referee will have a scale, provided by the host school, and check weight when the pole vaulters check-in.

Officials are to ensure that pole vaulters are not oversized for the poles they use.

Pole ratings shall be visible in a one-inch contrasting color, as well as a one-inch circular band indicating the maximum top hand hold position.

Pole rating markings are to be located above the hand hold.

Variable weight poles are not permitted.

Training poles shall not be used in warm-ups or competition in the pole vault.

Any pole not properly marked will be considered 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.

Illegal poles will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.

The Region Manager, in agreement with all competing teams, shall make a decision on a pole vault box based on the site.

The state meet will not have a "coaching box" inside the track. At the regional, meet management can make the decision on whether to have the coaching box based on their pole vault location and venue set-up.

#### SHOT PUT AND DISCUS

The manager and referee shall 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 provided they pass inspection.

Implements shall be checked-in, weighed and marked prior to the event (to be published by the regional manager, typically 30 minutes).

Illegal implements will be marked and impounded and coaches notified that they can be reclaimed at the conclusion of the event.

A legal shot and discus shall be provided for use by competitors, in the case that athletes do not have their own.

The manager and Referee shall 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.

If an athlete weighs-in his/her implement, it then becomes a "common" implement and may be used by any athlete in the competition. **If common implements are used, they shall be sanitized between each competitor.**

If an athlete misses the weigh-in/inspection period of their implement, they shall use a common implement provided by the host school or another athlete.

### PROCEDURE FOR GETTING OFFICIALS AND FEES

A minimum of three (3) KHSAA assigned meet officials (two (2) referees and one (1) starter) will be assigned from the pool of licensed KHSAA officials.





## 2021 Track & Field Regional Meet Instructions

Each Region Manager will be sent the assignments from Assistant Commissioner Bridenbaugh, which will also be published on the KHSAA website.

Each regional referee that is assigned, along with the meet starter, shall be a licensed KHSAA Track & Field official.

The primary meet officials (referees) are to be paid \$115 per classification (one (1) region, boys and girls).

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.

Additional fees may be necessary for the starter bullets as well.

Those regional officials traveling greater than 100 miles one way would be paid an additional \$20.

Additional postseason allowances for lodging, etc., shall be at the discretion of the meet manager and shall be approved by the Commissioner prior to the meet.

Refer all conflicts in regard to mileage or other payments of officials to the KHSAA office.

### BYLAW 22 REMINDER

#### REQUIREMENT TO ACCOMPANY TEAM MEMBERS

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

### SECURITY

It is the responsibility of the Region 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 continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the event, have the officials escorted to the locker room and/or parking lot.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

### MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.



## 2021 Track & Field Regional Meet Instructions

### INHALER

National Federation rules allow for the use of an inhaler in the area of a track & field meet, but only with the written permission of a physician.

If an athlete must use an inhaler or have one available, KHSAA Form TR120 must be completed and presented to the referee during the pre-race meeting.

This form should be duplicated as the officials have been instructed to keep one on file to have documentation at the end of the event, if needed.

### EMERGENCY ACTION PLAN

All region hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each Region Manager is expected to have and maintain an emergency action plan for their meet which shall be practiced and referred to prior to the event.

Before starting events, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### INCLEMENT WEATHER PROCEDURES

#### STOPPAGE/POSTPONEMENT

Prior to the day of the meet, it's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In accordance with the adopted policies, after the assigned meet officials arrive on site, the head official shall make such determination in consultation with the Region Manager, KHSAA Assistant Commissioner and State Meet Director, along with the competing teams.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority. Officials are encouraged to learn the weather forecast prior to the event.

If there is a change in schedule, notify the KHSAA accordingly.

While it would be ideal if all parties could meet and agree on the rescheduling of meets necessitated by inclement weather or other natural events, this may not be practical.

#### HEAT INDEX PROGRAM

Please review the Heat Index Program posted on the KHSAA website and included as a link at the end of these instructions. The Region Manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring the Heat Index and be aware of the policies.

#### LIGHTNING/THUNDER POLICY

The Region Manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in regard to lightning and thunder.

All competitions shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

If it is anticipated that the storm will pass, competition may resume following a 15-minute warm-up period.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those duties is assigned to the host KHSAA school's event manager.



## 2021 Track & Field Regional Meet Instructions

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the region manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the region manager has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the region manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, who will capture images from the event and re-sell them to anyone, including team members, the families or the general public.

### **RADIO BROADCASTS**

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.



## 2021 Track & Field Regional Meet Instructions

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to the Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

### EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold at the regional meet.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## POST EVENT

### REPORTING RESULTS

When the meet is completed, results should be sent immediately to [trresults@khsaa.org](mailto:trresults@khsaa.org). Use the latest version of HyTek to compile results and confirm with the Hytek operator as to who will submit the results to the KHSAA.

You need to include an attachment with the backup file of the meet.

Keep in mind that this is more than just printing results.

Once you receive confirmation of receipt of these files, no other written reports are necessary with respect to results.

- Results should also be sent to the media.

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 shall be collected and returned:

- A copy of the complete meet results.
- Copies of any Disqualification Forms (TR117) from the regional meet.
- Copies of each TR120 Form, used to validate use of an inhaler or other medical report.

IMMEDIATELY following the meet, a package containing these items should be sent by the Head Official to the KHSAA at 2280 Executive Drive, Lexington, 40505, Attn: Sarah Bridenbaugh or scanned and emailed to Assistant Commissioner Bridenbaugh.

As an alternative, the materials may be brought to the KHSAA offices no later than Tuesday prior to the state meet.

Once all are received, the regional results and state meet entries will be posted on the KHSAA website.

The results and entries page is also linked to the Track & Field Coaches' Association website.

All running events will be conducted at the regional meets with each athlete participating once in each event, and the final results will be determined by times from each section.

If regional results are turned in promptly, the entries for the state meet will be posted by 10:00 p.m., on the Friday prior to the state meet.

Any information prior to Friday evening with respect to at-large qualifiers is strictly preliminary and should not be considered official until it appears on the KHSAA website.

### TROPHIES

The KHSAA Board of Control has contracted with Rihers.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2020-21 tournaments.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Rihers at 1-800-274-4373 or email at [khsaa@riherds.com](mailto:khsaa@riherds.com).



## 2021 Track & Field Regional Meet Instructions

It is a local, region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

The total cost for regional items is \$541.28 per gender, not including shipping.

Your package should consist of the following:

- One (1) team region champion trophy
- One (1) team region runner-up trophy
- Medals for the top six (6) placers in all regional events
  - o Note that regional medals do not include ribbons. If you would like to add ribbons, you may do so by contacting Rihersd ahead of the meet and paying for that additional expense.

If duplicate medals and/or trophies (due to ties) are to be ordered by the Region Manager following the meet, please contact Assistant Commissioner Bridenbaugh.

If wheelchair and/or unified athletes are entered, be sure to notify the KHSAA office to ensure that medals have been ordered, these awards will be shipped to the region manager separately after regional unified/adapted entries have been determined.

### COVID AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies and medals at the regional meets:

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time.
- Distribute medals into envelopes and have the coaches pick them up, one at a time, AS THEY EXIT THE FACILITY. This will need to be a socially distanced, queued line allowing coaches to get any medals due to their team members. (CONSIDER)
- Be sure to have clear protocols in place for social distancing during the awards pick-up.
- The ONLY alternative option is to mail the awards to each school post tournament.

### STATE MEET QUALIFIERS

The State Meet shall include 24 competitors in each event and any person tied for the 24th qualifying position.

- The top two (2) competitors in each event at the region meet shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large shall qualify for the state meet.

The State Meet shall include 24 unified pairs in each event and any pairs tied for the 24th qualifying position.

- The top two (2) unified teams in each event at the region meet shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large shall qualify for the state meet.

The State Meet shall include 24 adapted athletes in each event and any athletes tied for the 24th qualifying position.

- The top two (2) adapted athletes in each event at the region meet shall automatically qualify for the state meet.
- The 10 next best times/heights/marks from the state-at-large shall qualify for the state meet.

If your team or individual advances/qualifies to the state meet, there is not an additional entry process.

Please be on the lookout for the State Team Participant and Meet Information release to ensure you know the rules and regulations of the state meet prior to the event.

### FINANCES

#### TOURNAMENT FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the event by filling out Form GE51 (Regional Tournament Financial Report).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to [sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org).

#### MEET COSTS

As you plan for your event, be mindful of the cost of officials, trophies and medals.

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.

If there is a dispute, contact the Commissioner's office.



## 2021 Track & Field Regional Meet Instructions

### ELECTRONIC DATA INSTRUCTIONS FOR REGION MANAGERS

#### HYTEK SUPPORT TEAM

Many individuals have assembled a Hytek support team for regionals.

You should feel free to contact any of these managers with your questions.

This is by no means an exhaustive list and there are many individuals willing and able to help.

Name	Cell Phone	E-Mail Address
Linda Sarrett Mathis	502-396-4740	<a href="mailto:linda.sarrett@henry.kyschools.us">linda.sarrett@henry.kyschools.us</a>
Vicki Hiestand	606-305-4126	<a href="mailto:hiestand3@windstream.net">hiestand3@windstream.net</a>
Frank Miklavcic	502-320-2264	<a href="mailto:fmiklavcic@aol.com">fmiklavcic@aol.com</a>
Leslie Smith	859-325-5626	<a href="mailto:lesli smith@att.net">lesli smith@att.net</a>
Adam Friend	859-200-8169	<a href="mailto:friend.adam@gmail.com">friend.adam@gmail.com</a>
David Flaughner	502-664-7427	<a href="mailto:dflaughner@dcraetiming.com">dflaughner@dcraetiming.com</a>
Ed Cook	859-991-0433	<a href="mailto:evookiv@gmail.com">evookiv@gmail.com</a>

#### HYTEK TIPS AND SUGGESTIONS FOR REGIONAL MANAGERS

The data files and event files are available on the KHSAA website.

Do not use your own data file or change the team/school names.

The usage of this file, with the appropriate school names and abbreviations, is important for successful transmission to the state entries.

Save the file to your local drive (remember where you save it).

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:

- 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
- Meet Setup Input the name, location and date of your regional
- For those regions who are hand-timing ONLY BECAUSE OF AUTOMATED TIMING FAILURE





## 2021 Track & Field Regional Meet Instructions

- Entry/Scoring Preferences Click on Entries/Results Check "round up results to tenths for reports"
- Entry Limits check "Maximum entries per athlete including relays" enter 4
- Since all regions will be using FAT times, it is imperative if the automatic timing system fails, backup times should be entered with an "h" on the end of the time

### Scoring Setup

- You should need to make no changes to the data file regarding scoring

### **IMPORTANT DATA NOTES ABOUT RELAY ENTRIES**

Enter ALL relay team members, including alternates.

Do not delete alternates!

This procedure will ensure the full listing of available athletes is incorporated into state meet entries.

### **ADDITIONAL MINI-CHECKLIST FOR HYTEK**

Step 1: Save your region backup to a selected drive.

- The files are available on the KHSAA website
- Save email attachment to a selected drive
- The file will look like TfmmBkupAAA Regional 2021-001.zi or TfmmBkupA Regional 2021-001.zi or TfmmBkupAA Regional 2021-001.zi depending on your class

Step 2: 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: TfmmBkupAAA Regional 2021-001.zip), click Open, Click OK
- Click OK

Step 3: Open your Meet.

- Click File
- Click Open/New
- Look in C:\tfmeets
- Your file will now look like AAA Regional 2021.mdb Highlight the file and click Open
- Click OK

Step 4: Customize your Meet.

- Click Setup
- Click Meet Set-up
- Change Meet Name to Class and Region #, i.e. Class AAA Region 6
- In Meet Name 2, add school host
- Add location
- Change dates
- Click OK

Step 5: The meet files are available on the KHSAA website, however you may export Meet Events for Team Manager to a selected drive.

- Click File
- Click Export



## 2021 Track & Field Regional Meet Instructions

- 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 6: 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 tfmm2021-05-9-MeetEvents-AAA Regional 2021-001.zip
- Email this file to your regional coaches
- Step 7: 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 four (4) places) is the team code of the school you are receiving
- Repeat for all team event files

Step 8: 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
- Repeat for all team entry files

Step 9: Enter manual team entries (There should be none for the region).

Step 10: Run a performance list and check entries.

Step 11: Seed your meet.

Step 12: Run meet as usual.

Step 13: Make a backup of the meet.

Step 14: E-mail meet backup to the [trresults@khsaa.org](mailto:trresults@khsaa.org) email address immediately.



# 2021 Track & Field Regional Meet Instructions

## INSTRUCTIONS FOR HYTEK UNIFIED ENTRIES

Check your database to make sure that:

- In athlete/relay preferences: allow A relays only should be unchecked
- In Division/Region Names – Divisions: 1) HS High School; 2) UN Unified; and , 3) WH Wheelchair
- Event 44 says 400 m Shuttle Relay (after import- go to the event and change it to just regular relay)

Make sure you get the required Google Form from each team that has entries in Milesplit Unified division that includes the special athlete/grade and the partner athlete/grade for each event entered. If you do not have this, contact Assistant Commissioner Bridenbaugh.

Special athletes cannot compete in more than four (4) events (there is no restriction on the partner athlete in unified).

- Import the Milesplit file normally as Semi-Colon Delimited Rosters/Entries
- If you get an exception on the unified relays (C - sex missing) open the text import file from Milesplit and change the C's (after the relay name A, B, C. etc.) to x
- Then import again.
- See the before and after practice test files below:

Before:

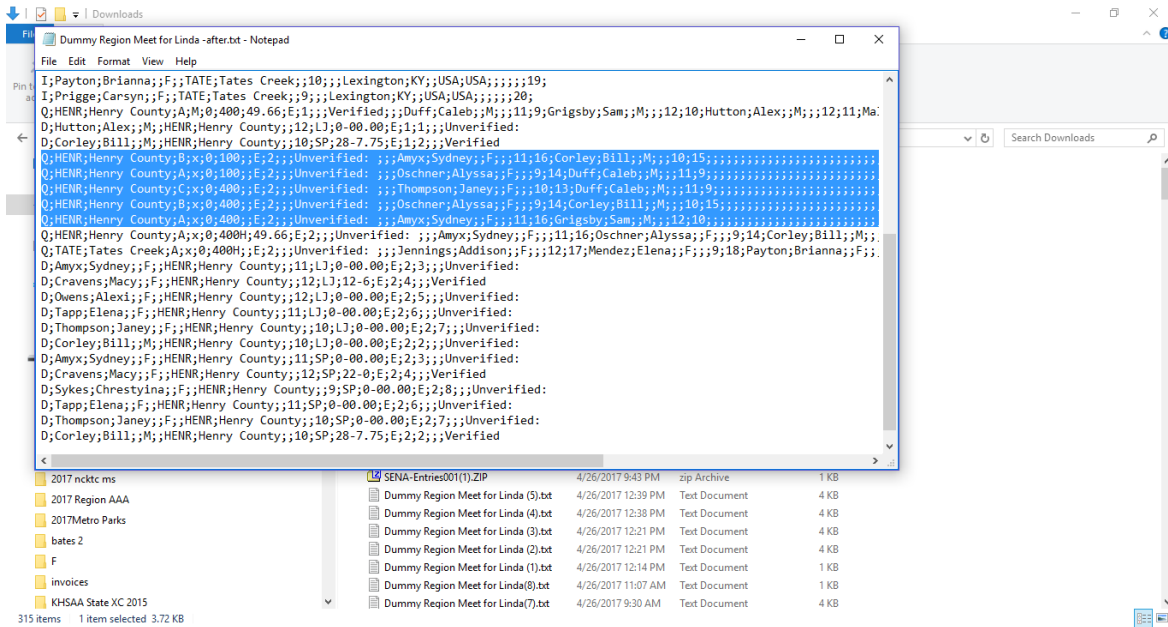
The screenshot shows a Notepad window titled "Dummy Region Meet for Linda-before.txt" containing a list of athlete entries in a semi-colon delimited format. The entries include names, school names (e.g., Henry County, Lexington), and event details. Some entries are marked as "Verified" or "Unverified".

Below the Notepad window is a Windows File Explorer window showing a folder named "SENA-Entries001(1).ZIP". The folder contains several text documents, all named "Dummy Region Meet for Linda (X).txt", where X ranges from 1 to 7. The files were created on 4/26/2017 at various times.



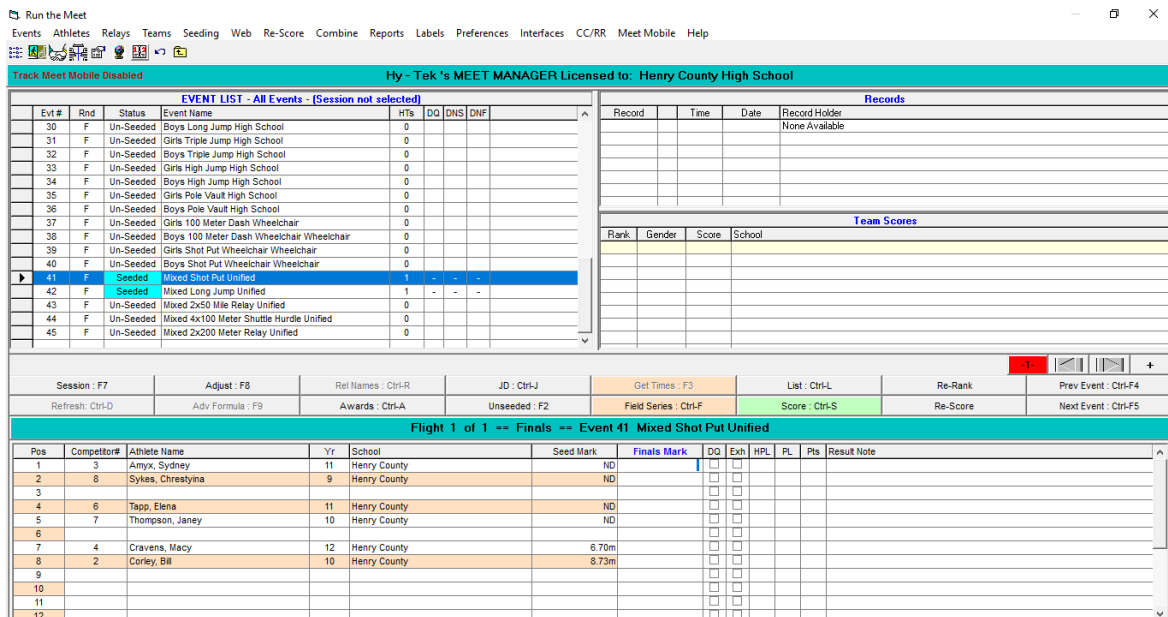
# 2021 Track & Field Regional Meet Instructions

After:



After you seed the events, you will need to rearrange the unified shot put and long jump as it does NOT keep the pairs together. Using the Google Form, put the special athletes in the odd numbered slots, with their matching partners in the even numbered slots

Then, if you want to, you can move the pairs down to separate them as seen below:



As for the unified relays, don't be alarmed if you see teams with multiple entries there – A, B, C, etc.; this is allowed for unified. Just make sure you don't have teams with multiple entries in the regular relays.

When the unified long jump and shot put are finished, add the distances of the special athlete and the partner pairs (sometimes the officials have already done this).

Put the result under the special athlete's name and put the partner's name in the "result note."

Right click in the finals mark area of that special athlete's line to access the result note.





# 2021 Track & Field Regional Meet Instructions

Run the Meet

Events: Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help

Track Meet Mobile Disabled

EVENT LIST - All Events

Evt #	Rnd	Status	Event Name
30	F	Scored	Girls 4x400 Meter Relay
31	F	Scored	Boys 4x400 Meter Relay
32	F	Scored	Girls High Jump
33	F	Scored	Boys High Jump
34	F	Scored	Girls Pole Vault
35	F	Scored	Boys Pole Vault
36	F	Scored	Girls Long Jump
37	F	Scored	Boys Long Jump
38	F	Done	Mixed Long Jump UNIFIED
40	F	Scored	Girls Triple Jump
41	F	Scored	Boys Triple Jump
42	F	Scored	Girls Discus Throw
43	F	Scored	Boys Discus Throw
44	F	Scored	Girls Shot Put
45	F	Scored	Boys Shot Put
46	F	Done	Mixed Shot Put UNIFIED

Session: F7 Adjust: F8  
Refresh: Ctrl-D Adv Formula: F9

Results Preferences for List and Score in Run Menu

Columns:  Single Courier  Double  Triple

Time Stamp:  Date and Time  Date Only  None

Include in Results:  Records  Time / Mark Standards  Entry Qualifying Time/Mark  Event Comments  All Prior Results 1 Column Only  Seed Times / Marks  Scratches  No Shows  Advancement Formula  Field Series  Include Splits  Logos in Footer

Options:  Exclude results with "No Data" when using the List button  Results By Heat/Flight  Results By Heat/Flight and Compiled  Show Average Mile in CC/RR events  Show Average 1K in CC/RR events  1 Event per Page  Page Break when Gender Changes

Relay Athlete Names (0-8): 4

Team Scores:  Include Team Scores  
 Combined Team Scores  Team score matching sex of event  
 Include all events scored  Score through current event number

Pos	Competitor#	Athlete Name	Region	Time	Heat	Place	Relay	Relay Name
1	1202	McFarland, John						
2	1208	Volz, Janessa						
3								
4	1203	Teston, Katherine	Eastern	ND	41-00.50	2	2	Trevor Coyle
5	1209	Coyle, Trevor	Eastern	ND	DNS			
6								
7	1205	Miller, Cierra	Eastern	ND	44-04.00	1	1	Maya Dobelstein
8	385	Dobelstein, Maya	10 Eastern	ND	DNS			
9								
10								
11								
12								

Run the Meet

Events: Athletes Relays Teams Seeding Web Re-Score Combine Reports Labels Preferences Interfaces CC/RR Meet Mobile Help

Track Meet Mobile Disabled

EVENT LIST - All Events

Evt #	Rnd	Status	Event Name
30	F	Scored	Girls 4x400 Meter Relay
31	F	Scored	Boys 4x400 Meter Relay
32	F	Scored	Girls High Jump
33	F	Scored	Boys High Jump
34	F	Scored	Girls Pole Vault
35	F	Scored	Boys Pole Vault
36	F	Scored	Girls Long Jump
37	F	Scored	Boys Long Jump
38	F	Done	Mixed Long Jump UNIFIED
40	F	Scored	Girls Triple Jump
41	F	Scored	Boys Triple Jump
42	F	Scored	Girls Discus Throw
43	F	Scored	Boys Discus Throw
44	F	Scored	Girls Shot Put
45	F	Scored	Boys Shot Put
46	F	Done	Mixed Shot Put UNIFIED

Session: F7 Adjust: F8  
Refresh: Ctrl-D Adv Formula: F9

Web Real-Time Preferences

Include in Heat Sheets / Performance Lists:  Records  Time / Mark Standards  Entry Qualifying Time / Mark  Event Comments  Event Start Time  Prior Round Results  Entry Times / Marks  Advancement Formula  Qualifying Alternates  Relay Athlete Names (0-8)

Team Scores:  Team Scores  
 Combined Team Scores  Team score matching sex of event  
 Include all events scored  Score through current event number

Include in Results:  Records  Time / Mark Standards  Entry Qualifying Time / Mark  Event Comments  All Prior Round Results  Entry Times / Marks  Scratches  No Shows  Advancement Formula  Field Series  Qualifying Alternates  Include Splits  Relay Athlete Names (0-8)

Results By Heat/Flight and Compiled:

Time Stamp:  Date and Time  Date Only  None

Pos	Competitor#	Athlete Name	Region	Time	Heat	Place	Relay	Relay Name
1	1202	McFarland, John						
2	1208	Volz, Janessa						
3								
4	1203	Teston, Katherine	Eastern	ND	41-00.50	2	2	Trevor Coyle
5	1209	Coyle, Trevor	Eastern	ND	DNS			
6								
7	1205	Miller, Cierra	Eastern	ND	44-04.00	1	1	Maya Dobelstein
8	385	Dobelstein, Maya	10 Eastern	ND	DNS			
9								
10								
11								
12								

When the meet is completed, email all results with the backup to [trresults@khsaa.org](mailto:trresults@khsaa.org).

\*\*Remember, do not delete ANY of the relay names or partners.

If you have any problems, feel free to email ([linda.sarrett@henry.kyschools.us](mailto:linda.sarrett@henry.kyschools.us); [sarrettL@aol.com](mailto:sarrettL@aol.com)) or call (502-396-4740 –Leave a message if no answer and she will get back to you as quick as possible).

## ADDITIONAL INSTRUCTIONS TO PREPARE FOR YOUR MEET

After the meet is over, you are to email the results of your meet to the KHSAA, using the link in these instructions after using the applicable HyTek functions to make a backup.

When the meet is completed, you need to send an attachment with the backup file of the meet to [trresults@khsaa.org](mailto:trresults@khsaa.org).

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.

Please go through the following listing and ensure that the proper steps have been taken and data adjusted.





# 2021 Track & Field Regional Meet Instructions

## SET-UP MENU

Change the meet name, date and location.

Meet Set-up

Edit Meet Name to include region.

Add location.

Change dates to the two (2) dates of your region.

Regional Data meet files are set for nine (9) lanes.

If you have a different number of lanes at your facility:

- Setup
- Options
- Global Changes
- Check change number of lanes for all in-lane race final rounds to: enter # of lanes

## ATHLETES MENU

After importing your entries from your teams, please make sure all athletes have a grade and it is a two (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

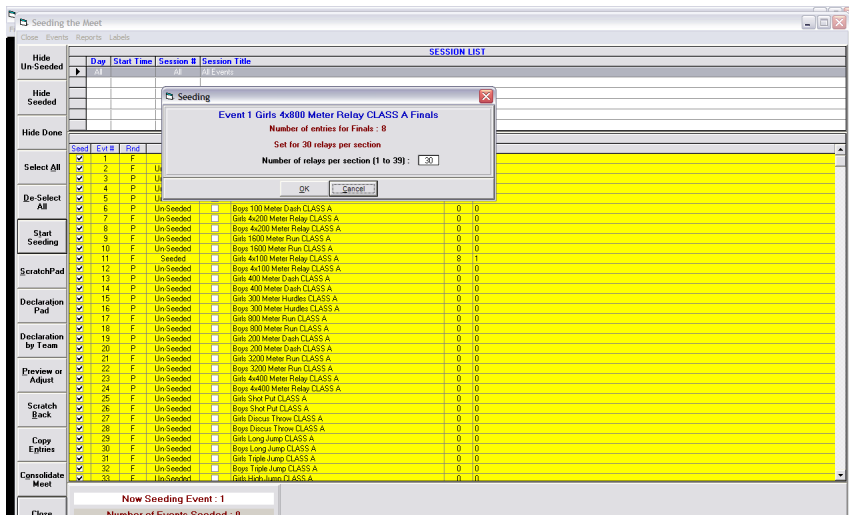
## SCHOOLS MENU

Make sure all schools have used their proper School Name, Short Name and ABBR per the KHSAA as listed in the links at the end of this document.

## SEEDING MENU

After all entries have been imported:

- Select all
- Start seeding
- Click no to pick break points.
- This box appears:





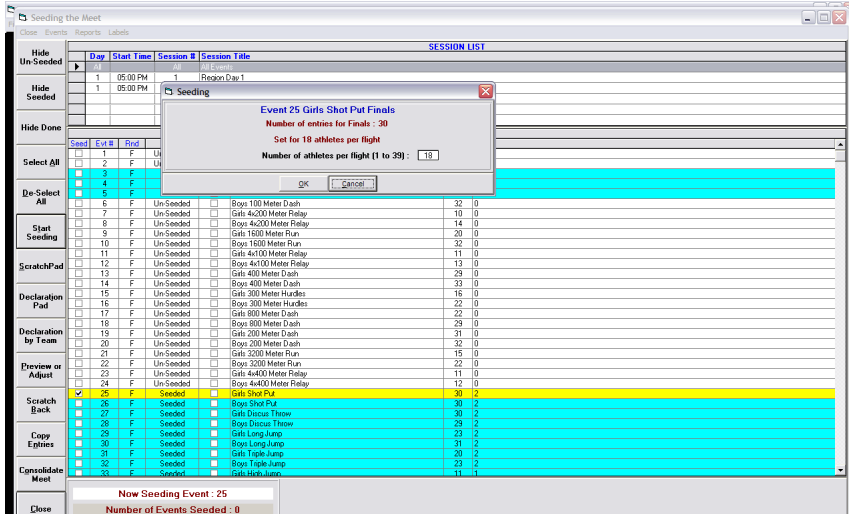
# 2021 Track & Field Regional Meet Instructions

Check the validity, then click ok.

For field events, you can change the number of athletes per flight.

The region files all have 18 set up for number in each flight.

If you have 30 athletes entered, you can change the box "Number of athletes per flight" in seeding to 15 to even up your flights:



## RELAY NAMES

Move the four (4) competed at region up to the first four (4) positions.

It is imperative that the other four (4) remain in the relay so they will be imported to the state meet.

DO NOT DELETE RELAY NAMES, EVEN ALTERNATES.

For scratches, enter R for SCR.

Do not delete non-competitors.

For DQ or JD comments, right click on the person's name to enter a comment.

Sometimes when using Finish Lynx, it locks up.

Try clicking Next Event, then Previous Event.

Also, try clicking List before Score.

## IMPORTANT WEBSITE LINKS

- [Track & Field Website](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Spring Sports and Sport-Activities - Track & Field](#)
- [COVID-19 Media Guidance](#)
- [Competition Rules](#)
- [Current Alignment of Teams](#)
- [Region Managers](#)
- [Heat Index Program](#)
- [GE51 \(Regional Meet Financial Report\) - \(DOCX\)](#)
- [GE56 \(Regional Meet Manager's Form\)](#)
- [GE59 \(Application for Hosting\)](#)
- [TR110 \(Regional Meet Appeal Form\)](#)
- [TR120 \(Medical Information - Inhaler\)](#)
- [TR124 \(Regional Unified/Adapted Athlete Entry Form\)](#)