

**2018**



**CROSS COUNTRY REGION  
MEET INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



Table of Contents

Duties Summary Statement..... 1
KHSAA Contact List..... 1
Reference to Team Alignment ..... 1
Allowable Competition Dates ..... 1
Pre-Meet Manager Responsibilities, Meeting and Model Agenda..... 1-2
Procedures for Future Region Sites ..... 2
Instructions for Meet Entry ..... 2-3
Roster Requirements and Substitutions ..... 3
Format of Event..... 4
Admission of Participants/Team Party and Limitations ..... 4
Development of Info Document for Participants ..... 4
Course Specifications ..... 4
Procedure for Getting Officials and Fees ..... 4-5
Points of Emphasis..... 5
Bylaw 22 Reminder ..... 5
Trademark, Media Rights and Use of Marks ..... 5-6
NFHS Network Information and Media Restrictions..... 6
Music Copyright..... 6
Event Merchandise..... 6
Security ..... 6
Medical Provisions ..... 6-7
Inclement Weather Procedures..... 7
Post Event/Reporting Results ..... 7-8
Trophies ..... 8
Finances and Financial Report..... 8-9
Instructions for Teams Advancing..... 9
Important Website Links ..... 9
Electronic Data Instructions for Managers ..... 9-11



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## DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing cross country meets. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

## KHSAA CONTACT LIST

The primary contact for cross country is Assistant Commissioner Sarah Bridenbaugh. If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Darren Bilberry is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

### ALIGNMENT LIST

Teams are aligned in three classes with seven regions in each as detailed in the competition rules. If a team desires to enter competitors and that school is not on the current list of aligned teams, contact the KHSAA. The current alignment is available on the KHSAA website by clicking on the cross country page, and selecting General Information.

## ALLOWABLE COMPETITION DATES

- Oct. 27 Region meet date per the competition rules. Assistant Commissioner Bridenbaugh must approve in advance any request to move this date after consultation with ALL participating schools.
  - Coaches and Region Meet Managers should be aware that this is an ACT/SAT date, so schedule adjustments may need to be made. If no agreement on date can be reached due to conflicts, the KHSAA will establish the meet schedule.

## PRE-MEET MANAGER RESPONSIBILITIES, MEETING AND MODEL AGENDA

*DISCUSS EACH ITEM IN THE CHECKLIST BELOW TO ENSURE CONSISTENT UNDERSTANDING BY PARTICIPANTS*

### CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your Region Meet schedule, including entry deadline and invite them to your pre-race meeting.

### ACT/SAT DATES

While being aware of possible ACT/SAT testing dates, also make note of the closest testing center to the region site in case you need to advise coaches. It is not necessary to change the schedule to accommodate test takers at their home school, but you must communicate a region schedule with coaches to allow time for adjustments.

### OFFICIALS

Confirm with State Meet Director Gordon Bocock ([coachbo@twc.com](mailto:coachbo@twc.com)) the assignment of officials after verification from the KHSAA.

### ENTRIES

Compile electronic entries submitted by schools and email them to the KHSAA ([xcentry@khsaa.org](mailto:xcentry@khsaa.org)) prior to the Region Meet.

- Entry deadline is 9 p.m. ET on Tuesday, Oct. 23.

### FORMS AND INFORMATION

Remind coaches that all cross country information and required forms are available on the KHSAA website, under the major category of KHSAA Sports (Cross Country).

- Make copies of Form XC110 (Meet Appeal) to be prepared in case of appeal at the meet.



### PRE-MEET MEETING AND MODEL AGENDA

It is recommended that a meeting of all coaches be held prior to the start of the Region Meet.

- Designate someone to record minutes
- Call to order
- Remind schools to submit application to KHSAA if interested in hosting future year
- Discuss meet expenses (majority vote required)
- Discuss security (must have a plan in place)
- Medical/Emergency Action Plan
- Facility rules and other notes
- PA, officials, Hytek, timing, concessions, etc.
- Competition rules review
- Discuss a scratch plan with coaches (recommended to have full attendance of all school representatives)
- Submitting entries to KHSAA
- Report meet schedule to KHSAA and local media

### PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Region Cross Country Meets should complete KHSAA Form GE59 (Application for Hosting) listed in the links section at the end of this document.

### INSTRUCTIONS FOR MEET ENTRY

All entries for the KHSAA Region Cross Country Meets must be made electronically and all athletes entered into the Region Meets must come from the KHSAA's online postseason rosters.

- The required protocol is to utilize [ky.milesplit.com](http://ky.milesplit.com) for all region entries. Electronic entry shall be submitted no later than 9 p.m. ET four days prior to the Region Meet.

Only schools on the current alignment list for cross country are eligible to enter unless approved by the KHSAA.

By 9 p.m. ET three (3) days prior to the Region Meet, the manager shall distribute a preliminary performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA ([xcentry@khsaa.org](mailto:xcentry@khsaa.org)) for posting on the website.

By 9 p.m. ET two (2) days prior to the Region Meet, all coaches desiring to challenge an entry shall have notified the Region Manager of the objection for them to resolve thereafter.

By 9 p.m. ET one (1) day prior to the Region Meet, the Region Manager shall distribute a final performance listing to all coaches in the region. It should also be submitted via the UK listserve and to the KHSAA ([xcentry@khsaa.org](mailto:xcentry@khsaa.org)) for posting on the website.

### COACHES

You must send your entries electronically to the Region Manager through Milesplit. There is no need to send an entry form to the KHSAA or fill out a paper entry form if your electronic entry is successfully received.

### SUBMITTING ENTRIES FOR THE REGIONAL MEET

- Creating a Username
  - Go to [ky.milesplit.com](http://ky.milesplit.com) and click "login" in the upper, right-hand corner.
  - Click "sign up" and enter the requested information (username, email, password), click "join now."
- Claim Your Team



- At top of [ky.milesplit.com](http://ky.milesplit.com) homepage, click "Teams."
  - Find your team on the list and click the name, then click "Claim Team."
  - Click the appropriate "Claim as" option: choose between coach or admin (both roles allow you to enter a meet and edit entries).
  - Complete the box with your identifying information as this is what the KYtrackXC webmaster will see when approving or declining coach or administrator rights.
  - Click "Sign Me Up." Wait for approval by webmaster Chris Hawboldt. This will not be an instant process, turnaround typically takes at most 24 hours.
  - Once approved, you will receive email notification and will be able to complete any actions required for your entry.
- Register for a Meet
    - At top of [ky.milesplit.com](http://ky.milesplit.com) homepage, click "Calendar."
    - Find the meet you want to register for in the list and click on the name.
    - On the meet page, click "Register Online Now," then click "Next," choose your team, and click "Next," again.
    - Enter your contact information (First Name, Last Name, Phone Number).
    - Choose the divisions to enter (Varsity Boys or Varsity Girls), click "Next."
    - The list of events will show, for those you would like to enter athletes in, click the navy colored "Add Entries," button.
    - A list of your athletes will appear on the right side. Put a check next to the athletes you want to enter (max of 10), click "Save Changes."
    - You will be brought back to the master list of events. Repeat the above process for every event you want to enter.
    - Once you have entered all events, the entries will be available for review. Click "Done," when finished editing.

## **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

### **POSTSEASON ROSTERS**

Only athletes appearing on the school's postseason roster through the KHSAA website prior to the Region Meet are eligible to participate in the postseason.

### **DECLARATION FORM**

On the day of the Region Meet, the Hytek Operators or Region Manager must print the declaration form from Hytek. Each coach will declare which seven (7) of these 10 will actually run in the meet by using a check mark, X or circle.

- Each coach will also be required to sign the form.

Region referees will be given these declaration forms prior to the start of the race.

The 10 names on the Region Entry Form will be forwarded electronically to the State Meet Director - should they qualify - as the official state entries. A declared athlete that DIDN'T run at region could compete as one of the seven entries at the state meet.

Athletes competing for schools with fewer than five (5) declared runners will only be eligible for individual awards and advancement.

### **SUBSTITUTIONS**

Each Region Manager is responsible for forwarding the entries for the Region Meet to all competing teams.

A fine of \$100 will be imposed by the KHSAA against any school attempting to enter athletes after any published deadline. A deadline may only be waived in the case of a documented medical emergency, which must be approved by the KHSAA. There are no substitutions allowed for the Region Meet unless for a documented injury or illness. The change must be approved by the KHSAA.



### FORMAT OF EVENT

All region sites will be hosts to a super-regional format with multiple classes at one site.

The host shall set the starting time for each race (boys' and girls') and send to all schools involved.

### ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee is charged, a policy of team party and participants admission should be finalized at the Region planning meeting.

### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Region Managers should develop an information document for participants to include directions, site details, a schedule of events and any on-site meeting information.

### COURSE SPECIFICATIONS

The course will be approximately 5,000-meters for the boys and girls.

It is the obligation of the Region Manager and host KHSAA member school to ensure safety of the participants is the primary concern.

If doubts arise about the safety of a particular course, contact the KHSAA and attempts will be made to have on-site inspections to help in course planning.

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

- Past incidents of potential injury to spectators and participants make it essential that the KHSAA enforce this restriction.
- Please note that the KHSAA will take necessary action, including disqualification of the team members, for participation in this type of non-related activity.

For participant and non-participant safety, no dogs are allowed at the Region Meet.

### PROCEDURE FOR GETTING OFFICIALS & FEES

To ensure that the KHSAA Catastrophic Insurance provisions are in place for all participants and that the Region Manager is properly covered by KHSAA Liability Insurance policies and local policies, a meet official will be assigned from the pool of licensed KHSAA officials.

Each Region Manager will be contacted by Gordon Bocock, the State Meet Director, for this assignment.

The assigned meet officials are to be paid \$40 per race for 2018. (For example, if one school hosts the Class 1A region for boys and girls, the official should receive \$80. If the school was hosting the Class 1A and 3A regions for boys and girls, the fee would be \$160.)

- Officials traveling greater than 100 miles one way will be paid an additional \$20.

Officials are paid per race due to the function of time spent performing the tasks increasing incrementally with additional divisions/regions.

Additional allowances for lodging, etc., shall be at the discretion of the Region Manager and must be approved by the KHSAA.

Please refer all conflicts with regards to distance traveled or other payments of officials to Assistant Commissioner Bridenbaugh.

It is the responsibility of the Region Manager to make the necessary contacts with Mr. Bocock ([coachbo@twc.com](mailto:coachbo@twc.com)) regarding the officials.

Mr. Bocock will be assisting with recommended assignments which will be formalized and enforced by Assistant Commissioner



Bridenbaugh and the KHSAA.

## POINTS OF EMPHASIS

- There is no longer a requirement for athletes to compete in four (4) regular-season meets prior to the Region Meet.
- No more than two coaches per team can be on the course during the competition. If a coach abuses this rule, it will result in forfeiture of future privileges of having a coach on the course.
- Remind coaches of the need for proper hydration of athletes prior to the beginning of competition.
- Be mindful of National Federation Track & Field and Cross Country Rule 9-3-3 stating that "once teams have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted."
  - This is a rule that will require reinforcement by coaches to the competitors. Violations are to be addressed by warning (first violation) and then disqualification (second violation).
- Many regions hold and have held successful non-varsity meets. If such meets are held, they must be completed by the day prior to the Region Championships in accordance with KHSAA Bylaw 23 (Limitation of Seasons).
- All Cross Country Competition Rules are included as a link at the end of these instructions.

## BYLAW 22 REMINDER

### REQUIREMENT TO ACCOMPANY

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.

### BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

## TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

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

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

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee to the Association.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.



If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

### **NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS**

The KHSAA Commissioner is the manager of all rounds of championship play, but in accordance with adopted competition rules, may designate a manager to assist at the local level.

No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement. The fee schedule will be published annually by the Commissioner's office.

- The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

### **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) can provide turnkey event merchandise at the Region Championships. Contact Assistant Commissioner Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) for more information or indicate accordingly on the Region Manager Information form your interest to sell apparel at your event.

### **SECURITY**

#### **RESPONSIBILITY**

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 make a strong effort in reminding 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 at contests.

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.

Be sure to secure the finish-line area as many athletes will be crossing at the same time and safety is the first priority.

Make certain your course is set up and protection is in place in such a way as to prevent unauthorized individuals from interfering with the course or finish area.

#### **KHSAA REQUIREMENTS**

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

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

### **MEDICAL PROVISIONS**

#### **ATHLETIC TRAINERS**

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 18 of the document.





- Any fees associated are to be taken from gate receipts.

## **EMERGENCY ACTION PLAN**

Each tournament manager is expected to have and maintain an emergency action plan for the region meet.

- Emergency action plans shall be practiced and referred to prior to the meet.

## **INHALER**

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

If an athlete is to be involved in a cross country competition and must use an inhaler or have one available, Form XC120 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 this form on file in case of the need to produce the documentation at the end of the event.

## **INCLEMENT WEATHER PROCEDURES**

It is the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions on restarting or rescheduling in the event of stoppage or postponement. The manager shall ensure that all teams, media outlets and schools are properly notified.

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

After a race has begun, the official shall make such determinations and may resume competition after a 15-minute warmup period.

Please review the Heat Index Program posted on the KHSAA website. The manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index and be aware of the policies

## **POST EVENT/REPORTING RESULTS**

### **DO THIS FIRST**

Attach the data file from Hytek and email to it to [xcresults@khsaa.org](mailto:xcresults@khsaa.org).

- Normally, the data file is located in the TFMEETS subdirectory on your computer. It is a large file, so please allow sufficient time for the email to send.
- Be sure you have the Hytek program closed before you attempt to email the file.

This is the preferred method for submitting meet results.

You may find that your school's network restricts the sending of files with an MDB extension, the format used to store Hytek files.

- If this is the case, you will have to utilize the backup option detailed below.

Region Managers shouldn't have problems sending the file if they are not on the school network.

### **DO THIS SECOND**

Perform a complete backup of the results using the following steps on Hytek:

Click FILE

Select BACKUP

Choose the A: drive (or other drive if that is where you saved the file).

Click OK



Choose NO for message unless you would like to send us a note.

Click OK

The computer will then create a backup file and dump it to the drive you specified.

Click OK

Attach the backup file you just created and email it to [xcresults@khsaa.org](mailto:xcresults@khsaa.org).

Please note that if your school blocks zip files from being attached, you will have to use the previous option and contact State Meet Director Bocock (606-271-0714) or Assistant Commissioner Bridenbaugh (740-607-7217) to confirm it has been done.

These are absolutely the most important tasks that you have to do post meet and must be done immediately.

Once you receive confirmation of receipt of these files, no written reports are necessary.

Only if you have trouble with these functions and cannot send the file will you have to compile KHSAA Forms XC104 (Regional Official Results) and XC105 (Managers Regional to State Entry).

Your only remaining obligation would be the mandatory submission of the other listed forms to the Meet Referee prior to their departure.

Again, If you have trouble sending electronically or want to confirm receipt, contact Mr. Bocock or Mrs. Bridenbaugh immediately.

If you end up having to compile Forms XC104 and XC105, scan and email them to [xcresults@khsaa.org](mailto:xcresults@khsaa.org) immediately following the conclusion of the meet.

### TROPHIES

Region trophies will be shipped directly to the Athletic Director of the host school from Rihards.com.

- Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373).

Assume responsibility for the finances of the tournament to include the trophy and medal cost of awards.

- The estimated cost can be calculated as \$161.24 per gender and per class.
- Trophies are to be paid for by the Region Manager on behalf of the meet.

The trophy company will contact you with an option to purchase ribbons on behalf of your region (to add to the medals) and to purchase carry/storage boxes.

- You are under no obligation to order these items.
- Your package should consist of the following for each region and gender you are hosting:
  - One Region Champion trophy
  - One Region Runner-Up trophy
  - One individual first place gold medal
  - One individual second place silver medal
  - Six bronze medals for individual finishers 3-8

It is a local region decision with regard to any trophies or awards in addition to those contracted by the KHSAA through Rihards.com.

*Contact Sarah Bridenbaugh at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies.*

### FINANCES AND FINANCIAL REPORT

#### REGIONAL MEET FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of the meet by filling out form [GE51 \(Regional Tournament\)](#)



[Financial Report](#)) and submitting it to the KHSAA office.

- The form may be emailed to Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

## TOURNAMENT COSTS

As you plan for your event, be mindful of the cost of officials, trophies and any related medals. All member schools in the region must agree to any entry fee designed to curb the costs prior to the meet.

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.

## INSTRUCTIONS FOR TEAMS ADVANCING

The State qualifying process for Cross Country will be:

- 1 full team enters the Region Meet, 1 team advances.
- 2-3 full teams enter the Region Meet, 2 teams advance.
- 4-5 full teams enter the Region Meet, 3 teams advance.
- 6-7 full teams enter the Region Meet, 4 teams advance.
- 8-10 full teams enter the Region Meet, 5 teams advance.
- 11 or more full teams enter the Region Meet, 6 teams advance.

After the teams qualifying for State are determined, the top five (5) individuals from teams NOT advancing to State will qualify for the State Meet as individuals.

There are no additional forms to complete for athletes advancing to the State Meet.

State qualifiers (team or individual) can review State Meet Instructions on the KHSAA website prior to the event.

## IMPORTANT WEBSITE LINKS

- [KHSAA Cross Country Website](#)
- [Competition Rules](#)
- [Region Meet Host Sites and Information](#)
- [Forms for Region Managers](#)
- [Regional Alignment of Teams](#)
- [Region Meet Appeal Form](#)
- [Regional State Meet Qualifiers \(only if Hytek email fails\)](#)
- [Regional Official Results \(only if Hytek email fails\)](#)
- [Medical Information Form \(inhalers, etc.\)](#)

## ELECTRONIC DATA INSTRUCTIONS FOR MANAGERS

### PROCEDURES FOR OBTAINING DATA FILE/RECEIVING ENTRIES

Each Region Manager (or Hytek operator) will find the link to the event file for the meets at (<http://khsaa.org/sports/fall/cross-country/>) under the Region Meet Information & Instructions tab.

- Do not use your own data disk. Either generate your own data disk 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.



- Once you retrieve this file, save the region attachment to an external drive or the desktop.
- Files can be made simpler by downloading the mdb version, which will not require decompression.
- The mdb file should be saved directly into the c:\tfmeets directory.

If you are using a ZIP file (and have renamed it if needed), follow these steps:

Click FILE

Select 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)

Click OK

Look in A: drive (or wherever you saved the file)

Select the correct TfmBkup file

Click OPEN

Click OK

Click OK again once the file has been saved or unzipped

Click FILE

Select OPEN\NEW

Look in \tfmeets in the C: drive for the database file name

Click on the correct file name

Click 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 by following these steps:

Go to MEET SETUP

Click SETUP

In GROUPS/SUBGROUPS/CODES, click SCHOOL YEAR, EDIT or ADD codes for two-digit grades listed below

Click OK

In MEET SETUP Input the name, location and date of your Region Meet

In ATHLETE/RELAY PREFERENCES

Check "Enter school year" and make sure you enter the school year for each athlete

Make sure all athletes have a grade and it is a 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 (<http://www.khsaa.org/track/trackandcrosscountryabbreviations.pdf>).

You must enter all team members including alternates (total of 10 individuals).

- Do not delete alternate, that way we will have all the team member names to transfer to the state meet disk; this is



imperative.

Email meet backup file to [xcentry@khsaa.org](mailto:xcentry@khsaa.org).

A Hytek support team has been assembled that you can contact with any questions:

- Linda Sarrett, (H) 502-243-0923, (C) 502-396-4740, [sarrettl@gmail.com](mailto:sarrettl@gmail.com)
- David Clark, (H) 859-428-2804, (C) 859-801-1361, [jedimasteremeritus@yahoo.com](mailto:jedimasteremeritus@yahoo.com)
- Vicki Hiestand, (H) 606-679-5655, (C) 606-305-4126, [hiestand1@alltel.net](mailto:hiestand1@alltel.net)
- Frank Miklavcic, (H) 502-875-2904, (C) 502-320-2264, [fmiklavcic@aol.com](mailto:fmiklavcic@aol.com)
- Leslie Smith, (C) 859-325-5626, [leslielsmith@att.net](mailto:leslielsmith@att.net)

### **HYTEK REQUIREMENTS FOR HOSTING**

Host schools must own a Hytek license for Meet Manager 3.0 (or greater) with Cross Country option, which is essentially the silver package, downloadable at <https://hytek.active.com/store/track/tfmm6.html>.

- The current version (6.0) is recommended and will be used by the KHSAA at the State Championship.

Schools should contact Hytek by phone at 1-866-456-5111 and ask if the school has previously purchased Hytek Meet Manager as different coaches in the past could have purchased a Hytek license and misplaced the CD.

- If the school has purchased version 2.0 or lower, then the upgrade to 6.0 will only be \$169.

A new license may cost anywhere from \$265 - \$685 (These prices are estimates and are subject to change).

Instructions for registration of teams and entries in Hytek are included earlier in this manual.