

# 2005-2006 IHSA Track & Field Manual for Athletic Directors, Coaches and Sectional Manager's Table of Contents

**Important:** This manual has been sent to your school because your school has entered into the IHSA State Series in Track & Field. Please review and/or distribute the proper documents included in this manual to the designated person at your school who is responsible for them.

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## Important Dates To Remember

| GIRLS                                | BOYS                                 | SCHOOL/MANAGER OBLIGATIONS   |
|--------------------------------------|--------------------------------------|--|
| Wed., Feb. 1                         | Wed., Feb. 1                         | Withdrawal Deadline Date   |
| Tues., May 9                         | Tues., May 16                        | Online List of Participants: Noon Deadline                                 |
| Wed., May 10                         | Wed., May 17                         | Sectional Seed Meeting   |
| Fri., May 12<br>—Or—<br>Sat., May 13 | Fri., May 19<br>—Or—<br>Sat., May 20 | Sectional Meets<br><br>Sectional Meets                                     |
| Thurs., May 18                       | Thurs., May 25                       | State Final Qualifier Packet Pick-up 2:00 p.m.-7:00 p.m. at Lantz Building |
| Fri.-Sat.,<br>May 19-20              | Fri.-Sat.,<br>May 26-27              | State Final at Eastern Illinois University, Charleston                     |
| Wed., June 15                        |                                      | 2005-2006 Advisory Committee Recommendations Due to IHSA                   |



## Track & Field Information



- [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)
- Phone: 309-663-6377 • Fax: 309-663-7479 •

February, 2006

Attention Schools entered in 2005-2006 IHSA Track and Field State Series:

You are receiving this manual because your school has indicated online your schools intent to have participants in the Girls and/or Boys Track & Field State Series. This manual should be used as a guide for your Track Coach and/or Athletic Director to inform them of required deadlines and procedures pertinent to Track & Field. Please review and/or distribute this manual to the proper person at your school who will be responsible for its administration.

**Terms and Conditions:** The Terms and Conditions are included in this manual. **Please read them carefully.** They are the rules governing the IHSA Girls and Boys Track and Field State Meet Series.

**Assignments:** Schools which have entered have been assigned to Sectional meets on the following geographical basis: (1) Distance from the center; and, (2) Location of schools willing and selected to host a Sectional meet. Schools may not participate in a Sectional meet other than the one to which they are assigned. The 2005-2006 Track & Field Assignments are posted on the IHSA Web Site on the respective Girls and/or Boys Track & Field web pages.

### Track and Field Online List of Participants

1. It is mandatory. If a school does not complete its Online List of Participants by noon, Tuesday prior to the Seeding Meeting, coaches and/or students from the school are ineligible to participate in the state series.  
**Important:** Requests from Sectional Managers for schools to provide their Online List of Participants or Relay Cards prior to the deadline should not be granted. Schools can make changes up until the noon, Tuesday preceding the Sectional Meet. Once the deadline expires, the data provided online by schools to the IHSA Office becomes the "Official List of Participants". Sectional Managers are required to download the information provided from the IHSA Office via the internet. Sectional Managers will also create the sectional relay printouts from the data you enter online. **Relay Cards are no longer submitted to the Clerk of the Course at the Sectional.**
2. A school may list from 4 to 8 runners in each relay event on the Online List of Participants. Be sure to list 8 in each relay because once that list is turned in on Tuesday preceding the sectional, those are the only names that can be used in the respective relay through the whole state series (at the sectional and state final).
3. If times are omitted from the Online List of Participants, participants with no times listed will be seeded last.

**Coaches Checklist:** A checklist for coaches is enclosed in this manual for use in completing those tasks for the Sectional and State Final meets that are necessary on behalf of their student-athletes.

**Information about the Policies and Procedures for Seeding that will be followed for Sectional and State Final Meets is included in this Manual.**

**Meet Personnel:** If your Sectional Manager assigns (or asks) your school to provide meet personnel, please carry out this responsibility on behalf of your school and the entire IHSA Track and Field State Series. We trust you will provide experienced and trained personnel who will perform their assigned duties in a fair and efficient manner at the Sectional meet. We trust that you will do everything you can to assist the Sectional Manager to conduct a successful meet. The Sectional Manager and the Illinois High School Association appreciates your cooperation and assistance in this important matter.

**Note:** Each principal/official representative is reminded that in accordance with the provisions of IHSA By-law 2.020 an accredited faculty representative must be appointed who will be present and responsible to her/him for the conduct of competitors and persons from her/his school at all times during their participation at the Sectional and/or State Final meets.

### Triple Jump

1. **Runway Length:** Coaches of triple jumpers must indicate the length of the runway needed by each jumper on the Online List of Participants. The Sectional Manager must include the runway length for the state final qualifiers. **The reason for the additional runway data is for the purpose of seeding the flights in the preliminaries.** Flights will be seeded both by distance of jump and need for runway accommodation. Flights 1A and 2A will be for runs of 107 Feet or less and Flights 1B and 2B will be for competitors using runs over 107 Feet. **NOTE:** A cover with the track surface will be used to cover the appropriate pit to give us the additional 25 Feet of run.
2. **Runway Layout:** At the State Meet, the wind direction will determine the layout of the long and short runways. The middle landing pit will always be the long runway.

**Seeding for State Finals:** Be sure to review the procedures for seeding the finals races at the State Final. The winner of each heat at the State Final automatically advances and will be joined by others based on time. Seeding in the preliminaries will put the best qualifier in each running event in the final heat, the second-best in the next-to-last heat, etc.

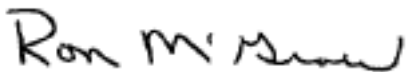
**Panther Pentathlon:** Eastern Illinois University, in conjunction with several civic organizations in the Charleston-Mattoon area, will be operating an interactive Panther Pentathlon for fans and athletes attending the meets each weekend on the campus. The interactive venue will be in the grassy area south of the west parking lot of O'Brien Stadium. It will be free. It will be fun. Be sure to check it out.

**Curfew:** The IHSA Boys/Girls Track and Field Advisory Committee has requested the cooperation of students, faculty and spectators attending the State Final meet in observing an 11:00 p.m. cooperative curfew and quiet on Thursday and Friday nights. This is particularly important to those competitors who will be competing (others will appreciate it too!). Thank you!

All schools entering competitors in the IHSA Girls and Boys Track and Field Meets realize how important it is to the competitors who qualify for State Final competition to receive recognition and appreciation from spectators for their achievements. For this reason, even if your school does not qualify competitors for the State Final Meet, bring your team members, and at least a van of fans from your community, to the meet(s) at O'Brien Stadium on the Campus of Eastern Illinois University, Charleston. This experience serves as a great motivational tool for younger athletes.

The IHSA State Series in Track & Field has been a benchmark event for High School competition. That's what our State Final Meets have been over the years. With your help we will continue our great tradition!

Sincerely,



Ron McGraw  
Assistant Executive Director

061rManletter



## Track & Field Information



- [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)
- Phone: 309-663-6377 • Fax: 309-663-7479 •

### Steps to Enter and Participate in the State Series

This list of steps can be used as a guide for coaches and administrators. It is not intended to replace the Terms and Conditions or the Manual. To be fully informed, you must read the manual. PLEASE DO SO!

- What:** Entering school in the State Series  
**Who:** Principal or Official Representative  
**When:** By February 1  
**Where:** [IHSA.org](http://IHSA.org) - School Center – School Information – Submit School Entries – Activities – Girls and/or Boys Track & Field  
**Why:** This is how the IHSA knows the school wishes to participate in the Girls and/or Boys Track & Field State Series.
- What:** Entering Participants: "On-Line List of Participants"  
**Who:** Coach  
**When:** Deadline is May 9, 2006 (Girls)/May 16 (Boys) - If a school does not submit their On-Line List of Participants by the deadline, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract in section III-C of the 2005-2006 Track & Field Terms and Conditions).  
**Where:** [IHSA.org](http://IHSA.org) – School Center – Tournament Reports and Forms – List of Participants – Girls and/or Boys Track & Field – Type in requested information  
**Why:** This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy now. Thank you.
- What:** Withdrawal from the State Series after being entered by the Principal  
**Who:** Principal or Official Representative  
**When:** Prior to the posting of Sectional assignments  
**Where:** Fax a signed letter indicating the desire to officially withdraw on school letterhead to Tammy Craig at IHSA.  
**Why:** Schools that fail to participate after entering and who fail to formally withdraw will be fined \$100.00 (additional penalties may apply, refer to Terms and Conditions). The fine is necessary to encourage schools to make us aware of their intent not to participate. When schools do not show up, or withdraw after Sectional Seed Meeting it adversely affects the balance in the numbers of teams assigned to each Sectional. This can create situations that are unfair to others.
- What:** Required Sectional Seeding Meeting  
**Who:** Coach  
**When:** May 10, 2006 (Girls)/May 17, 2006 (Boys)  
**Where:** Coaches should receive an informational letter from their Sectional Manager with details relative to their tournament. Refer to [IHSA.org](http://IHSA.org) – Sports & Activities – Track & Field – Sectional Assignments – Here you will find your Sectional assignment and the name of the tournament manager. If you do not hear from your tournament manager, contact them prior to the seeding meeting date.

—OR—

**THE COACH MUST EITHER ATTEND THE SEED MEETING OR SEND A LETTER TO THE SECTIONAL MANAGER SIGNED BY YOUR SCHOOLS PRINCIPAL WITH A REASON FOR NOT ATTENDING THE SEEDING MEETING.**

**NOTE:** If a school does not complete its Online List of Participants by the deadline or attend their assigned seeding meeting, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract in section III-C of the 2005-2006 Track & Field Terms and Conditions).

**Why:** In order to seed ALL TEAMS at the seeding meeting this information is necessary.

If you have Track & Field questions relative to this or any information you have reviewed, please contact Ron McGraw, IHSA Assistant Executive Director, or Cheryl Mitchell, IHSA Administrative Assistant.



# 2005-06 Boys and Girls Track And Field Series Terms And Conditions

(Current as of 1/30/06)



In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2005-06 IHSA Boys and Girls Track and Field Meet Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys and Girls Track & Field Tournament Series will be held for all member schools without classification.

Competition in the IHSA Boys and Girls Track & Field Tournament Series will be determined on an enrollment basis.

A. The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year. (Example: The total student enrollment figure included in the Fall Housing Report on September 30, 2004, shall be used for determining a school's classification during the 2005-06 school year.)

B. For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

C. Classification is subject to change based on the results of amendment proposals that will be voted on by the membership in December.

D. Schools participating in sports and activities operating under the two-class system shall be classified as follows:

1. Schools with adjusted enrollments of 735 and below will be Class A.

2. Schools with adjusted enrollments above 735 will be Class AA.

3. During the 2005-06 school term, the following sports and activities shall operate

under this system: boys baseball, boys basketball, boys cross country, boys golf, boys soccer, boys track and field, boys wrestling, girls basketball, girls cross country, girls soccer, girls softball, girls track and field, girls volleyball, and Scholastic Bowl.

4. Classifications shall be determined on an annual basis.

## II. DATES AND SITES

A. The Girls Sectional meets will be held on May 12 (if at night) or May 13 at centers to be announced at a later date. There will be 16 sectionals in Class A and 16 sectionals in Class AA.

B. The Boys Sectional meets will be held on May 19 (if at night) or May 20 at centers to be announced at a later date. There will be 16 sectionals in Class A and 16 sectionals in Class AA.

C. The Girls State Final Meet will be held at Eastern Illinois University, Charleston, on Friday and Saturday May 19-20.

D. The Boys State Final Meet will be held at Eastern Illinois University, Charleston, on Friday and Saturday, May 26-27.

E. **Weather Conditions:** It is the responsibility of the local Sectional Manager and Meet Referee to make every effort to complete the Sectional meet on the date scheduled. It may become necessary to suspend an event or the meet due to severe storm or unusual weather conditions that cause competition to become hazardous. Since time is of the essence, suspended meets or events should be reconvened as soon as the safety of the competitors is assured. If after a reasonable delay, the Meet Referee and Manager need to suspend further competition for that day, Friday night meets may be suspended until Saturday.

Sectional sites are selected on the basis of their all-weather facilities and the capability of completing Sectional meets not later than Saturday if at all possible. Therefore, before a Meet Referee and Manager suspend a Sectional meet past Saturday, permission to do so must be secured from the administrator in the IHSA Office in charge of Boys and Girls Track and Field.

Suspended meets or events will continue from the point of interruption. The jumps, shot put or pole vault may be moved indoors, if facilities are available.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2005-2006 Entry Booklet.

### A. On-Line School Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org) to compete at the Sectional level in the Track & Field. **Do not confuse On-Line School Entries with entering your School's On-Line List of Participants.** They are two different processes. On-Line School Entries are used to enter your school into State Series Competition in order for IHSA to assign your school to a Sectional Meet. The deadline for school entry is **February 1, 2006**. All member schools should have received, in the mail in April of 2005, a 2005-2006 Entry Booklet that outlines the On-Line entry procedures for all IHSA-sponsored tournaments.

**Six Contest Verification:** Information entered on-line will verify that the school's boys/girls interscholastic track and field team has participated in six boys/girls interscholastic track and field meets during the current Boys and Girls Track and Field season and is thereby eligible to compete for team honors in the state meet series in accordance with IHSA By-law 3.054;

The IHSA Board of Directors eliminated the entry fees for all sports and activities starting with the 2005-2006 school year.

### B. Late On-Line School Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

### C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must send a signed letter to Tammy Craig at the IHSA Office, notifying IHSA of the school's withdrawal from Track & Field prior to the List of Participants respective deadline.

If a school withdraws after the List of Participants deadline and/or does not show up

for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

**D. Eligibility**

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054. (By-law 4.071 for activities)

**E. Affirmative Action**

Only girls shall be permitted to participate in the girls state series except as provided in the IHSA Affirmative Action Policy and only boys shall be permitted to participate in the boys state series except as provided in the IHSA Affirmative Action Policy.

**F. On-Line List of Participants:** Each school entering the state series (whether entering a team or individuals) must submit its On-line List of Participants via the Internet through the IHSA Schools Center Web Site to the IHSA Office. **Do not confuse the On-Line List of Participants with the On-Line School Entry, they are two different processes.** This List of Participants must be received in the IHSA Office by noon on Tuesday, May 9, 2006 (Girls) and by noon on Tuesday, May 16, 2006 (Boys). If a school does not submit the On-line List of Participants by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's On-Line List of Participants and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C). The On-Line List of Participants will provide space for each participating school to enter its athletes into each event and to list the accurate names of the Girls/Boys entered in the Sectional meet. No more than eight (8) Girls/Boys to be entered as runners or as alternates in the relays. **COACHES WILL NO LONGER RECEIVE RELAY CARDS IN THE MAIL AND COMPLETE THEM AS THEY HAVE IN THE PAST. COACHES WILL ENTER THEIR INDIVIDUALS AND RELAY TEAMS ONLINE. SPACES LEFT BLANK DURING THE ON-LINE LIST OF PARTICIPANT PROCESS MAY NOT BE FILLED IN AFTER THE ON-LINE LIST OF PARTICIPANT ENTRY DEADLINE.** Coaches are encouraged to bring hard copy of their On-Line List of Participants to the Sectional site the day of the seed meeting. This list must be printed prior to the On-line List of Participant deadline. The option to print will not be available after that deadline. Complete instructions for completing the On-Line List of Participants is located elsewhere in this manual.

**IMPORTANT: Make certain that it is clear if you are using F.A.T. times or manual times when completing your List of Participants. Manual times are given to the higher tenth (Example 10.42 manual must be entered as**

**10.5). To convert a manual time to F.A.T. , first round up to the higher tenth and then add .24 (Example 10.42 manual would be converted to F.A.T. as follows, 10.42 becomes 10.5, then add .24 = 10.74 converted). Do not enter manual times to the hundredth (round up to the higher tenth), this causes many problems for Sectional Managers as they seed their meet**

**Confirmation:** Schools should login to their School Center site on the IHSA website and select Activity Tracker to verify that their On-Line List of Participants has been received by the IHSA Office.

**IHSA will utilize the name spellings and year in school data from the On-Line List of Participants submitted by each school entered into the State Series for publication in the State Final Program.** If you notice an error after the on-line deadline, please email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)) or contact Cheryl Mitchell at (309) 663-6377 at the IHSA Office. Names and year in school data will not be utilized from the Sectional Winner Report.

No school shall enter competitors in a Sectional meet unless it intends for its qualifiers to participate in the State Final Meet if they qualify to advance.

**IV. HOST FINANCIAL ARRANGEMENTS**

**A.** Host school shall pay for all local expenses and issue checks to meet officials. Each school shall receive a guarantee of \$650 and must submit results via internet to the IHSA Office and shall be reimbursed the cost of officials. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. In addition, Sectional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook.

**B.** All Sectional meet expenses, including the meet officials' expenses in Item XI-A-1 will be paid by the host school. Host schools must either provide shells for the starter or make arrangements to pay him/her for the shells he/she provides to start the sectional meet.

**C.** Neither the IHSA nor local meet management will assume responsibility for any other expenses of any kind for any meet except those expenses specified above.

**D. Admission Prices:**

- 1) At Sectional meets admission shall be: \$5.00.
- 2) At the State Final meet, admission shall be: Single session-\$10.00; Season-\$20.00.

**E.** The Sectional meet revenue shall include the television and radio rights fees collected by the Sectional manager as provided for in Item IX-G.

**F. Rights Fees for TV and Radio:**

- 1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.
- 2) Radio Fees which shall be charged are:

- a) Sectional = No Charge
- b) State Final = \$50.00

3) Policies regarding media requirements for each Local Manager are contained in the current edition of the IHSA Official Handbook. (See policies 33, 34 and 35.)

**V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS**

**A.** About February 2, sectional assignments for schools that submitted an On-Line school entry on or before the February 1 deadline, will be posted on the IHSA Web Site at [www.ihsa.org](http://www.ihsa.org) on the respective sport page. All schools from which an on-line school entry was received will receive in the mail a Track and Field Manual. The manual will serve as a guide for coaches and sectional managers during this Track & Field Sport Season. All schools entered in the IHSA Boys and/or Girls State Track and Field Meet Series will be assigned to respective Class A and Class AA Sectional meets on a geographical basis. Qualifiers from the Class A Sectional meets will participate in the Class A competition at the State Final meet. Qualifiers from the Class AA Sectional meets will participate in Class AA competition at the State Final meet.

**B. Sectional Seeding Meeting:** A Seeding Meeting shall be held at each Sectional center on Wednesday prior to the Sectional Meet.

- 1) The Sectional Seeding Meeting shall not be held during the regular school day.
- 2) It is mandatory for the head coach (or another school representative) to attend the Sectional Seeding Meeting.
- 3) Sectional managers may accept requests from schools to make exceptions for attendance at the Sectional Seeding Meeting. A letter requesting an exception for attendance must be sent to the Sectional Manager and signed by the school's principal or official representative prior to the beginning of the scheduled Seed Meeting.
- 4) If the coach (or other school representative) fails to comply with these provisions, the coach and/or the girls/boys from that school **may** not be permitted to participate in the Sectional meet.

5) It is the responsibility of the Head Coach to contact the Sectional Host immediately if for any reason they experience an emergency situation that would not allow them to get to the seeding meeting on time (flat tire, traffic accident, etc.). Sectional managers are encouraged to provide participating coaches with a phone number to be used in case of such emergency.

**C. Items to be considered at the Sectional Seeding Meeting are as follows:**

- 1) Heats and sections shall be assigned for the track events and flights for the

field events. The Sectional Manager shall provide each coach attending the Sectional Seeding Meeting with a printed copy of the heats and flights before concluding the Sectional Seeding Meeting.

2) The recommended computer software sectional meet management programs are the Hy-Tek or Sydex packages.

3) Schools are required to submit the On-Line List of Participants in advance of the Sectional Seeding Meeting. Coaches may not change the names in respective relays that were submitted by the deadline. Coaches may make changes to their entries in the individual events. The official seeding into heats and sections for the track events and into flights for the field events will be completed at the Sectional Seeding Meeting with coaches present.

4) Times submitted for seeding purposes in all individual track events at the Sectional Seeding Meeting shall be times actually achieved at metric distances during the current outdoor Track and Field season. In a relay event, only a time actually achieved at the metric distance during the current outdoor Track and Field season may be submitted for seeding purposes.

5) Participants will be assigned to heats/sections and flights in the track and field events on the basis of: (1) best times and marks; and, (2) the composite opinion of the coaches present at the meeting. If there is a discrepancy, (2) is to take precedence over (1). Coaches must be able to verify times and marks submitted for Sectional seeding purposes in any given event if requested to do so by the Sectional Manager or by the coaches in attendance at the Sectional Seeding Meeting.

6) Indoor results are not to be used for seeding.

7) Marks submitted for seeding purposes in the field events at the Sectional Seeding meeting shall be English distance marks actually achieved during the current outdoor Track and Field season.

8) If a boy/girl is entered in an excessive number of events at the Sectional seeding meeting, the local manager shall scratch the entries on the basis of the highest number as listed in the Qualifying Standards for Advancement to State Final. For example: If a girl/boy is entered at the seeding meeting in events No. 4 (3200-M. Run), No. 8 (800-M. Run), No. 16 (1600-M. Run), No. 9 (Long Jump) and No. 18 (Triple Jump), the highest numbered event is No. 18; therefore, the competitor would be scratched from that event since the competitor is allowed to enter four (4) events at the seeding meeting.

9) Coaches may change or decrease the total number of individual entries submitted on-line at the sectional seeding meeting.

10) An individual entry left blank during the on-line entry process cannot be filled at the sectional seeding meeting.

11) No substitutions shall be permitted in the individual events after the Sectional Seeding Meeting, except in cases of a substitution made because of school disciplinary reasons, or a disabling illness or injury to an

entered contestant which must be certified to by either the high school principal or attending physician to the Sectional manager.

**Note:** In accordance with the Track and Field Rules, a school may scratch competitors from individual events to make them eligible to run on relay teams. Such scratches should be made before the Sectional meet begins.

a) Such substitutions shall be made just prior to the Sectional meet at a meeting held for that purpose.

b) The substitute already entered in 4 individual events, shall not be withdrawn to legally compete in that event.

c) The substitute shall replace the contestant in the heat/section and lane assignment determined at the Sectional Seeding Meeting and the event shall not be reseeded only to accommodate the substitute.

d) The contestant thus replaced (substituted) shall not compete in any other events in the Sectional meet.

e) In the case of a substitution that occurs during the Sectional meet due to a disabling injury or illness of an entered contestant attested to by the Meet Referee, the same provisions included in a), b), c), d), e), f) and g) above shall apply and a contestant thus replaced shall not return to competition in the Sectional meet.

12) At the Sectional Seeding Meeting, coaches in attendance shall elect, from among the coaches present, a Sectional Representative who will be responsible to submit a written report of coaches' suggestions to the IHSA Office not later than June 15.

13) If any question should arise on the legality of an entry under existing rules at the Sectional meet, the Sectional Games Committee must render a decision.

14) Sectional Games Committee will be responsible for making the decision whether or not reseeding at the scratch meeting is needed, due to scratches. After the Scratch Meeting, the Clerk of Course and Meet Referee may reseed, if scratches are made closer to the beginning of the event.

15) Sectional managers should adhere to a reasonable time schedule. Reseeding due to scratches must not be done to speed up the meet.

16) The decision(s) of the Meet Referee and Jury of Appeals shall be final in matters pertaining to the National Federation Track and Field Rules. Neither the IHSA Office nor the Board of Directors will review Meet Referee and Jury of Appeals decisions whether alleged errors are due to faulty judgment or misinterpretation of the rules.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. If at all possible, in priority ranking, Sectional meets will be conducted: (1) On 400-Meter all-weather tracks; (2) On 400-Meter tracks; (3) On 440-Yard all-weather tracks marked for metric distances in all track events except the relays; or (4) On 440-Yard tracks

marked for metric distances in all track events except the relays.

B. At all Sectional meets, English measurements shall be used in all field events.

C. **Sectional Seeding:** For the Sectional meets and the State Final meet, detailed information and instructions for assigning competitors to heats, sections and lanes in the track events and to flights in the field events, including any changes, is included in the School and Managers Manual.

1) In seeding at the Sectional, Lane 4 will be the preferred lane on an eight-lane track and Lane 3 will be the preferred lane on a six-lane track. Managers will not shuffle the entries to place into lanes when seeding, but will use the same procedure that is used at the state final.

2) Schools entering online at the Sectional level will be required to indicate if the time they are entering is a manual time or a F.A.T. Time.

D. **Order of Events-Sectional:** The order of events for the Finals of the State Final meet will be followed in the finals of the Sectional meets. In the Sectional preliminaries, the preliminary schedule given below should be followed for those events in which preliminaries are held. However, it is recommended semifinals be run as a safeguard against improper seeds. In the preliminaries and finals at the Sectional meets, the field events shall begin one-half hour before the track events.

**Note:** In the straightaway races at the Sectional meet, the number of competitors advancing to the finals shall not exceed the number of lanes on the track.

E. **Sectional Pole Vault:** It is preferred that the Pole Vault be conducted at the assigned sectional site at the time of the sectional meet. However, due to increasing difficulties in obtaining sectional sites capable of conducting Pole Vault, the Pole Vault may be conducted at a different location. If this is necessary, all schools competing must be:

1) Notified of the new location and time of the event.

2) The event must be conducted at a time that would not prohibit the competitors from competing in any other event at the Sectional meet.

3) A licensed Track & Field Official must be present to officiate the event (supplied by the Sectional Manager).

4) All competitors must have a Certified Coach (By-Law 2.070) accompanying them.

5) Note: During the regular season coaches will be required to complete the Pole Vault weight verification card at all meets. Athletes will not be required to weigh in at these regular season meets, but the coach must verify that the athlete has been weighed and is using a legal pole as determined by the weight of the vaulter. This card can be found online at IHSA.org.

**Girls Sectional Preliminary Schedule**

**When F.A.T. (Fully Automatic Timing) is used, semifinals may be eliminated. This option will be determined by the Sectional meet manager.**

Field Events-Preliminaries and Finals to be run simultaneously, if practicable-Triple Jump to follow the Long Jump as soon as one pit is available.

- 100-Meter Dash Preliminaries
  - 100-Meter High Hurdles Preliminaries
  - 100-Meter Dash Semifinals (if needed)
  - 100-Meter High Hurdles Semifinals (if needed)
  - 200-Meter Dash Preliminaries
  - 3200-Meter Run (First Section, when two sections are needed)
  - A 30-minute time period must elapse between the 200-Meter Dash Preliminaries and the 200-Meter Dash Semifinals
  - 200-Meter Dash Semifinals (if needed)
- (Note: If the 200-Meter Dash Semifinals are needed, a 30 minute break shall be taken before the start of the finals of the meet.)

**Girls Sectional Finals**

- 800-Meter Medley Relay Finals
- 4 x 800-Meter Relay Finals
- 4 x 100-Meter Relay Finals
- 3200-Meter Run (Run Against Time) (Second Section)
- 100-Meter High Hurdles Finals
- 100-Meter Dash Finals
- 800-Meter Run Finals
- 4 x 200-Meter Relay Finals
- 400-Meter Dash Finals
- 300-Meter Low Hurdles Finals
- 1600-Meter Run Finals
- 200-Meter Dash Finals
- 4 x 400-Meter Relay Finals

**Boys Sectional Preliminary Schedule**

**When Fully Automatic Timing (F.A.T.) is used, semifinals may be eliminated. This option will be determined by the Sectional Meet manager.**

Field Events-Preliminaries and Finals to be run simultaneously, if practicable-Triple Jump to follow the Long Jump as soon as one pit is available.

- 100-Meter Dash Preliminaries
- 110-Meter High Hurdles Preliminaries
- 100-Meter Dash Semifinals (if needed)
- 110-Meter High Hurdles Semifinals (if needed)
- 200-Meter Dash Preliminaries
- 3200-Meter Run (Run Against Time) (Second Section)
- A 30-minute time period must elapse between the 200-Meter Dash Preliminaries and the 200-Meter Dash Semifinals.
- 200-Meter Dash Semifinals (if needed)

**Boys Sectional Finals**

(Note: If the 200-Meter Dash Semifinals are needed, a 30 minute break shall be taken before the start of the finals of the meet.)

- 4 x 800-Meter Relay Finals
- 4 x 100-Meter Relay Finals
- 3200-Meter Run Finals (Section 2)
- 110-Meter High Hurdles Finals
- 100-Meter Dash Finals
- 800-Meter Run Finals
- 4 x 200-Meter Relay Finals
- 400-Meter Dash Finals
- 300-Meter Intermediate Hurdles Finals
- 1600-Meter Run Finals
- 200-Meter Dash Finals
- 4 x 400-Meter Relay Finals

**34th IHSA Girls State Final Time Schedule  
Thursday, May 18, 2006**

- 1:00 – 8:00 p.m.:** Schools may use track and field facilities at O'Brien Stadium for practice and warm-up. IHSA personnel will not be available for questions after 7:00 p.m.
- 2:00 – 7:00 p.m.:** Coaches may pick up school packets in the Lantz Building foyer.
- 7:00 p.m.:** State Final Manager, Head Officials and Games Committee meeting in the Lantz Building Varsity Room.

**Friday, May 19, 2006  
(Preliminaries)**

The preliminaries will be run in two parts. Part 1 will be Class A events and Part 2 will be Class AA events. Class A track events will begin at 9:00 a.m. Class AA track events will begin at approximately 1:00 p.m., or later in case of delays. The schedule of field events indicates the approximate starting times to be used as a guide.

The final designations for number of flights, runways and times will depend on the number of qualifiers. Coaches must be alert for the time schedule and flight assignments that will be included in their school packets.

**Class A Girls Field Events**

- 8:00 a.m.:** Final time for coaches from Class A schools to pick up school packets in the Lantz Building foyer.
- 9:00 a.m.:** Pole Vault, High Jump, Shot Put and Long Jump
- 10:30 a.m.:** Triple Jump and Discus Throw

**Class A Girls Track Order of Events**

- (Class A Preliminaries in the Track events will begin at 9:00 a.m.)
- 800-Meter Medley Relay Preliminaries
- 4 x 800-Meter Relay Preliminaries
- 4 x 100-Meter Relay Preliminaries (15-Minute Warm Up On Hurdles)
- 100-Meter High Hurdles Preliminaries
- 100-Meter Dash Preliminaries
- 800-Meter Run Preliminaries
- 4 x 200-Meter Relay Preliminaries
- 400-Meter Dash Preliminaries
- 300-Meter Low Hurdles Preliminaries
- 1600-Meter Run Preliminaries
- 200-Meter Dash Preliminaries
- 4 x 400-Meter Relay Preliminaries

**Friday Afternoon  
May 19, 2006**

**11:00 a.m.:** Final time for coaches from Class AA schools to pick up school packets in the Lantz Building foyer.

**Class AA Girls Field Events**

- (12:30 p.m. Approximate)**
- 12:30 p.m.:** Pole Vault, High Jump, Shot Put and Long Jump
- 1:30 p.m.:** Triple Jump and Discus Throw
- Class AA Girls Track Order of Events** (Class AA Preliminaries in the Track events will begin at approximately 1:30 p.m.)
- 800-Meter Medley Relay Preliminaries
- 4 x 800-Meter Relay Preliminaries
- 4 x 100-Meter Relay Preliminaries (15-Minute Warm Up On Hurdles)
- 100-Meter High Hurdles Preliminaries
- 100-Meter Dash Preliminaries
- 800-Meter Run Preliminaries
- 4 x 200-Meter Relay Preliminaries
- 400-Meter Dash Preliminaries
- 300-Meter Low Hurdles Preliminaries
- 1600-Meter Run Preliminaries
- 200-Meter Dash Preliminaries
- 4 x 400-Meter Relay Preliminaries

**Note:** The times for the preliminaries are approximate. The Games Committee will determine if and when a break may be taken if the events are running ahead of schedule.

**Saturday  
May 20, 2006  
(Finals in all events)**

**10:00 a.m.:** Parade of Competitors (followed by Competitor Oath)

**Class A Girls Field Events**

- 11:00 a.m.:** Triple Jump, Pole Vault, Discus Throw
- 12:45 p.m.:** High Jump, Shot Put and Long Jump

**Class AA Girls Field Events**

- 11:00 a.m.:** Pole Vault, High Jump, Shot Put and Long Jump
- 12:45 p.m.:** Triple Jump, Discus Throw

**Track Events**

- 11:15 a.m.**
  - Class A 3200-Meter Run, Section No. 1
  - Class AA 3200-Meter Run, Section No. 1
- 11:45 a.m.**
  - Opening Ceremonies (National Anthem, Honorary Referee Presentation, NFHS Sportsmanship meeting)
- 12:15 p.m.**
  - Class A 800-Meter Medley Relay
  - Class AA 800-Meter Medley Relay
- 12:30 p.m.**
  - Class A 4 x 800-Meter Relay
  - Class AA 4 x 800-Meter Relay
- 12:55 p.m.**
  - Class A 4 x 100-Meter Relay
  - Class AA 4 x 100-Meter Relay
- 1:15 p.m.**
  - Class A 3200-Meter Run, Section No. 2
  - Class AA 3200-Meter Run, Section No. 2

**1:40 p.m.**

Class A 100-Meter High Hurdles  
Class AA 100-Meter High Hurdles

**1:55 p.m.**

Class A 100-Meter Dash  
Class AA 100-Meter Dash

**2:05 p.m.**

Class A 800-Meter Run  
Class AA 800-Meter Run

**2:15 p.m.**

Class A 4 x 200-Meter Relay  
Class AA 4 x 200-Meter Relay

**2:35 p.m.**

Class A 400-Meter Dash  
Class AA 400-Meter Dash

**2:45 p.m.**

Class A 300-Meter Low Hurdles  
Class AA 300-Meter Low Hurdles

**2:55 p.m.**

Class A 1600-Meter Run  
Class AA 1600-Meter Run

**3:20 p.m.**

Class A 200-Meter Dash  
Class AA 200-Meter Dash

**3:30 p.m.**

Class A 4 x 400-Meter Relay  
Class AA 4 x 400-Meter Relay

**112th IHSA Boys State Final Time Schedule  
Thursday, May 25, 2006**

**1:00 – 8:00 p.m.:** Schools may use track and field facilities at O'Brien Stadium for practice and warm-up. IHSA personnel will not be available for questions after 7:00 p.m.

**2:00 – 7:00 p.m.:** Coaches may pick up school packets in the Lantz Building Foyer.

**7:00 p.m.:** State Final Manager, Head Officials and Games Committee Meeting in the Lantz Building Varsity Room.

**Friday, May 26, 2006  
Preliminaries**

The preliminaries will be run in two parts. Part 1 will be Class A events and Part 2 will be Class AA events. Class A track events will begin at 9:00 a.m. Class AA track events will begin at approximately 1:00 p.m., or later in case of delays. The schedule of field events indicates the approximate starting times to be used as a guide.

Format for field events: The Pole Vault will utilize both runways for flights 1 and 2 with the 2nd. Flight 3 will begin as soon as flight 1 is completed. Thirty minutes warm-up will be permitted prior to the start of each flight.

Both runways will be utilized in the Long Jump and Triple Jump for flights 1 and 2 with the 3rd flight following flight 1 and flight 4 to follow flight 2. The Triple Jump will follow the Long Jump. Both circles in the Shot Put and Discus will be used with flights 1 and 2 starting at the same time and flight 3 to follow flight 1 and flight 4 to follow flight 2.

In the Triple Jump: The "A" (short) designation is for the runway of 107' or less; the "B" (long) designation is for the runway of more than 107'. The wind direction will determine the

layout of the long and short runways. The middle landing pit will be the long runway. Competitors will jump with the wind.

The final designations for number of flights, runways and times will depend on the number of qualifiers. Coaches must be alert for the time schedule and flight assignments that will be included in their school packets.

**Class A Boys Field Events**

**8:00 a.m.:** Final time for coaches from Class A schools to pick up school packets in Lantz building foyer.

**9:00 a.m.:** Pole Vault, High Jump, Long Jump, Shot Put

**10:30 a.m.:** Triple Jump, Discus Throw

**11:00 a.m.:** Final time for coaches from Class AA schools to pick up school packets in Lantz building foyer.

**Class A Boys Track Order of Events**

4 x 800-Meter Relay Preliminaries  
4 x 100-Meter Relay Preliminaries  
(15-Minute Warm Up On Hurdles)  
110-Meter High Hurdles Preliminaries  
100-Meter Dash Preliminaries  
800-Meter Run Preliminaries  
4 x 200-Meter Relay Preliminaries  
400-Meter Dash Preliminaries  
300-Meter Intermediate Hurdles Preliminaries  
1600-Meter Run Preliminaries  
200-Meter Dash Preliminaries  
4 x 400-Meter Relay Preliminaries

**Class AA Boys Field Events  
(1:00 p.m. Approximate)**

**1:00 p.m.:** Pole Vault, High Jump, Long Jump, Shot Put  
**2:30 p.m.:** Triple Jump, Discus Throw

**Class AA Boys Track Order of Events  
(1:00 p.m. Approximate)**

4 x 800-Meter Relay Preliminaries  
4 x 100-Meter Relay Preliminaries  
(15-Minute Warm Up On Hurdles)  
110-Meter High Hurdles Preliminaries  
100-Meter Dash Preliminaries  
800-Meter Run Preliminaries  
4 x 200-Meter Relay Preliminaries  
400-Meter Dash Preliminaries  
300-Meter Intermediate Hurdles Preliminaries  
1600-Meter Run Preliminaries  
200-Meter Dash Preliminaries  
4 x 400-Meter Relay Preliminaries

**Note:** The times for the preliminaries are approximate. The Track and Field Games Committee will determine if and when a break may be taken if the events are running ahead of schedule.

**Saturday, May 27, 2006  
(Finals in All Events)**

**10:00 a.m.:** Parade of Competitors (followed by Competitor Oath)

**Class A Boys Field Events**

**11:00 a.m.:** Pole Vault, Long Jump, Shot Put, High Jump

**12:00 noon:** Triple Jump

**12:15 p.m.:** Discus Throw

**Class AA Boys Field Events**

**11:00 a.m.:** Pole Vault, Long Jump, Shot Put

**1:00 p.m.:** High Jump

**1:15 p.m.:** Triple Jump, Discus Throw

**11:45 a.m.:** Opening Ceremonies (National Anthem, Honorary Referee Presentation, NFHS Sportsmanship meeting)

**Track Events**

**11:15 a.m.**

Class A 3200-Meter Run, Section No. 1  
Class AA 3200-Meter Run, Section No. 1

**12:15 p.m.**

Class A 4 x 800-Meter Relay  
Class AA 4 x 800-Meter Relay

**12:40 p.m.**

Class A 4 x 100-Meter Relay  
Class AA 4 x 100-Meter Relay

**1:00 p.m.**

Class A 3200-Meter Run, Section No. 2  
Class AA 3200-Meter Run, Section No. 2

**1:35 p.m.**

Class A 110-Meter High Hurdles  
Class AA 110-Meter High Hurdles

**1:50 p.m.**

Class A 100-Meter Dash  
Class AA 100-Meter Dash

**2:00 p.m.**

Class A 800-Meter Run  
Class AA 800-Meter Run

**2:20 p.m.**

Class A 4 x 200-Meter Relay  
Class AA 4 x 200-Meter Relay

**2:40 p.m.**

Class A 400-Meter Dash  
Class AA 400-Meter Dash

**2:50 p.m.**

Class A 300-Meter Intermediate Hurdles  
Class AA 300-Meter Intermediate Hurdles

**3:00 p.m.**

Class A 1600-Meter Run  
Class AA 1600-Meter Run

**3:20 p.m.**

Class A 200-Meter Dash  
Class AA 200-Meter Dash

**3:30 p.m.**

Class A 4 x 400-Meter Relay  
Class AA 4 x 400-Meter Relay

**3:45 p.m.**

Awards

**VII. ADVANCEMENT OF WINNERS**

**A.** First and second place winners in each event including relay teams from each Sectional meet shall advance to the State Final Meet.

**B.** In addition, any individual or relay team who equals or surpasses the qualifying standard in the finals for the Class they represent in the Sectional meet shall advance to the State Final

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Meet in their Class. Also, any athlete in the throws and/or horizontal jumps equals or surpasses the qualifying mark in the preliminaries shall advance to the State Final Meet.

If a new event is added in the state series, first and second place winners from each of the sectional meets shall advance to the State Final Meet. In addition, any individual or relay that equals or surpasses the ninth best performance from among all sectional first and second place winners also shall advance to the State final Meet.

C. The qualifying standards are as follows:

### 1) Girls Class A Qualifying Standards for 2006:

| Event<br>No. Event                                     | Manual<br>Qual.<br>Stand. | F.A.T.<br>Qual.<br>Stand. |
|--|---------------------------|---------------------------|
| 1. 4 x 800-Meter Relay                                 | 10:23.5                   | 10:23.74                  |
| 2. 4 x 100-Meter Relay                                 | :52.0                     | :52.24                    |
| 3. Discus Throw  | 107-6                     |                           |
| 4. 3200-Meter Run                                      | 12:17.0                   | 12:17.24                  |
| 5. 100-Meter High Hurdles                              | :16.4                     | :16.64                    |
| 6. High Jump   | 5-2                       |                           |
| 7. 100-Meter Dash                                      | :12.7                     | :12.94                    |
| 8. 800-Meter Run                                       | 2:27.0                    | 2:27.24                   |
| 9. Long Jump   | 16-2                      |                           |
| 10. 4 x 200-Meter Relay                                | 1:51.5                    | 1:51.74                   |
| 11. 400-Meter Dash                                     | 1:01.8                    | 1:02.04                   |
| 12. Pole Vault   | 8-6                       |                           |
| 13. 300-Meter Low Hurdles                              | :48.6                     | :48.84                    |
| 14. 1600-Meter Run                                     | 5:36.0                    | 5:36.24                   |
| 15. Shot Put   | 35-6                      |                           |
| 16. 200-Meter Dash                                     | :26.8                     | :27.04                    |
| 17. 4 x 400-Meter Relay                                | 4:17.5                    | 4:17.74                   |
| 18. Triple Jump  | 33-5                      |                           |
| 19. 800-Meter Medley Relay<br>(100M, 100M, 200M, 400M) | 1:55.7                    | 1:55.94                   |

### 2) Girls Class AA Qualifying Standards for 2006:

| Event<br>No. Event                                     | Manual<br>Qual.<br>Stand. | F.A.T.<br>Qual.<br>Stand. |
|--|---------------------------|---------------------------|
| 1. 4 x 800-Meter Relay                                 | 9:45.0                    | 9:45.24                   |
| 2. 4 x 100-Meter Relay                                 | :50.0                     | :50.24                    |
| 3. Discus Throw  | 117-6                     |                           |
| 4. 3200-Meter Run                                      | 11:31.0                   | 11:31.24                  |
| 5. 100-Meter High Hurdles                              | :15.4                     | :15.64                    |
| 6. High Jump   | 5-4                       |                           |
| 7. 100-Meter Dash                                      | :12.2                     | :12.44                    |
| 8. 800-Meter Run                                       | 2:20.5                    | 2:20.74                   |
| 9. Long Jump   | 17-0                      |                           |
| 10. 4 x 200-Meter Relay                                | 1:47.0                    | 1:47.24                   |
| 11. 400-Meter Dash                                     | 59.5                      | 59.74                     |
| 12. Pole Vault   | 10-3                      |                           |
| 13. 300-Meter Low Hurdles                              | :47.0                     | :47.24                    |
| 14. 1600-Meter Run                                     | 5:18.0                    | 5:18.24                   |
| 15. Shot Put   | 37-6                      |                           |
| 16. 200-Meter Dash                                     | :25.8                     | :26.04                    |
| 17. 4 x 400-Meter Relay                                | 4:07.5                    | 4:07.74                   |
| 18. Triple Jump  | 35-6                      |                           |
| 19. 800-Meter Medley Relay<br>(100M, 100M, 200M, 400M) | 1:52.0                    | 1:52.24                   |

### 3) Boys Class A Qualifying Standards for 2006:

| Event<br>No. Event        | Manual<br>Qual.<br>Stand. | F.A.T.<br>Qual.<br>Stand. |
|---------------------------|---------------------------|---------------------------|
| 1. 4 x 800-Meter Relay    | 8:22.0                    | 8:22.24                   |
| 2. 4 x 100-Meter Relay    | :44.5                     | :44.74                    |
| 3. Discus Throw           | 143-0                     |                           |
| 4. 3200-Meter Run         | 10:05.0                   | 10:05.24                  |
| 5. 110-Meter High Hurdles | :15.2                     | :15.44                    |
| 6. High Jump              | 6-3                       |                           |
| 7. 100-Meter Dash         | :11.0                     | :11.24                    |
| 8. 800-Meter Run          | 2:01.0                    | 2:01.24                   |
| 9. Long Jump              | 21-0                      |                           |
| 10. 4 x 200-Meter Relay   | 1:33.7                    | 1:33.94                   |
| 11. 400-Meter Dash        | 51.7                      | 51.94                     |
| 12. Pole Vault            | 12-9                      |                           |
| 13. 300-Meter Low Hurdles | 41.0                      | 41.24                     |
| 14. 1600-Meter Run        | 4:37.0                    | 4:37.24                   |
| 15. Shot Put              | 49-0                      |                           |
| 16. 200-Meter Dash        | :22.8                     | :23.04                    |
| 17. 4 x 400-Meter Relay   | 3:31.5                    | 3:31.74                   |
| 18. Triple Jump           | 42-0                      |                           |

### 4) Boys Class AA Qualifying Standards for 2006:

| Event<br>No. Event        | Manual<br>Qual.<br>Stand. | F.A.T.<br>Qual.<br>Stand. |
|---------------------------|---------------------------|---------------------------|
| 1. 4 x 800-Meter Relay    | 8:04.0                    | 8:04.24                   |
| 2. 4 x 100-Meter Relay    | :42.9                     | :43.14                    |
| 3. Discus Throw           | 155-0                     |                           |
| 4. 3200-Meter Run         | 9:35.0                    | 9:35.24                   |
| 5. 110-Meter High Hurdles | :14.5                     | :14.74                    |
| 6. High Jump              | 6-5                       |                           |
| 7. 100-Meter Dash         | :10.6                     | :10.84                    |
| 8. 800-Meter Run          | 1:57.5                    | 1:57.74                   |
| 9. Long Jump              | 22-0                      |                           |
| 10. 4 x 200-Meter Relay   | 1:30.0                    | 1:30.24                   |
| 11. 400-Meter Dash        | 49.7                      | 49.94                     |
| 12. Pole Vault            | 13-9                      |                           |
| 13. 300-Meter Low Hurdles | :39.8                     | :40.04                    |
| 14. 1600-Meter Run        | 4:24.5                    | 4:24.74                   |
| 15. Shot Put              | 52-9                      |                           |
| 16. 200-Meter Dash        | :22.0                     | :22.24                    |
| 17. 4 x 400-Meter Relay   | 3:24.0                    | 3:24.24                   |
| 18. Triple Jump           | 45.0                      |                           |

**Note:** Field events are listed in English measurements.

5) Event numbers are used only in situations described in Item V-J-8 for Sectional and State meet qualifications.

a) In track events only, the qualifying standard must be equaled or surpassed in the final races. Times recorded in preliminary or semifinal races may not be used to qualify for the State Final Meet.

b) In Sectional meets preliminaries shall be held in the Long Jump, Triple Jump, Shot Put and Discus Throw. Nine (9) contestants plus ties for ninth shall advance to competition in the finals. Any competitor who equals or surpasses the above qualifying standards for his Class shall advance to the State Final in the Long Jump, Triple Jump, Shot Put and Discus Throw.

c) The High Jump and Pole Vault should be run as finals. The qualifying standard for the High Jump and Pole Vault must be a measured height unless the height achieved is considerably in excess of the qualifying standard.

d) The qualifying standards for the field events are English distances and heights.

**D. Sectional Meets:** Preliminaries must be held in the 100 and 200 Meter Dashes and the 110/100 High Hurdles (unless the number of entries is equal to or less than the number of lanes on the track).

**E. Sectional Meets:** In events run in sections at Sectional meets (300 Meter Intermediate Hurdles, 400 Meter Dash, 800 Meter Run, 1600 Meter Run, 3200 Meter Run and the relay races), the winners will be chosen on the basis of the best time made and only one set of medals and points will be awarded in each event.

**F. Sectional Meets:** The local manager will determine the number of sections to be run by the number of entries.

**G. Sectional Meets:** At the Sectional meets, preliminaries and finals in the Field Events should be run off simultaneously, if practical.

**H. State Final Meet:** If a school has qualified a relay team for the State Final, the names of the eight (8) runners who are entered in the relay must appear on the On-Line List of Participants submitted to the Sectional Meet Manager and the IHSA Office.

If a school qualifies a relay team for the State Final, the four (4) designated runners in the Prelims or Finals must be from the eight (8) runners who were listed on the On-Line List of Participants submitted to the Clerk of Course at the Sectional meet.

I. A competitor may participate only in those individual events in the State Final meet for which he/she has qualified in Sectional competition.

**J. State Final Meet:** In the track events, nine (9) competitors or teams will qualify for the finals to be run on Saturday except in the 800-Meter Run, 1600-Meter Run and 4 x 800-Meter Relay where 12 will qualify for the finals. The 3200-meter run will be run in sections on Saturday.

**K. State Final Seeding:** In seeding the preliminaries in running events at the state final meet, the top qualifier in each event from the sectional will be placed in the last heat, and the other top qualifiers from the sectionals will be placed in the heats in front of the top qualifier, accordingly. Seeding for the final in each running event shall be as follows: 1) Heat winners, according to their times, 2) all other qualifiers, according to their times.

**L. Qualifying For Finals at the State Meet**

At the state final, in the preliminaries of all running events, the winner of each heat advances to the finals, and the remaining qualifying positions will be filled on the basis of time.

**M. State Final Meet:** In case of a tie in the preliminaries of the 100-Meter Dash, 100 or 110-Meter High Hurdles, and 200-Meter Dash that would qualify more than nine (9) competitors for the Finals; Rule 4-4-4 will be followed. The tying competitors shall compete again for the available lane(s).

In case of a tie in the preliminaries of the 300-Meter Hurdles, 400-Meter Dash, 4x100-Meter Relay, 4x200-Meter Relay, 4x400-Meter Relay, and 800-Meter Medley Relay that would qualify more than nine (9) competitors or teams for the Final; two final sections shall be run and the final places will be determined on the basis of time. The runners or teams with the best qualifying times will be placed in the second section with at least three (3) runners or teams in the first section.

In case of a tie in the preliminaries of the 800-Meter Run, 1600-Meter Run, and 3200-Meter Relay that would qualify more than twelve (12) competitors or teams; all tying competitors or teams will be assigned to the final race. Positions of the tying competitors or teams will be drawn and assigned as indicated in the State Final Seeding.

**N. State Final Meet:** In a relay event, no substitute of an alternate is permissible after a false start since the time delay would be violated and a contestant becomes a competitor in a relay when the relay team of which he is a designated runner reports to the Clerk for that relay.

Alternates listed on the relay team card are not charged with participation in a relay event unless they actually become a competitor in the relay.

**O. State Final Meet:** The Games Committee shall announce the starting heights in the High Jump and Pole Vault for the preliminaries Tuesday previous to the State Meet on the IHSA Web Site. Competitors will be permitted to warm up at a lower designated height, but this must be done before the time scheduled for the start of the event.

**P. State Final Meet:** The Games Committee shall approve definite qualifying heights for the Pole Vault and High Jump and only those competitors who clear the qualifying height in the preliminaries shall compete in the finals. The qualifying height is subject to the number and strength of entries.

**Q. State Final Meet:** In the Field Events, twelve (12) competitors plus ties for twelfth place will advance from the Preliminaries to the Finals.

**R. State Final Meet:** In both the preliminaries and finals in the Field Events, measurements shall be made after each trial.

In the Finals, in the Field Events, a measurement and announcement will be made after each trial.

**VIII. TOURNAMENT RULES**

**A.** The current edition of the National Federation Official Track and Field Rules will be followed insofar as those rules apply to the events in which there is competition, unless otherwise specifically indicated in these Terms and Conditions or in printed instructions.

**Note 1:** Starting Blocks: Blocks that are adaptable to the track surface without potential damage to the surface may be used by contestants; otherwise, starting blocks provided by the management must be used by the competitors.

**B.** In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to have a qualified coach and/or faculty representative present at all times during a meet and be available for assignment as might be required by the local meet manager. If a school does not have a qualified coach and/or faculty representative present at the Sectional site or the State Final site during warm-ups or competition, that school's competitors shall not be permitted to participate.

**Note:** Schools are reminded that only coaches and faculty representatives who meet the provisions of IHSA By-laws 2.020, 2.070-2.079 and who are listed on the school's "List of Participants" shall be permitted to serve in those capacities at the Sectional and State Final meets.

**C. Participation Limitations:**

1) As stated in IHSA By-law 5.152, an individual contestant shall be permitted to participate in a maximum of four (4) track and/or field events.

2) A competitor officially becomes a participant when the competitor or the relay team of which he/she is a designated runner reports to the Clerk of Course or to the Judge for a field event.

a) The eight (8) runners listed for each respective relay obtained from the On-Line List of Participants by the Sectional Manager are the only eligible runners in the respective relay. There can be no change in the names of runners in a respective relay after the On-Line List of Participants has been submitted. The Sectional Manager will not make any changes in relay runners at the seeding meeting. Nor will there be any changes from the list of runners submitted on the On-Line List of Participants allowed at the State Final in the event the school's relay team advances from the sectional to the State Final.

b) At the Sectional seeding meeting, a school may change or scratch its entries in the individual events.

c) The Sectional Manager will submit the runner information for each qualifying relay to the IHSA Office electronically, in addition to all individual event qualifiers when completing the On-Line Sectional Qualifiers Data.

3) If an individual contestant exceeds participation limitations in the Sectional or State Final meet, he/she shall forfeit all individual and team points earned in any events in which he/she competed and in accordance with the rules, he/she shall be disqualified from further competition in the state series.

**D. Uniform:** Competitors shall wear school issued track and field uniforms that meet the IHSA interpretations that follow:

1) NFHS Rule 4-3-1 — One or two-piece bodysuits, similar in color can be worn. Only undergarments approved by the school and coach, similar in color and text can be worn. Stripes down the side of the uniform will not be an issue. Once a running event or a field event has begun, there can be no disqualification for improper uniform. Competitors must compete in a school issued uniform that complies with NFHS Rule 4-3-1. It is the responsibility of the meet referee, starter, clerk of the course, and/or the respective field event head judge to inspect competitor uniforms prior to the start of the race or field event. They are not to knowingly allow a competitor in an illegal uniform to participate in the race or field event. If a field event judge or clerk of the course is uncertain whether a uniform complies with NFHS Rule 4-3-1, the clerk of the course or judge shall obtain a ruling from the meet referee or starter before starting the event. Referee, Starters, Clerks of the Course, and field event judges must be aware that schools may have multiple uniforms that they issue to their athletes. Athletes from the same school may participate in the same event in different school issued uniforms. If a competitor changes from an inspected uniform to jersey, shorts, undergarment(s), and/or any other unapproved items, and competes in the meet in an illegal uniform, the athlete is disqualified from the event and the meet for unsportsmanlike conduct.

2) NFHS Rule 4-3-2: In relay races, the clerk of the course, referee or starter shall not disqualify a team if the uniform worn by all runners is not identical. The color of the shorts for all relay runners and the color of the track jersey (singlet) for all relay runners must be the same. Same means there can be varying shades of the one color. The printing, design and/or lettering on the track jersey (singlet) must be such that each relay runner's school can be easily identified, and that as a person views the four track jerseys (singlets) together they appear similar and the relay runner's team is easily identified. The rule for undergarments will be interpreted the same as for the uniform (ie. Same meaning similar).

3) Competitors wearing jewelry, caps, hats or adornments such as medallions and beads in the hair will not be permitted to compete as stipulated in Rule 4-3-4. Narrow head bands to keep the hair from interfering with a competitors vision will be permitted. If religious or medical medals are worn, they shall be taped to the body under the uniform as provided in Rule 4-3-4.

**E. Field Events:** Local Managers shall not permit a contestant to participate after the event judge has declared an event closed. In the field events, trials must be taken in order listed. If accommodations must be made because of a conflict, the competitor must appear in advance of, not after, the listed order of participants.

If a conflict has forced a competitor to miss his/her scheduled trial(s) in the High Jump or Pole Vault, he/she shall be given an allowance not to exceed five minutes after competition has been completed for his/her flight at the last height attempted in his flight. If he/she reports after this five-minute period, he/she shall be considered as having passed that height. In all other field events, he/she shall have a five-minute allowance after the trials in his/her flight have been completed.

In the Pole Vault, the one and one-half minute allowance for a trial, and in the High Jump, the one-minute allowance for a trial as prescribed in the NFHS Rule Book will start when the crossbar has been properly positioned for each jump/vault. In the Long Jump, Shot Put, Triple Jump and Discus Throw, the time allowance in the NFHS Rule Book for the trial will begin when his/her name is called for the trial. In the Long Jump, Shot Put, Triple Jump and Discus Throw, the judges shall measure and announce the distance after each throw in the preliminaries and finals.

In the Shot Put and Discus Throw a throwing sector of 34.92 degrees will be used during the 2006 IHSA State Series. This sector will be optional during the 05-06 regular season. However, beginning with the 2006-07 season, the 34.92 degree sector will be used at all interscholastic competition by decree of the NFHS.

**F. Running Events:**

1) The 400-Meter Dash, 4 x 100-Meter Relay and the 4 x 200-Meter Relay shall be run in lanes all the way. The start will be from staggered positions figured for two and four turns, respectively.

2) In the 4 x 400-Meter Relay, the first runners shall start from positions staggered for three (3) turns and shall run the first leg in lanes. After the first baton exchange, the second runner will run one additional curve staying in his respective lane and may cut for the pole position provided he is one full running stride ahead (approximately 7 feet) as provided in Rule 5-12-2. The lanes for the remaining exchanges will be determined by the "off the curve" system mentioned in Rule 5-9-11.

3) The 800-Meter Run, 1600-Meter Run and 4 x 800-Meter Relay will be run in alleys. In races run in alleys, seeding will be from the outside in.

4) In the 110-Meter High Hurdles and the 300-Meter Intermediate Hurdles, the space between each hurdle shall be as prescribed in Rule 5-3-8.

5) In the 800-Meter Medley Relay the start shall be from staggered positions figured for two (2) turns. The first three runners shall run their legs of the relay in their respective lanes.

After the third baton exchange, the fourth runner shall be permitted to cut for the inside lane (pole position) provided the runner is one full running stride ahead (approximately 7 feet) as provided in rule 5-12-2. Exchange zones will be permitted for all exchanges in this race. This detail was reviewed by the Track and Field Advisory Committee and they determined that the acceleration zones for all exchanges (including exchange #3 200 runner to 400 runner) should be allowed.

**G. Reporting To Clerk of Course:** At the State Final Meet,

1) All contestants in each running event shall report to the Clerk Tent at the same time. Hip numbers for the electronic timing system will be given to all competitors when they report. Race instructions shall be given to competitors in all heats after they have received their hip numbers.

2) If the heat/section to which the individual or relay is assigned leaves the tent before the individual or relay reports to the Clerk, they shall be disqualified from the event. The Assistant Referee/Conflicts will have the responsibility to oversee conflicts and have the final authority on disqualifications. These disqualifications cannot be appealed.

**H. Official Times at State Final Meet:**

1) The Official Times at the State Final meet shall be the F.A.T. (Fully Automatic Times) recorded in 1/100 seconds and the MT (Manual Times) recorded in 1/10 seconds after rounding up to the next highest (slowest) tenth of a second, as required in the Track and Field Rules.

These Official Times will be used for advancement, seeding and placement in an event. If in the preliminaries there is a tie for the last qualifying position(s) for advancement, F.A.T. times to 1/1000 and manual times to 1/100 will be used. If F.A.T. times are not available for all heats or sections of a race, the Manual Times will be the Official Times used for advancement, seeding and placement in an event.

2) Place results by the finish judges will not become official until the videotape picture of the race, if available, has been reviewed by designated officials immediately after each race.

**I. Games Committee:** A Sectional Games Committee must be appointed for each Sectional meet. The Sectional Games Committee shall be comprised of the Sectional manager and four (4) head coaches present at the Sectional Seeding meeting. The Sectional Games Committee shall render a decision on questions that might arise on the day of the Sectional meet regarding the legality of an entry under existing rules. In accordance with Rule 3-2-4, the Sectional Games Committee shall act as the final Jury of Appeals for all final appeals of officials' decisions. At the State Final Meet, the Games Committee shall be appointed and determine the legality of entries according to National Federation 3-2. The Jury of Appeals shall act in accordance to National Federation Rule 3-5.

**Note 1:** All final appeals of officials' decisions shall be submitted in writing to the Jury of Appeals by the head coach.

**Note 2:** In ruling on such final appeals of officials' decisions, the Jury of Appeals shall not set aside or waive the provisions of any Track and Field Rule or IHSA State Series Term and Condition.

**Note 3:** The decision(s) of the Meet Referee and Jury of Appeals shall be final in matters pertaining to the National Federation Track and Field Rules. Neither the IHSA Office nor the Board of Directors will review officials' or Jury of Appeals decisions whether alleged errors are due to faulty judgment or misinterpretation of the rules.

**J. Conduct:** Unsportsmanlike conduct by coaches or contestants or the use of profane language by coaches or contestants will not be tolerated and shall be penalized under the provisions of IHSA By-laws 3.150, 6.011 and 6.012 and in accordance with the Track and Field Rules.

1) In accordance with the provisions of IHSA By-law 6.033 and the Track and Field Rules, the decisions of the Meet Referee and Games Committee shall be final.

**K. Scoring:**

1) Sectional Meets: In the Sectional meets, six (6) places will be counted in determining the winning team. First, second, third, fourth, fifth and sixth places will count 10, 8, 6, 4, 2 and 1 points, respectively. Points in the relay events will be scored the same as each of the individual events.

2) State Final Meet: In the State Final meet, nine (9) places will be counted in determining the team order. First, second, third, fourth, fifth, sixth, seventh, eighth and ninth places will count 10, 8, 7, 6, 5, 4, 3, 2 and 1 points, respectively. Points in the relay events will be scored the same as each of the individual events.

3) Ties: In the Sectional and State Final meets, if individuals or relay teams are tied for any of the places for which points are scored, the points earned by the tied competitors or teams shall be split. Ties in the High Jump and Pole Vault shall be broken as provided in NFHS Rule 7-3-2-b. Ties in the Long Jump and Triple Jump shall be broken as provided in NFHS Rule 7-3-2-a. Ties in the Discus Throw and Shot Put shall be broken as provided for in NFHS Rule 6-3-2-a.

**Note:** In the State Final meet, in breaking ties for the first eight places in the High Jump and Pole Vault, the provisions of NFHS Rule 7-3-2-b shall apply. However, if any ties are broken on the basis of the number of "misses" only those "misses" recorded during the finals shall be considered.

4) Only schools that meet the six contest requirements of IHSA By-law 3.054 shall be eligible to compete for team honors in the Sectional and State Final meets. No team points shall be recorded for places won by competitors from schools that do not meet the six contest

requirements of IHSA By-law 3.054. This provision shall not alter the team order of finish or team points recorded for other contestants.

**L. Records:**

1) Any records established in the State Final Meet will be considered as the Class A, Class AA and/or all-time state high school outdoor record for the event. Marks established in meets other than the State Final Meet will not be considered for approval as a class or state high school record.

2) Records established in the Pole Vault, High Jump, Shot Put, Triple Jump and Long Jump at the State Final Meet will also be recognized as state records in situations where any of these events are held indoors.

3) National Interscholastic Records must conform to the provisions outlined in Rule 10 of the current Track and Field Rules Book.

**Note:** The Metric Records in Boys and Girls began in the 1980 Boys State Final Track and Field Meet.

**M. Special State Final Meet Provisions:**

1) The Discus Throw and Shot Put will be from concrete surfaced rings. The High Jump, Pole Vault, Triple Jump and Long Jump areas are surfaced with all-weather material. The track is surfaced with all-weather material. The indoor facilities at Lantz Fieldhouse are surfaced with a "Mando Super X" type substance. Contestants will be permitted to wear spikes no longer than one-quarter inch (1/4") or rubber-soled shoes.

2) School Packets: Head Coaches of participating schools shall pick up their school packets in Lantz Building, at Eastern Illinois University, on, Thursday of the State Final Week, beginning at 2:00 p.m. and not later than 7:00 p.m. School packets not picked up during this time shall be picked up at 8:00 a.m. for Class A schools and 11:00 a.m. for Class AA schools in the ticket booth in the Lantz Building on Friday.

**Note:** School packets not picked up during the above stipulated times will be available at the Southeast gate of O'Brien Field. However, the IHSA will not be responsible for any disqualification that might result from a coach's not picking up a school packet at the specific times and designated places stated above.

3) Relay Designation: The four (4) designated runners who will participate in the relay shall be designated when the relay team is called and reports to the Clerk of Course.

4) Thursday Practice and Warm-up At Eastern: Please refer to the State Final Instructions in the back of the School and Managers Manual for details. Schools shall observe any restricted areas that might already be prepared for use only during the State Final meet.

5) Awards Presentation: Immediately following the Finals in an event, competitors shall report to the award stand for the awards presentation in that event. Competitors also must be at the awards stand during this time for the Official Photograph of the event award winners.

**N. Special Instructions at State Final Meet:** All coaches and contestants must follow the Special Instructions found in the back of the Boys and Girls Track and Field School and Managers Manual.

**O. Pole Vault Requirements**

**1) Contestant Weigh-In**

a) **Sectional:** Each contestant in the pole vault shall be weighed in advance of the competition. Contestant shall weigh in wearing their school issued uniform, any clothing in addition to the school issued uniform that will be worn while vaulting, shoes and helmet. The combined weight of the person, all clothing, shoes and helmet will be the "competitor's weight" used to determine compliance with NFHS Rule 7-5 inclusive.

b) **State Final:** Each contestant in the pole vault shall be weighed in advance of the competition in the event each day. Contestant shall weigh in wearing their school issued uniform, any clothing in addition to the school issued uniform that will be worn while vaulting, shoes and helmet. The combined weight of the person, all clothing, shoes and helmet will be the "competitor's weight" used to determine compliance with NFHS Rule 7-5 inclusive. At the State Finals every pole vaulter will weigh in at the hospitality tent, located in the south east corner of O'Brien Field. The "competitor's weight" shall be listed on the flight card for pole vault. Judges shall check the manufacturer's pole rating with the "competitor's weight" prior to each vault.

**2) Coaches Area**

a) **Sectional:** An area will be designated for pole vault coaches in close proximity to the event.

b) **State Final:** An area designated at the retaining fence on the east side of O'Brien Stadium near the respective landing pit(s) pole vault coaches competing in the respective flight/finals shall be designated at the retaining fence on the east side of the O'Brien Stadium near the respective landing pit(s).

**Note:** During the regular season coaches will be required to complete the Pole Vault weight verification card at all meets. Athletes will not be required to weigh in at these regular season meets, but the coach must verify that the athlete has been weighed and is using a legal pole as determined by the weight of the vaulter. This card can be found online at IHSA.org.

**IX. TOURNAMENT POLICIES**

**A. Passes for the State Final Meet:**

1) A contestant number will be issued to each competitor who qualifies for the State Final, and it will admit contestant to the facility.

2) Passes for Coaches will be distributed according to the following formula: 1-5 qualifiers, school receives two (2) coaches passes; 6-10 qualifiers, school receives three (3) coaches passes; 11-above qualifiers, school receives four (4) coaches passes. Only coaches listed on the school's On-Line List of Participants

will be considered eligible to receive a coach's pass.

**Note:** Coaches who are listed on the On-line List of Participants will be issued a coaches pass. However, those coaches must meet all IHSA Coaching By-law Requirements and its subsections. (By-law 2.070). Coaches who do not meet By-law 2.070 are not eligible and cannot be entered on the On-line List of Participants.

3) A copy of the school's On-Line List of Participants must be submitted to the IHSA Office prior to the Sectional seeding meeting. No more than four (4) Coach Passes will be issued to any school.

**B. Mechanical Noisemakers:**

All mechanical noisemaking devices shall be excluded from the facilities.

**C. Signs and Banners:**

1) The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided:

a) they are in good taste and reflect good sportsmanship in their message and use;

b) they reflect identification and encouragement to participants and their school/community;

c) they are not displayed on the field of play or in a manner which interferes with competition;

d) they do not obstruct the view of participants or spectators; and,

e) they are not safety hazards.

**D. Damage to Property and Equipment:**

If contestants or people from any school entered in a state series meet are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**E. Practice (State Final):**

1) Competitors will be permitted to warm-up on the track on Thursday, from 1:00 p.m. until 8:00 p.m., between 7:00 a.m. and 8:30 a.m., on Friday, and between 9:00 a.m. and 9:55 a.m. on Saturday. The track will be cleared after these special warm-up times. Contestants shall not use the space inside O'Brien Field for warm-up or practice on the days of the State Final except at the above designated times. The track will be cleared promptly at 8:00 p.m. on Thursday after all special warm-up times.

2) Contestants warming up at other than the above times during the meet may use the southeast area behind the tennis courts and the area behind the East bleachers or Lantz Fieldhouse, but shall not use unauthorized or off limits areas.

3) **Field Event Warm-up:** The Head Judge in each field event will conduct a maximum 15-minute warm-up prior to the beginning of competition in each flight in the field events. Competitors who report promptly to the

Head Judge may participate in this warm-up. Exception: The discus competition will be permitted a 15-minute warm-up period.

**Girls Track Only**—Due to the lack of volunteer officials at the Girls State Meet, the No. 1 discus ring will be used and the other discus rings are **off limits, unless it is put into use for competition**. Competitors **shall not** use a discus ring that is **off limits** for practice **at any time**.

**F. Media Requirements:**

1) Provide Space: Space shall be set aside to provide for news media representatives covering the state series whether they be from newspapers, radio stations, over-the-air television stations and/or cable television stations.

2) Radio and TV Originators: It is the responsibility of the local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series below the State Final. Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) All media requirements for the State Final meet shall be handled through the IHSA Office.

4) Local tournament managers shall be responsible for reporting state series information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

**G. Tobacco Products**

No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

**H. Use of Inhalers**

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel,

provided the school meets the outlined procedures of self administration in the Illinois school code.

**I. Alcoholic Beverages and IHSA State Series**

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

**X. AWARDS**

**A. Sectional**

1) **Individual:** At the Sectional meets, medals will be awarded to the first six (6) place winners in each individual event and relay event.

2) **Team:** A plaque will be presented to the school winning the team championship at the Sectional meets.

3) **Duplicate Awards:** An order form for Duplicate Awards can be found on the IHSA Web Site @ <http://www.ihsa.org/forms/2005-06/duplicateawardsorderform-ties.pdf>

**B. State Final**

1) **Individual:** At the State Final meet, medallions will be awarded to the first nine (9) place winners in each individual event and relay event. In case of ties, duplicate individual awards shall be presented.

a) State Final place winners are to appear at the awards stand and receive their medallions only in their school issued uniform or school issued warm-up suit.

b) In all events, in order to be eligible for awards, individuals are required to report to their event finals at the scheduled time, unless specifically excused by the Games Committee.

2) **Team:** Trophies will be presented to the first, second and third place teams at the State Final meet and a maximum of 23 medallions (including the Superintendent, Principal and Athletic Director) will be presented to the State Final qualifiers from the first, second and third place teams. In case of ties, duplicate team awards shall be presented.

a) State Final place winners are to appear at the awards stand and receive their medallions only in their school issued uniform or school issued warm-up suit.

b) Only schools that meet the six contest requirements of IHSA By-law 3.054 shall be eligible to compete for team honors in the Sectional and State Final meets.

3) **Duplicate Awards:** Contact Cheryl Mitchell at the IHSA Office.

**XI. OFFICIALS**

**A. Appointment and Fees**

1) **Sectional:** Three (3) officials will be assigned to each Sectional Meet by the IHSA Office. The Meet Referee, Starter and Assistant Starter for each sectional shall receive the following fees: Meet Referee \$84.00, Starter \$84.00, Asst. Starter \$68.25. Host schools must either provide shells for the starter or make arrangements to pay him/her for the shells he/she provides to start the sectional meet.

2) **State Final Meet:** Five (5) officials will be assigned to the State Final Meet by the IHSA Office. The Field Referee and Meet Referee and the Class A and Class AA Starter for the State Final meet shall receive a flat fee of two hundred dollars (\$200.00). The Assistant Starter shall receive a flat fee of one hundred seventy five dollars (\$175.00).

a) **Mandatory Officials Meeting:** There will be a mandatory meeting for the Head State Finals Officials at 7:00 p.m. on Thursday at the State Final site.

b) **Head Officials Housing:** The IHSA has a block of rooms set aside for the five (5) Head Officials (mentioned above) in the dorms. The IHSA Office will be direct billed from EIU Housing for rooms. Head officials who incur an overnight lodging expense to attend the mandatory officials meeting are entitled up to three (3) nights of lodging. Head officials must notify Cheryl Mitchell at the IHSA Office, upon receipt of their State Final Officials Contract whether or not they will require housing reservations.

c) **Volunteer Officials Housing:** Reservations for University Residence Halls must be made in advance. Contact the housing department for rates and reservations. Contact Director of Housing, Eastern Illinois University, Charleston, IL 61920. Phone: (217) 581-3923.

**B. Mileage Reimbursement Policy:** The Referee/Starter will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the Referee/Starter to the IHSA Office within 30 days of the contest. The Referee/Starter will receive 25 cents per mile for every mile over 100 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. **Note:** Mileage is determined to and from the officials home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.

# Sectional Checklist for Coaches

Please use the following Sectional Checklist for Coaches, to assist you in completing various tasks and making sure you have submitted various forms by deadline dates that are important to your school's participation in the IHSA Girls and Boys Track and Field State Meet Series.

## Prior to the Sectional Seed Meeting The Online Sectional Worksheet is now called the Online List of Participants

- ( ) Read carefully the IHSA Track and Field Series Terms and Conditions included in this Manual.
- ( ) Review all portions of the IHSA Track and Field Manual that pertain to your school's participation in the IHSA Track and Field State Meet Series.
- ( ) **Online List of Participants:** Before attending the Sectional Seed Meeting, complete the online List of Participants, in accordance with the Terms and Conditions, listing the names of the two (2) competitors your school is entering in each individual event and the names of not more than eight (8) competitors your school is entering as alternates in each of the relay events. **This online form is located on the IHSA Schools Center web site.**

Schools are required to submit your schools **Online List of Participants, no later than noon Tuesday**, prior to the Seeding Meeting for the girls and boys Sectional meets. If a school does not submit the On-line List of Participants by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. At the Sectional Seed Meeting, coaches may not change names of the eight alternates in the respective relays that were submitted by the deadline. Coaches can only make changes in the case of typographical errors and/or to entries in individual events.

- ( ) If an emergency makes it impossible for you (or other school representative) to attend the Sectional Seed Meeting, the procedures outlined in the Terms and Conditions must be followed in submitting your List of Participants to the Sectional Manager. If the procedure is not followed, competitors and or coaches from your school will not be permitted to participate in the Sectional meet.
- ( ) The Sectional Seed Meeting will be held at the Sectional center on Wednesday, prior to the Girls and Boys Sectional Meets. If you have not been informed, contact your Sectional Manager to find out the time and place of the meeting.

- ( ) **Check your List of Participants to make sure you have given the full first and last names for each competitor and their year in school. Make sure you have spelled each competitor's name the same way throughout the List of Participants to prevent double entries of a participant. The information provided from you for the heat sheets is used in the State Final Program.**

**List of Participant Verification:** To verify IHSA has received your schools List of Participants, you can do the following:

1. Go to [www.ihsa.org](http://www.ihsa.org)
2. Click on Schools Center
3. Enter your schools ID number
4. Enter your schools password. Every IHSA Member School was sent Administrative Passwords for the 2005-06 school term (you may need to contact your Athletic Director to obtain this password). If you cannot locate this information, please call Cheryl Mitchell at the IHSA Office to obtain the password for you. This password enables your school to connect to the "SCHOOLS CENTER" on the IHSA web site. **Last year's password will not work.** Make sure you have the current password.
5. Complete steps 1-4 above under the Online List of Participants Step-by-Step Instructions.
6. Click on Sport/Activity Tracker (This is located on the left side under School Information. If you look next to the sport and under the List of Participants column, the chart will show how many pages were completed).

Our suggestion is for each school to print a copy of your List of Participants and take it to the Sectional Seeding Meeting, in case proof is needed before the deadline. **Once the online List of Participant Deadline passes, the option to print a copy will not be available.**

## At the Sectional Seed Meeting

- ( ) Coaches may change or decrease the total number of individual entries submitted on-line at the sectional seeding meeting. An individual entry left blank during the on-line entry process can not be filled at the sectional seeding meeting. No substitutions or changes shall be permitted in the individual events after the Sectional Seeding Meeting, except in cases of a substitution made because of school disciplinary reasons, or a disabling illness or injury to an entered contestant which must be certified to by either the high school principal or attending physician to the Sectional manager.
- ( ) Make sure you do not enter a competitor in any event unless he/she will participate in the State Final meet if he/she qualifies to advance. Doing otherwise is unfair to other competitors.
- ( ) Assist the Sectional Manager in whatever way is needed to complete the seeding for the Sectional meet, in accordance with Appendix A in this Manual.

- ( ) Participate in determining the Games Committee for your Sectional meet. The Games Committee shall also serve as the Jury of Appeals. It should include the Sectional Manager and four (4) head coaches selected from among the head coaches present at the Sectional Seed Meeting.
- ( ) Review the role and duties of the Meet Referee, Games Committee and Jury of Appeals.
- ( ) Elect a Sectional Representative who will be responsible to send a written report of the coaches' suggestions from your Sectional meet to the IHSA Office prior to June 15.

( ) **Important!** Review the Sectional heat sheet to make sure all your school's participant information is accurate before leaving the Sectional Seed Meeting. The information provided from your school for the heat sheets is imported by IHSA and used in the State Final Program. As a result of this process, **any misspelled or incorrect information is the fault of the individual's school.**

- ( ) Often schools hosting Sectional Meets must depend on the cooperation and assistance of the coaches from participating schools to provide knowledgeable, experienced, trained adults to assist with the officiating and conduct of the Sectional meet. If you are approached by a Sectional Manager to provide personnel from your school for the Sectional Meet, please follow through with this important responsibility. Track & Field is unique in this respect. We must be able to count on each other at times in order to provide the best opportunities.

**Following the Seeding and Prior to the Sectional Meet**

- ( ) In accordance with the Terms and Conditions, no changes can be made to your school's relay entries. Only changes pertaining to typographical spelling errors and/or in an individual entry may be made in accordance with the substitution provisions. The Principal/Official Representative must verify in writing to the Sectional Manager that the substitution is because of school disciplinary action or a disabling illness or injury.
- ( ) If you have been asked/assigned to provide adult personnel to serve as assistant officials or meet personnel for the conduct of the Sectional meet, make sure you select and/or train these persons so they will be knowledgeable about the job they are to perform. Be sure you give instructions to these volunteer officials or meet personnel so they will know where and when they are to report for duty and/or a pre-meet meeting with the Meet Referee, etc.

**At the Sectional Meet**

- ( ) Scratches may be made in accordance with the Track and Field Rules.

- ( ) Make sure you and your competitors do not leave the Sectional Site until at least one-half hour after the last event in which your school participated; until all final appeals have been decided in the events in which your school has participated; or, until you have received the official results for each of the events in which your school entered competitors.

- ( ) Before leaving the Sectional Site, make sure the Sectional Manager has correctly identified winners and additional qualifiers from your school who have qualified for the State Final meet.

**Following the Sectional Meet**

- ( ) Notify the IHSA Office immediately if any of your school's State Final qualifiers has a disabling injury or illness that will prevent him/her from participating in the State Final meet, or if a competitor will not be permitted to participate in the State Final meet due to school disciplinary reasons.

- ( ) **Important:** Review the Sectional Results on the IHSA Web Site. Check for any errors (name spellings, year in school, times or coaching information). If you notice any errors **do not wait until check in** at the State Final Meet to report errors. Contact Cheryl Mitchell via phone (309) 663-6377; fax (309) 663-7479 or email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)). Only those errors reported by Tuesday at 8:00 a.m. will be corrected for the Friday Preliminary State Final Program.

**For the State Final Meet**

- ( ) Review the State Final Procedures included in this Manual
- ( ) Make housing reservations for the competitors from your school. For reservations, contact Director of Housing, Eastern Illinois University, Charleston, IL 61920. Phone: (217) 581-3923.
- ( ) You may refer parents and fans from your community to the IHSA Web Site for information pertinent to this years IHSA Track & Field State Finals.
- ( ) Plan your arrival to Eastern Illinois University, Charleston, Illinois, so you can pick up your school packet in Lantz building at the designated time; and, so your competitors can take advantage of the practice and warm-up privileges for the track and field facilities at O'Brien Field, from 1:00 p.m. - 8:00 p.m., on Thursday. School packets may be picked up between 2:00 p.m. - 7:00 p.m.
- ( ) Review the time schedule for the State Final meet preliminaries and finals with your athletes. The starting height for the Pole Vault and High Jump will be determined by the Games Committee and posted on the IHSA Web Site ([www.ihsa.org](http://www.ihsa.org)) on Tuesday prior to the State Final meet.



## 2006 IHSA Track and Field Online List of Participants Instructions

**Deadline: Noon, Tuesday preceding the Sectional Meet**

The Online Sectional Worksheet is now called the Online List of Participants

The Online List of Participants is located in the "Schools Center" section of the IHSA Web Site. Schools entered in the Track & Field Meet Series are **required** to complete their school's Online List of Participants no later than **noon, Tuesday, prior to the Sectional Seed Meeting**. The Online List of Participants will serve as your schools list of Sectional/State Final entries. Follow the complete instructions outlined in this memo. Sectional Managers will download the List of Participants for each of the schools assigned to their Sectional. The information will be used to conduct the Sectional Seed Meeting and to report results to the IHSA Office following the Sectional Meet.

### Some important reminders when you complete the Online List of Participants:

1. Double-check your Online List of Participants to make sure you have given the full first, last names and year in school for each of your competitors before sending it to the web.
2. Each competitor's name must be typed the same way throughout the Online List of Participants each time the competitor's name is used. This will prevent a double entry. The IHSA utilizes the online information submitted by the school for the heat sheets and the Official IHSA Track & Field State Final Program. State Final Program errors occur because the online information was typed incorrectly on the Schools Center Web Site. If you notice a spelling error after you send it to the web, you can make changes up until the Tuesday noon deadline. Once the deadline passes, that option is not available. In that case, you must contact Cheryl Mitchell at the IHSA Office by phone (309) 663-6377; fax (309) 663-7479 or email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)) to report errors. Changes reported by the Tuesday (8:00 a.m.) prior to the State Final will be corrected prior to printing the Friday State Final Program.
3. Coaches will have an opportunity to make changes due to typographical errors and/or to individual event entries at the Sectional Seed Meeting.
4. No substitutions, changes or additions can be made to the list of eight (8) Relay Runners on the Online List of Participants after the Tuesday noon deadline.
5. A school may enter no more than two (2) participants in any event. Only one (1) team may be entered in each of the five (5) relay events. If an entry is to be scratched on the day of the meet, the local manager should be notified at least thirty (30) minutes before the event is called.
6. Enter under each event only the two (2) contestants you are most likely to start in each of the individual events and the four (4) contestants you are most likely to use and the four (4) alternates you are most likely to use in each relay event.
7. A contestant may not be entered in more events than those in which he/she could legally compete under number 5 above. (See V-C-8 in the terms and Conditions for procedures in case a contestant is erroneously entered in too many events.) Only the four (4) designated runners who actually compete in the relay will be considered participants in that relay.

## Online List of Participants Step-by-Step Instructions, Continued

8. A contestant may participate in a maximum of four (4) events (including relays).
9. Each local manager will invite coaches of the participating schools to the Sectional Seed meeting held at each sectional meet on Wednesday prior to the Sectional Girls and Boys Meets. At the meeting, heats for track events and flights for the field events will be drawn up. Each school must have a school representative at the Sectional Seed Meeting.
10. **Boys Track & Field Only**—At Eastern Illinois University, there are two runways for the Triple Jump. The “A” (short) designation is for the runway of 107” or less; the “B” (long) designation is for the runway of more than 107”. Be sure to indicate which runway length your competitor will use in the Triple Jump on the Online List of Participants. The purpose for the runway length is for placing competitors in the correct flights in the preliminaries. **At the State Meet**, the wind direction will determine the layout of the long and short runways. The middle landing pit will always be the long runway.

### Online List of Participants Step-by-Step Instructions:

1. On the World Wide Web Go to: [www.ihsa.org/schoolscenter](http://www.ihsa.org/schoolscenter)
2. Enter your schools ID number
3. Enter your schools password. Every IHSA Member School was sent an Administrative Password for the current school term last fall (you may need to contact your Athletic Director to obtain this password). If you cannot locate this information, please call Cheryl Mitchell at the IHSA Office and she will get the password for you. This password enables your school to connect to the “SCHOOLS CENTER” on the IHSA web site. **Last year’s password will not work.** Make sure you have the current password.
4. Click on Girls or Boys Track & Field
5. Click on Online List of Participants
6. Complete the online form as prompted by the directions on the web page.

**Important Note:** If you have to leave your computer while entering the Online List of Participants Information, please use the save button on the bottom of the page to save the information before leaving. The system will time-out if there is no activity. Your information could be lost and you’d have to start all over again. **Lost information will be prevented if you save the page frequently.**

**List of Participant Verification:** To verify IHSA has received your schools List of Participants, you can do the following:

1. Complete steps 1-4 above under the Online List of Participants Step-by-Step Instructions.
2. Click on Sport/Activity Tracker (This is located on the left side under School Information. If you look next to the sport and under the List of Participants column, the chart will show how many pages were completed).

Our suggestion is for each school to print a copy of your List of Participants and take it to the Sectional Seeding Meeting, in case proof is needed. Once the online Entry Deadline passes, printing a copy of the List of Participants will not be available.

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define low, moderate, high and extreme risk conditions.

## Heat Index Chart

Heat Index in °F (°C)

| Temp in °F/°C | Relative Humidity (%) |          |          |          |          |          |          |          |          |          |          |          |          |
|---------------|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|               | 40                    | 45       | 50       | 55       | 60       | 65       | 70       | 75       | 80       | 85       | 90       | 95       | 100      |
| 110 (47)      | 136 (58)              |          |          |          |          |          |          |          |          |          |          |          |          |
| 108 (43)      | 130 (54)              | 137 (58) |          |          |          |          |          |          |          |          |          |          |          |
| 106 (41)      | 124 (51)              | 130 (54) | 137 (58) |          |          |          |          |          |          |          |          |          |          |
| 104 (40)      | 119 (48)              | 124 (51) | 131 (55) | 137 (58) |          |          |          |          |          |          |          |          |          |
| 102 (39)      | 114 (46)              | 119 (48) | 124 (51) | 130 (54) | 137 (58) |          |          |          |          |          |          |          |          |
| 100 (38)      | 109 (43)              | 114 (46) | 118 (48) | 124 (51) | 129 (54) | 136 (58) |          |          |          |          |          |          |          |
| 98 (37)       | 105 (41)              | 109 (43) | 113 (45) | 117 (47) | 123 (51) | 128 (53) | 134 (57) |          |          |          |          |          |          |
| 96 (36)       | 101 (38)              | 104 (40) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 132 (56) |          |          |          |          |          |
| 94 (34)       | 97 (36)               | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 114 (46) | 119 (48) | 124 (51) | 129 (54) | 135 (57) |          |          |          |
| 92 (33)       | 94 (34)               | 96 (36)  | 99 (37)  | 101 (38) | 105 (41) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 131 (55) |          |          |
| 90 (32)       | 91 (33)               | 93 (34)  | 95 (35)  | 97 (36)  | 100 (38) | 103 (39) | 106 (41) | 109 (43) | 113 (45) | 117 (47) | 122 (50) | 127 (53) | 132 (56) |
| 88 (31)       | 88 (31)               | 89 (32)  | 91 (33)  | 93 (34)  | 95 (35)  | 98 (37)  | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 113 (45) | 117 (47) | 121 (49) |
| 86 (30)       | 85 (29)               | 87 (31)  | 88 (31)  | 89 (32)  | 91 (33)  | 93 (34)  | 95 (35)  | 97 (36)  | 100 (38) | 102 (39) | 105 (41) | 108 (42) | 112 (44) |
| 84 (29)       | 83 (28)               | 84 (29)  | 85 (29)  | 86 (30)  | 88 (31)  | 89 (32)  | 90 (32)  | 92 (33)  | 94 (34)  | 96 (36)  | 98 (37)  | 100 (38) | 103 (39) |
| 82 (28)       | 81 (27)               | 82 (28)  | 83 (28)  | 84 (29)  | 84 (29)  | 85 (29)  | 86 (30)  | 88 (31)  | 89 (32)  | 90 (32)  | 91 (33)  | 93 (34)  | 95 (35)  |
| 80 (27)       | 80 (27)               | 80 (27)  | 81 (27)  | 81 (27)  | 82 (28)  | 82 (28)  | 83 (28)  | 84 (29)  | 84 (29)  | 85 (29)  | 86 (30)  | 86 (30)  | 87 (31)  |

| Category        | Heat Index                            | Possible heat disorders  |
|-----------------|---------------------------------------|--|
| Extreme Danger  | 130° F or higher<br>(54° C or higher) | Heat stroke or sunstroke likely  |
| Danger          | 105°-129° F<br>(41°-54° C)            | *Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged* exposure and/or physical activity. |
| Extreme Caution | 90°-105° F<br>(32°-41° C)             | *Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or* physical activity.                    |
| Caution         | 80°-90° F<br>(27°-32° C)              | Fatigue possible with prolonged exposure and/or physical activity.   |

• reproduced from NWS, Birmingham, AL

# **“30-30 Rule”**

## **IHSA Lightning Safety Guidelines**

***To be used during any IHSA state series contest***

A combination of the 30-second flash-to-bang count to suspend play and the 30-minute delay after the last lightning flash to resume activity is commonly referred to as the “30-30 Rule”.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore the greatest concern for injuries in an outdoor contest appears to be during that time.

### **Advance Planning:**

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically the manager and/or officials) to make the decision to suspend play.

### **Monitoring Weather:**

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; and if an evacuation is needed, managers should also know how long it would take teams to get to their safest location.

### **Lightning Awareness**

Generally speaking, it is felt that anytime lightning can be seen, or thunder heard, risk is already present. Once that occurs, the flash to bang method should be utilized.

### **Flash to Bang Method - Criteria for Suspending Play**

If the local management does not have commercial weather warning equipment at the site or an efficient method of making accurate, timely decision on location, the “Flash to Bang” method is recommended by the National Severe Storms Laboratory (NSSL). The easiest and most convenient way to estimate how far away lightning is occurring is to use the flash to bang method. Simply count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide that number by 5 to obtain how far away in miles the lightning is occurring. For example, if the lightning flash is seen and then 15 second later the bang of thunder is heard, the lightning is 3 miles away. It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. The National Severe Storms Laboratory recommends that by the time the Flash to Bang count reaches 30 seconds, all individuals should have left the site and reached a safe structure.

### **Evacuation Plan**

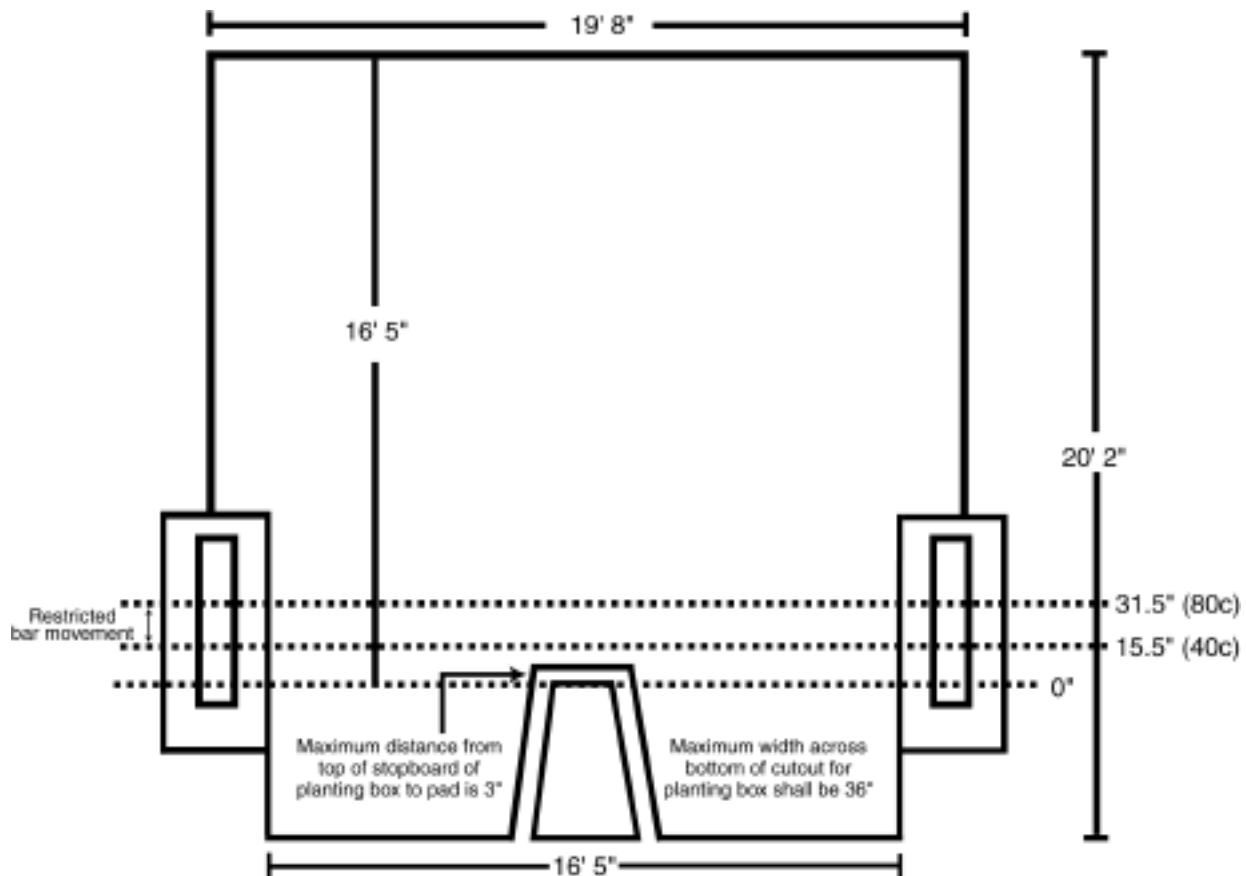
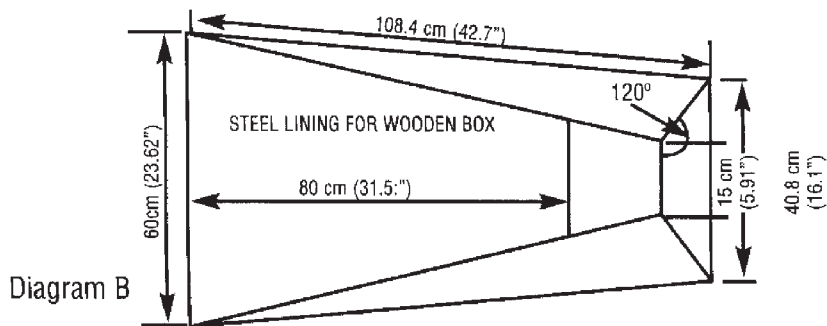
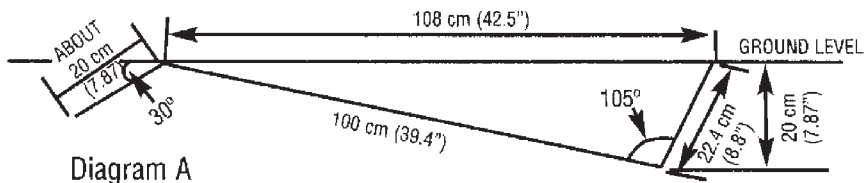
**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under a single tall tree. Avoid bathrooms and using the landline telephone. A cellular phone or portable phone is a safe alternative.

### **Resuming Activity**

The NSSL recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity. The Games Committee should determine the time to resume and announce it. Before resuming, there should be time allowed for warming up.

# Pole Vault Pit Specifications



# Seeding Procedures

All Managers: The recommended computer software sectional meet management programs are the Hy-Tek or Sydex packages. They are the only computer software programs that technical support will be provided by the IHSA Office. Contact Asst. Executive Director Scott Johnson with questions regarding these two systems only. A sectional manager may choose to use a different computer software program, or seed the meet manually. The procedures that follow should be incorporated into all manner of meet management.

## Directions and Procedures for Seeding and Making Heat and Lane and Flight Assignments for Boys and/or Girls Sectional and State Final Track and Field Meets

**Note:** In meets where FAT is used, semifinals may be eliminated. If FAT fails, you must go back to hand held times. Competitors will be advanced from prelims to finals on the basis of heat winners and next times.

**A. Seeding and Making Heat and Lane Assignments for the 100 Meter Dash, 200 Meter Dash, 100 Meter High Hurdles and 110 Meter High Hurdles.**

1. Take all the Entry Cards for the event (Example: 100 Meter Dash) and lay them out on a table.
2. Arrange them in order according to fastest time to slowest time. Entries with "NT" (no time available) should be placed at the bottom of the pile behind the other entries.
3. When entry cards have been arranged in order from fastest time to slowest time and have been rechecked for accuracy, number each card at the top center, beginning with the number "1", "2", etc. to the slowest time. (Recheck to make sure that cards are in order from the fastest time to slowest time.)

(Note: The suggestions for numbering the cards helps you to keep the cards in order.)

4. Carefully collect all cards in order with #1 on top.
5. Note the number of entries in the event.
6. Use the following key for preferred lanes:  
**Preferred lanes – 9 lane track: 5, 6, 4, 7, 3, 8, 2, 9, 1**  
 Preferred lanes – 8 lane track: 4, 5, 3, 6, 2, 7, 1, 8  
 Preferred lanes – 7 lane track: 4, 5, 3, 6, 2, 7, 1  
 Preferred lanes – 6 lane track: 3, 4, 2, 5, 1, 6
7. Determine the number of Preliminary and Semifinal heats needed by using one of the following charts for either a 6-Lane Track or an 8-Lane Track:

**Chart for 6-Lane Track**

| No. of Entries | No. of Preliminary Heats | No. of from Each Heat for Semifinals | No. of Semifinal Heats | No. Qualifying from Each Heat for Finals | No. in Finals |
|----------------|--------------------------|--------------------------------------|------------------------|--|---------------|
| to 36          | 6                        | 3                                    | 3                      | 2  | 6             |
| 37 to 42       | 7                        | 2 (plus 4 fastest 3rds)              | 3                      | 2  | 6             |
| 43 to 48       | 8                        | 2 (plus 2 fastest 3rds)              | 3                      | 2  | 6             |

**Note:** When there are 48 entries, there will be 8 heats with 6 in each heat for the Preliminaries. If there are 47 entries, there will be 7 heats with 6 in each heat and 1 heat with 5, etc.

When there are 8 preliminary heats and 2 qualifying from each heat for the Semifinals, the Semifinal heats will consist of 1 heat with 6 and 2 heats with 5 in each heat. If there are 7 Preliminary heats and 2 qualifying from each heat for the Semifinals, the Semifinal heats will consist of 2 heats with 5 each and 1 heat with 4, etc.

**Note:** In the Semifinals, fill the heats with the fastest 3rd place finishers from the Preliminaries. This will help take care of any poor seeding in the preliminary round and will make full heats for the semifinals.

These things should be noted for those persons who will be doing the seeding for the Semifinals and Finals.

### Chart for 8-Lane Track

(Note: Preliminaries are not required if there are 32 entries or less.)

| No. of Entries | No. of Preliminary Heats | No. Qualifying from Each Heat for Semifinals | No. of Semifinal Heats | No. Qualifying from Each Heat for Finals | No. in Finals |
|----------------|--------------------------|--|------------------------|--|---------------|
| 33 to 40       | 5                        | 4  | 4                      | 2  | 8             |
| 41 to 48       | 6                        | 4  | 4                      | 2  | 8             |
| 49 to 56       | 7                        | 4  | 4                      | 2  | 8             |

**Note:** When there are 56 entries, there will be 7 heats with 8 in each heat for the Preliminaries. If there are 55 entries, there will be 6 heats with 8 and 1 heat with 7, etc.

When there are 7 Preliminary heats and 4 qualifying from each heat for the Semifinals, the Semifinal heats will consist of 4 heats with 7 in each heat. If there are 6 Preliminary heats and 4 qualifying from each heat for the Semifinals, the Semifinal heats will consist of 4 heats with 6 in each heat, etc.

These things should be noted for those persons who will be doing the seeding for the Semifinals and Finals.

8. Along the left edge of a large table, put down 6 or 8 pieces of tape and write a number on each from bottom to top representing the lanes on your track. Across the top of the same table, put down as may tape pieces as you will have heats and label them left to right: Heat 1, Heat 2, etc.

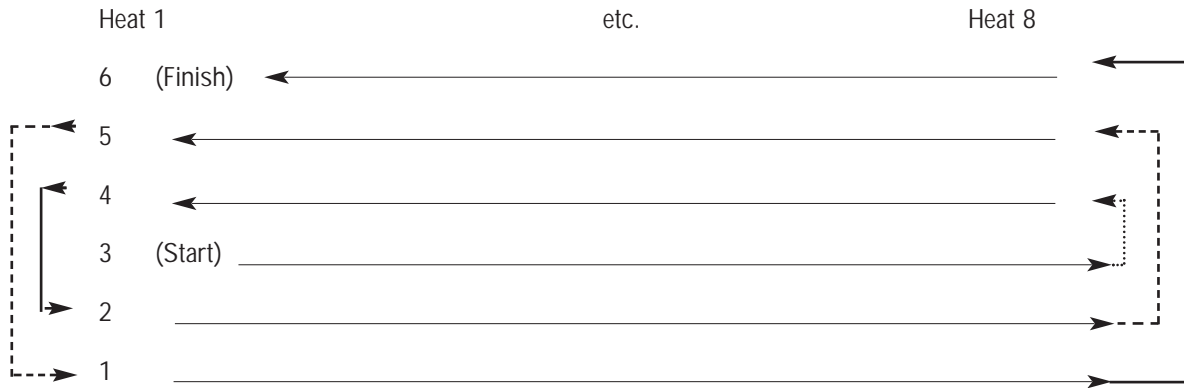
#### 6-Lane Track

|   |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
|   | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 | Heat 6 | Heat 7 | Heat 8 |
| 6 |        |        |        |        |        |        |        |        |
| 5 |        |        |        |        |        |        |        |        |
| 4 |        |        |        |        |        |        |        |        |
| 3 |        |        |        |        |        |        |        |        |
| 2 |        |        |        |        |        |        |        |        |
| 1 |        |        |        |        |        |        |        |        |

#### 8-Lane Track

|   |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|
|   | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 | Heat 6 | Heat 7 |
| 8 |        |        |        |        |        |        |        |
| 7 |        |        |        |        |        |        |        |
| 6 |        |        |        |        |        |        |        |
| 5 |        |        |        |        |        |        |        |
| 4 |        |        |        |        |        |        |        |
| 3 |        |        |        |        |        |        |        |
| 2 |        |        |        |        |        |        |        |
| 1 |        |        |        |        |        |        |        |

9. For 6-Lane Track:
  - a. Begin laying out the Entry Cards, putting the #1 card (fastest time) in Lane 3, Heat 1. Proceeding from Left to Right, lay out cards **up** Lane 3, Heat 2, Lane 3, Heat 3, etc. until Lane 3 is filled for the number of heats needed. Then, staying on the right side of the table, put the next card down in the last heat of Lane 4, Heat 8 (if that is the last heat) and working **back** from Right to Left, fill Lane 4. Next, go to Lane 2, working from left to right **up** Lane 2, then go to Lane 5, working from right to left **back** Lane 5, etc.



Guidelines are:

- Up** (Left to Right) Lane 3; **Back** (Right to Left) Lane 4
- Up** (Left to Right) Lane 2; **Back** (Right to Left) Lane 5
- Up** (Left to Right) Lane 1; **Back** (Right to Left) Lane 6

A sample table when finished with "1" representing fastest time and "48" representing slowest time would be:

**6-Lane Track**

|   | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 | Heat 6 | Heat 7 | Heat 8 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
| 6 | 48     | 47     | 46     | 45     | 44     | 43     | 42     | 41     |
| 5 | 32     | 31     | 30     | 29     | 28     | 27     | 26     | 25     |
| 4 | 16     | 15     | 14     | 13     | 12     | 11     | 10     | 9      |
| 3 | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      |
| 2 | 17     | 18     | 19     | 20     | 21     | 22     | 23     | 24     |
| 1 | 33     | 34     | 35     | 36     | 37     | 38     | 39     | 40     |

**Note:** If you have 47 entries, Lane 6 in Heat 8 would not be filled. If you have 46 entries, Lane 6 in Heat 8 and Lane 6 in Heat 7 would not be filled, etc. (When there are fewer entries than the number required to fill all the heats, leave Lane 6 in the last heats vacant and fill up the first heats. For example, if there are only 46 entries above, 46 would be moved to Heat 1, 45 to Heat 2, etc., leaving lane 6 vacant in Heat 7 and Heat 8.)

**10. For 8-Lane Track:**

- a. Begin laying out the Entry Cards, putting the #1 card (fastest time) in Lane 4, Heat 1. Proceeding from Left to Right, lay out cards **up** Lane 4, Heat 2, Lane 4, Heat 3, etc. until Lane 4 is filled for the number of heats needed. Then, staying on the right side of the table, put the next card down in the last heat of Lane 5, Heat 7 (if that is the last heat) and working **back** from Right to Left, fill Lane 5. Next, go to Lane 3, working from left to right **up** Lane 3, then go to Lane 6, etc.



Guidelines are:

**Up** (Left to Right) Lane 4; **Back** (Right to Left) Lane 5

**Up** (Left to Right) Lane 3; **Back** (Right to Left) Lane 6

**Up** (Left to Right) Lane 2; **Back** (Right to Left) Lane 7

**Up** (Left to Right) Lane 1; **Back** (Right to Left) Lane 8

A sample table when finished with "1" representing fastest time and "56" representing slowest time would be:

#### 8-Lane Track

|   | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 | Heat 6 | Heat 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| 8 | 56     | 55     | 54     | 53     | 52     | 51     | 50     |
| 7 | 42     | 41     | 40     | 39     | 38     | 37     | 36     |
| 6 | 28     | 27     | 26     | 25     | 24     | 23     | 22     |
| 5 | 14     | 13     | 12     | 11     | 10     | 9      | 8      |
| 4 | 1      | 2      | 3      | 4      | 5      | 6      | 7      |
| 3 | 15     | 16     | 17     | 18     | 19     | 20     | 21     |
| 2 | 29     | 30     | 31     | 32     | 33     | 34     | 35     |
| 1 | 43     | 44     | 45     | 46     | 47     | 48     | 49     |

**Note:** If you have 55 entries, Lane 8 in Heat 7 would not be filled. If you have 54 entries, Lane 8 in Heat 7 and Lane 8 in Heat 6 would not be filled, etc. (When there are fewer entries than the number required to fill all the heats, leave Lane 8 in the last heats vacant and fill up the first heats. For example, if there are only 54 entries above, 54 would be moved to Heat 1, 53 to Heat 2, etc., leaving lane 8 vacant in Heat 6 and Heat 7.)

11. Check each heat to make sure that 2 competitors from the same school are not running in the same heat. If need be, switch the slower of the 2 with the nearest comparable time in another heat.
12. Where several runners have an identical time, such as four with 11.5, shuffle those four cards and then draw by lot to determine which cards are laid down first, second, third, fourth.
13. Recheck layout for accuracy.
14. Go to Heat 2 and repeat procedure in step 13.
15. Label each card in the appropriate space with its heat number and lane number, for example: Heat 1, Lane 1; Heat 1, Lane 2; etc.
16. Recheck to make sure heat numbers and lane numbers are correct.
17. Pick up cards in heats, paper clip all cards in a heat together with Lane 1 on top and last lane on bottom.
18. After all heats are together, put a rubber band around all heats in the event and give to typist for typing heat sheets.
19. Semifinals and Finals: For seeding and making heat and lane assignments in the 100 Meter Dash, 200 Meter Dash, 100 Meter High Hurdles and 110 Meter High Hurdles:
  - a. If fully automatic timing (F.A.T.) is used,
    1. Heat winners on time
    2. Qualifiers on time
  - b. If fully automatic timing (F.A.T.) is not used then,
    1. **Weigh place first** (all first places are seeded first, then all second places) from qualifying races;
    2. **Weigh time second** (put all first place finishers in order according to best time first, slowest time last; then do the same with second place finishers, third place finishers, etc.)
    3. Place in heats and lanes according to step 7 through step 18 above.

20. Repeat steps 1. through 19. for 100 Meter Dash, 200 Meter Dash, 100 Meter High Hurdles and 110 Meter High Hurdles.

A. **Seeding Notes for State Final Meets:** In the Preliminaries of the 100 Meter Dash, 200 Meter Dash, 100 Meter High Hurdles and 110 Meter High Hurdles at the State Final Meet, qualifiers will be seeded on the basis of the best metric times from Sectional meets and within the heats. Lanes will be assigned according to the state final procedures contained in this manual. Qualifiers from the same school in an event will not be assigned to the same heat, **if possible without giving a school an advantage**. Nine (9) lanes will be utilized when possible and nine (9) competitors will be advanced to the Finals. Heats and lanes will be seeded by heat winners and next best times.

B. **Seeding and Making Section and Lane Assignments for the 400 Meter Dash, 4 x 100 Meter Relay, 4 x 200 Meter Relay, 800 Meter Medley Relay, 300 Meter Low Hurdles, 300 Meter Intermediate Hurdles and 4 x 400 Meter Relay.**

1. Take all the Entry Cards for the event (Example: 4 x 100 Meter Relay) and lay them out on a table.
2. Arrange them in order according to fastest time to slowest time. Entries with "NT" (No time available) should be placed at the bottom of the pile behind the other entries.
3. When the entry cards have been arranged in order from fastest time to slowest time and have been rechecked for accuracy, number each card at the top center, beginning with number "1", "2", etc. to the slowest time. (Recheck to make sure numbering is consecutive and that each card has a number.)
4. Carefully collect all cards in order with #1 on top.
5. Note the number of entries in the event.
6. The number of sections will be determined on the basis of the number of entries and number of lanes on your track.
7. If the number of entries means that fewer participants (teams) will be in some sections, these will be in the first sections. For example, if you have an 8-lane track and 54 entries, you will have 7 sections and section 7 will have 7 runners (teams) each and the other 6 sections will have 8 runners (teams) each.

(Note: When there are fewer entries than the number required to fill all the sections, leave lanes open in the first sections, making sure that each section has at least three runners (teams).)

8. The slowest group of runners (teams) are placed in Section 1, the next slowest group of runners (teams) in Section 2, and so on with the fastest group of runners (teams) being placed in the last section.
9. Recheck to make sure assignments to sections are correct. (Note: In the 400 Meter Dash, it does not matter if 2 runners from the same school are in the same section.)
10. Prepare your Entry Card layout for the draw by placing the two fastest entries in a section in the two middle lanes, the next two lanes, etc.
11. Label each card in the appropriate space with the section number and lane number. For example: Section 1, Lane 1; Section 1, Lane 2, etc.
12. Recheck to make sure section numbers and lane numbers are correct.
13. Pick up all cards in a section and paper clip all cards in the section together with Lane 1 on top and last lane on bottom.
14. After all sections are paper clipped together, put rubber band around all sections in the event and give to typist for typing heat sheets.
15. Repeat steps 1. through 14. for the 400 Meter Dash, 4 x 100 Meter Relay, 4 x 200 Meter Relay, 300 Meter Low Hurdles, 300 Meter Intermediate Hurdles and the 4 x 100 Meter Relay.

**Seeding Note for State Final Meet:** In the Preliminaries of the 400 Meter Dash, 4 x 100 Meter Relay, 4 x 200 Meter Relay, 800 Meter Medley Relay, 300 Meter Low Hurdles, 300 Meter Intermediate Hurdles and the 4 x 100 Meter Relay at the State Final meet, the best qualifiers will be seeded throughout the heats on the basis of the best metric times from Sectional meets and within the heats, lanes will be assigned according to State Final Seeding Guide and wherein possible, qualifiers from the same school in an event will not be assigned to the same heat **if this can be done without giving a school an advantage**. The State Final Seeding Guide is included in this Appendix. **Note: In all State Series Track events, there will be no shuffling for preferred lanes within a heat.**

**C. SEEDING AND MAKING SECTION AND LANE ASSIGNMENTS FOR THE 800 METER RUN, 1600 METER RUN, 4 x 800 METER RELAY AND 3200 METER RUN.**

1. Take all the Entry Cards for the event (Example: 800 Meter Run) and lay them out on a table.
2. Arrange them in order according to fastest time slowest time. Entries with "NT" (no time available) should be placed at the bottom of the pile behind the other entries.
3. When entry cards have been arrange in order from the fasts time to slowest time and have been rechecked for accuracy, count the number of entries in the event to determine the number of sections to be run by using one of the following tables for either a 6-lane track or an 8-lane track:

| 6 LANE TRACK   |                  |                     |
|----------------|------------------|---------------------|
| No. of Entries | No. of Sections* | No. in Each Section |
| 18 to 24       | 2                | 9 to 12             |
| 25 to 36       | 3                | 8 to 12             |
| 37 to 48       | 4                | 10 to 12            |

\*Depends on local facilities and width of lanes. The number in each section and the number of sections is flexible depending upon the local situation.

| 8-LANE TRACK   |                  |                     |
|----------------|------------------|---------------------|
| No. of Entries | No. of Sections* | No. in Each Section |
| 24 to 32       | 2                | 12 to 16            |
| 33 to 48       | 3                | 11 to 16            |
| 49 to 64       | 4                | 13 to 16            |

\*Depends on local facilities and width of lanes. The number in each section and the number of sections is flexible depending upon the local situation.

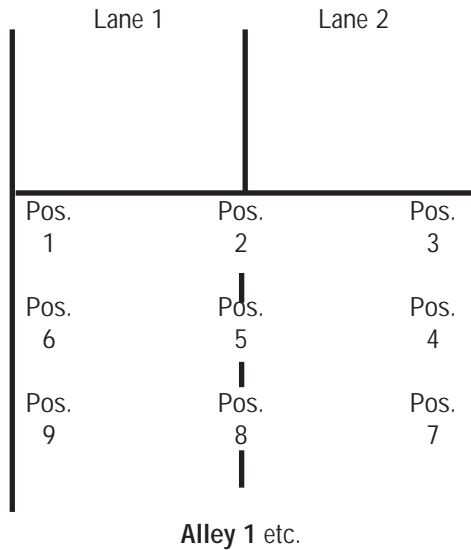
4. When you have determined how many sections or heats are needed and how many runners will be in each section or heat, divide the runners into sections or heats by putting the slowest group of runners in Section or Heat 1 and the fastest group of runners in the last section or heat.

For example: If you have 36 entries and a 6-lane track, you will have three sections or heats of 12 runners in each. The slowest group of twelve will go in Section or Heat 1; the next slowest group of twelve runners in Section or Heat 2; and, the fastest group of twelve runners will go in Section or Heat 3.

Special Note for the 3200 Meter Run: When only one section is necessary in the 3200 Meter Run, all entries are in that one and only section. When two sections or heats (maximum) are necessary in the 3200 Meter Run, the slowest half of the entries are put in Section 1 (Slow Section) and the fastest half of the entries are put in Section 2 (Fast Section).

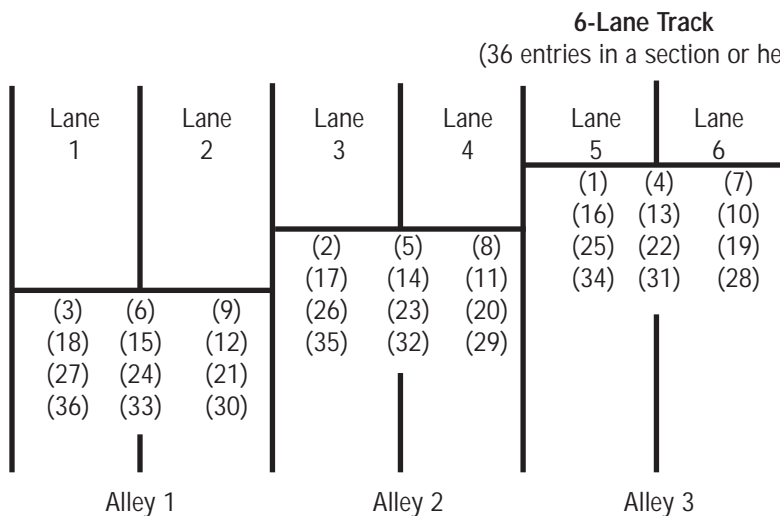
5. Within each section or heat, keep the cards in order according to the fastest time in the section/heat first to the slowest time last. Number the cards in a section or heat by putting "1" on the top center of the fastest time, "2" on the next fastest time, etc. until all cards have been assigned a number in order from fastest to slowest in a section or heat.
6. If you have curred alley lines, use the charts for the State Final Seeding Guide.

Following is a chart showing what is meant by Alleys and Positions:

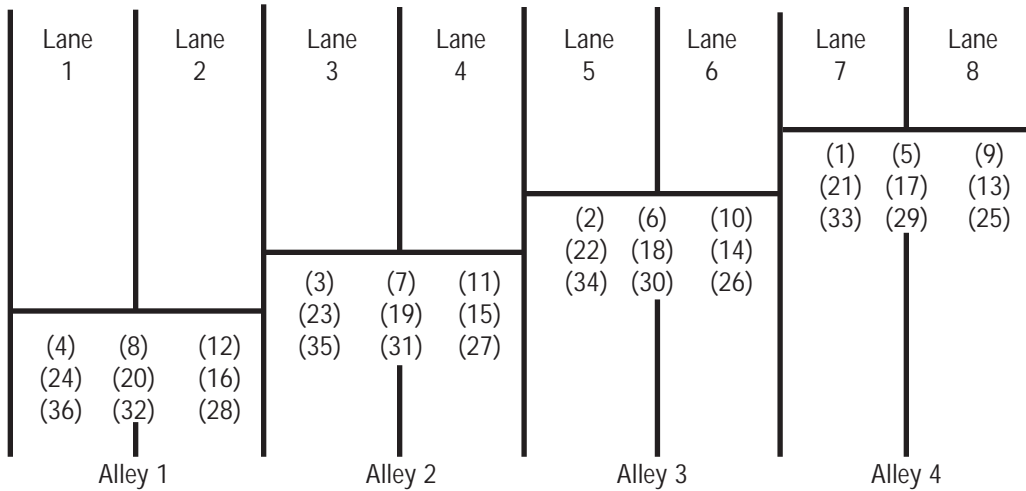


The fastest runners to the slowest runners in a section or heat are assigned to Alleys and Positions within each section or heat according to the following:

**For example:** If you have from (1) = fastest runner in a section or heat, to (36) = slowest runner in a section or heat, your alley and position assignments would be as follows for a 6-Lane or an 8-Lane Track:



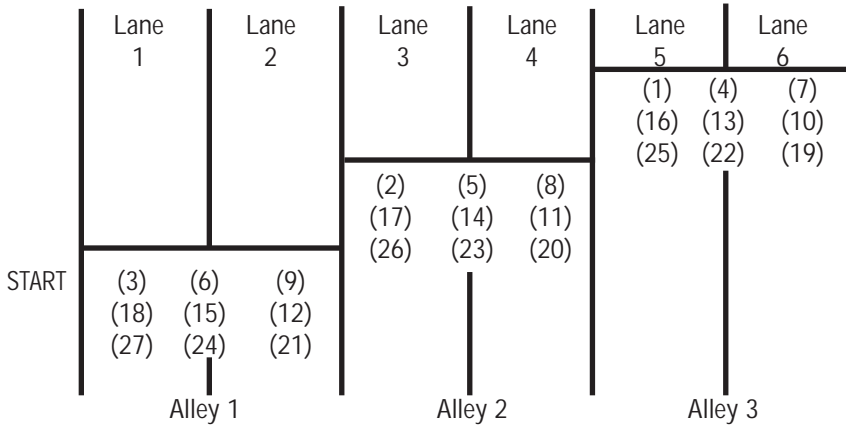
**8-Lane Track**  
(36 entries in a section or heat)



In this example, the (34) fastest runner in the section or heat is in Alley 3, Position 9.

6. The fastest runners to the slowest runners in a section or heat are assigned to Alleys and Positions within each section or heat according to the following:

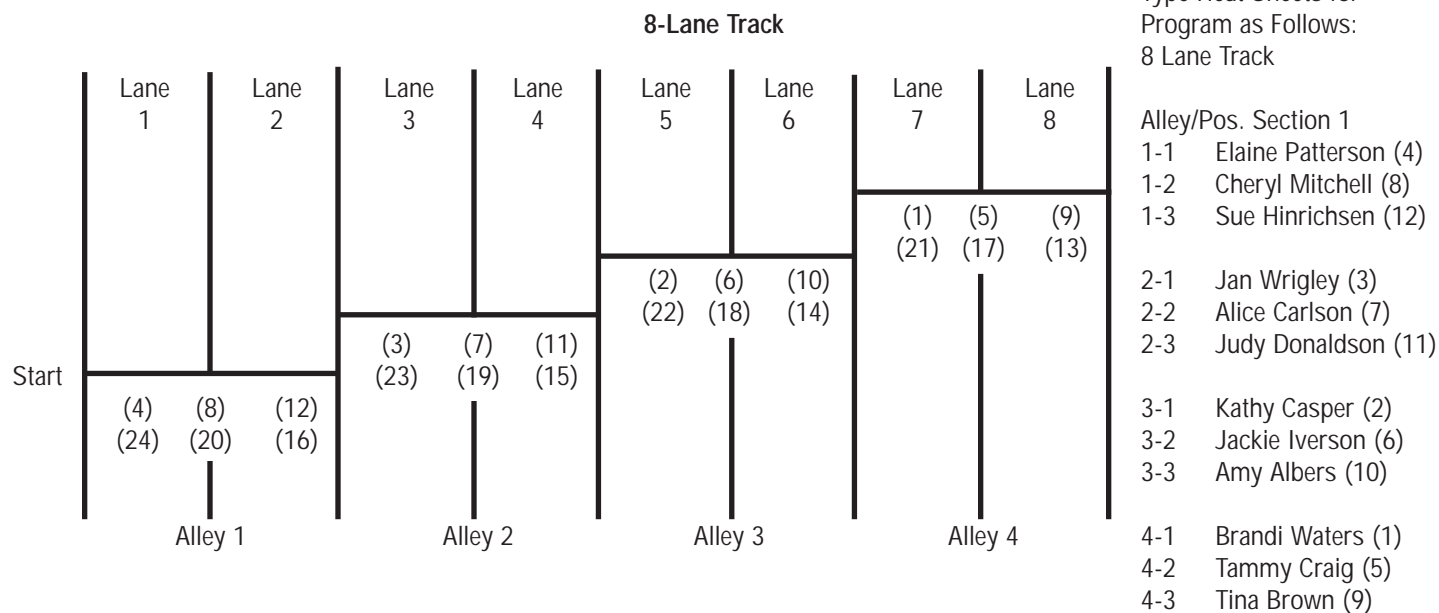
**6-7 Lane Track**



Type Heat Sheet for  
Program as follows:  
6-7 Lane Track

- Alley/Pos. Sect. 1
- 1-1 Jan Wrigley (3)
  - 1-2 Jackie Iverson (6)
  - 1-3 Judy Donaldson (9)
  
  - 2-1 Amy Albers (2)
  - 2-2 Beth Sauser (5)
  - 2-3 Cheryl Mitchell (8)
  
  - 3-1 Kathy Casper (1)
  - 3-2 Elaine Patterson (4)
  - 3-3 Alice Carlson (7)

Type Heat Sheets for  
Program as Follows:  
8 Lane Track



**For Example:** Within each section or heat, if you have an 8-lane track and 16 runners in each section or heat, assign the fastest runner in the section or heat to Alley 4, Position 1 (which is the very innermost part of the track); assign the second, third and fourth fastest runners to Position 1 in their respective alleys. Returning to Alley 4, place the fifth fastest runner in Alley 4, Position 2, etc. (See diagram 8-lane track, in this Appendix) where (1) represents the fastest runner and (16) represents the slowest runner in the section.

7. Label each card in the appropriate space with its section or heat number, Alley and Position, for example: Section or Heat 1, Alley/Position 1-1; Section or Heat 1, Alley/Position 1-2; Section or Heat 1, Alley/Position 1-3; Section 1 or Heat, Alley/Position 1-4; Section or Heat 1, Alley/Position 2-1, etc.
8. Check cards to be sure they are labeled correctly.
9. Pick up cards in sections or heats, pick up Alley 1-1 through 1-4 first, then Alley 2-1 through 2-4 next, etc.
10. Paper clip (or rubber band) all cards in a section together.
11. After all sections or heats are together, put rubber band around all sections or heats in the event and give to typist for typing heat sheets. (Typist should use format illustrated in diagram above.)
12. Repeat steps 1. through 11. for 800 Meter Run, 1600 Meter Run, 4 x 800 Meter Relay, and the 3200 Meter Run.

**Seeding Note for State Final Meet:** In the Preliminaries of the 800 Meter Run, 4 x 800 Meter Relay and the 1600 Meter Run at the State Final meet, the best qualifiers will be seeded throughout the heats on the basis of the best times from the Sectional meets and within the heats, alleys and positions on the basis of the State Final seeding plan in this manual. At the State Finals, no Preliminaries will be held in the 3200 Meter Run. For the Finals in the 800 Meter Run, 4 x 800 Meter Relay, 1600 Meter Run and the 3200 Meter Run at the State Final meet, alleys and positions will be assigned as indicated in the State Final Seeding Guide. Qualifiers from the same school in an event will not be assigned to the same heat, if possible without giving a school an advantage.

**Special State Final Note for 3200 Meter Run:** In the 3200 Meter Run, if necessary, two (2) sections are run and the breakpoints are determined by the breaks in the reported times of entries, not necessarily an even split of the runners participating.

D. **Seeding and Making Flight and Competitor Order Assignments for the Field Events Including the Long Jump, Discus Throw, Shot Put, High Jump, Triple Jump and Pole Vault.**

1. Take all the Entry Cards for an event (Example: Long Jump) and lay them out on a table.
2. Arrange the entries in the event in order according to the best mark first and the worst mark last. Entries with "NM" (no mark available) should be placed at the bottom of the pile behind the other entries.
3. When the entry cards have been arranged in order from best mark first to worst mark last and have been rechecked for accuracy, count the number of entries in the event.
4. Check to make sure the entry cards in the event are in correct order from the best mark first to the worst mark last. Then, put down the entry cards, one on top of the other and reverse the order so that the worst mark is first and the best mark is last. Number the entries consecutively from worst mark first to best mark last.
5. For the Long Jump, Triple Jump, Discus Throw and Shot Put: The number of flights needed for the event will be determined by dividing the number of entries by 9 (or additional multiples of 3). If necessary, the last flights may include 1 or 2 additional competitors or one or two less competitors.

**For example:** If there are 43 entries, there would be 5 flights, four flights of 9 each and 1 flight with 7. Or, if there were 45 entries, there would be 5 flights with 9 in each flight. But, 9 is usually used as the base number for determining number of needed flights.

6. For the Long Jump, Triple Jump, Discus Throw and Shot Put: When the number of flights has been determined, count off the number of worst marks needed for Flight 1, keeping them in order according to worst mark first and best mark in Flight 1 last. Continue until entries are grouped in flights for the event and recheck to be sure flights are correct. (Note: Preliminaries are held in these four field events.)

Complete steps 1. through 6. for the events of Long Jump, Triple Jump, Discus Throw and Shot Put. Lay the flights for all these events out on a large table and proceed with laying out the High Jump.

7. For the High Jump and Pole Vault: Complete steps 1. through 4. for the High Jump and Pole Vault. Since only Finals are held in the High Jump and Pole Vault at the Sectional meets, the competitor order is from worst mark first to best mark last.

**Special Note:** The Sectional Games Committee should decide whether the High Jump and Pole Vault events shall be conducted in accordance with Rule 7-4-10 or Rule 7-5-17 (continuous flight with "five alive" concept).

8. At this point, you should have the flights for all field events laid out on the large tables. Step 8. is included so that you can view the flights of all field events and see if flight assignments have created conflicts for some field event competitors — that is, is the same competitor assigned to Flight 1, for example, in more than one field event? Or, is a competitor assigned to Flight 3 in more than one field event? If this is the case, eliminate anticipated conflicts by switching entry cards of the competitor who may have a conflict with a competitor in another flight who is at the top or bottom of the other flight.
9. After all anticipated conflicts have been eliminated for competitors in the field events (as much as possible), recheck to see if flights for all field events are in the correct competitor order for the flights, remembering that the order for the Triple Jump, Long Jump, Shot Put and Discus Throw is from worst mark in the flight to the best mark in the flight and the competitor order for the High Jump and Pole Vault is from the worst mark to the best mark, label each card in the appropriate space with its flight number and competitor order for number. For example: Flight 1, Number 1 or 1-1, Flight 1, Number 2 or 1-2, etc.
10. Recheck to be sure cards are labeled correctly for each flight in an event.
11. Pick up cards in flights, in order with competitor Number 1 on top and Competitor Number 9 (if that is the last competitor in the flight) on the bottom.

12. Paper clip (or rubber band) all cards in a flight together.
13. After you have picked up all flights of an event, put rubber band around all flights in the event and give to typists for typing heat sheets. (Typist should type event in flights, with competitor Number 1 listed first, etc.)
14. Seeding for the Finals in the Long Jump, Triple Jump, Discus Throw and Shot Put:
  - a. The best 12 performances plus ties for 12th in the Preliminaries for these four events qualify for the Finals.
  - b. The order for performance for the Finals shall be such that the competitor with the best performance in the Preliminaries shall be the last competitor in the Finals, the competitor with the worst qualifying mark in the Preliminaries shall compete first in the Finals.
  - c. Competitors who qualify for the Finals are allowed three additional trials. The place winners are determined on the basis of best performance in either the Preliminaries or the Finals.

**Seeding Note for the State Final Meet for the Field Events:** In the Preliminaries of the **High Jump, Long Jump, Shot Put and Pole Vault** at the State Final meet, the best qualifying English marks from the Sectional meets will be put in the **first flight**. In the preliminaries of the **Triple Jump and Discus Throw** for the State Final meet, the best qualifying English marks from the Sectional meets will be put in the **last flight**. (Note: A coach may, in advance of the competition in the field events, request a change of flights due to conflicts.)

**Note for State Final:** In the Long Jump, Shot Put, Triple Jump and Discus Throw, the twelve (12) best qualifying marks in the Prelims, plus any ties for advancing qualifying marks, will advance from Preliminaries to the Finals. In the High Jump and Pole Vault a minimum of nine (9) competitors will advance from Preliminaries to the Finals. The order of competition in the Finals shall be in the reverse order of placement of qualifiers in the Preliminaries; that is, the competitor with the best qualifying mark in the Preliminaries shall be last in the order for the Finals, etc.

**Special Note about English Measurements for the Field Events:** For the Girls and Boys Track and Field State Series all measurements in the field events will be English measurements. The only time that the metric marks will be noted will be for national record purposes when the metric mark achieved will be noted in parenthesis following the English height or distance.

## State Final Seeding Guide (curved Alley Lines)

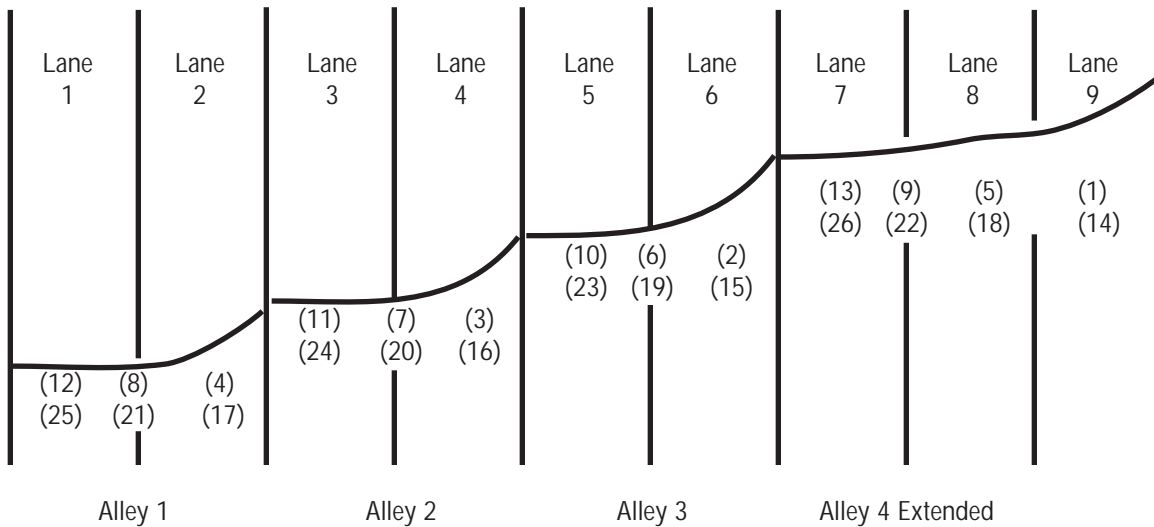
(1) The preferred lanes for a 9-lane track for order of seeds:

Lanes: 5, 6, 4, 7, 3, 8, 2, 9, 1

(2) Preferred alleys and positions within alleys:

| Alley positions  | 1st row positions,<br>each alley<br>(outside in) | 2nd row positions,<br>if needed |
|------------------|--|---------------------------------|
| Alley 1          | Seeds 12, 8, 4                                   | Seed 17                         |
| Alley 2          | Seeds 11, 7, 3                                   | Seed 16                         |
| Alley 3          | Seeds 10, 6, 2                                   | Seed 15                         |
| Alley 4 Extended | Seeds 13, 9, 5, 1                                | Seed 14                         |

**9-Lane Track**  
(Preferred Alley and Positions with Alleys)



(3) **Field Events:** Please see **Seeding Notes for Field Events for State Final Meet** included in this Appendix.

### Seeding For Heats Run In Alleys At State Final

(Note: Terms and Conditions provide that the No. 1 seed compete in the last heat, the No. 2 seed in the next-to-last heat, No. 3 seed in the third from last heat, etc.)

Heat 1

|          |         |         |         |
|----------|---------|---------|---------|
| Alley 1  | Alley 2 | Alley 3 | Alley 4 |
| 34-22-10 | 33-21-9 | 28-16-4 | 27-15-3 |

Heat 2

|          |         |         |         |
|----------|---------|---------|---------|
| Alley 1  | Alley 2 | Alley 3 | Alley 4 |
| 35-23-11 | 32-20-8 | 29-17-5 | 26-14-2 |

Heat 3

|          |         |         |            |
|----------|---------|---------|------------|
| Alley 1  | Alley 2 | Alley 3 | Alley 4    |
| 36-24-12 | 31-19-7 | 30-18-6 | 37-25-13-1 |

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### Seeding For Heats Run In Lanes At State Final

(Note: Terms and Conditions provide that the No. 1 seed compete in the last heat, the No. 2 seed in the next-to-last heat, No. 3 seed in the third from last heat, etc.)

| Lane | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5      |
|------|--------|--------|--------|--------|-------------|
| 9    | 36     | 37     | 38     | 39     | 40          |
| 8    | 26     | 27     | 28     | 29     | 30          |
| 7    | 16     | 17     | 18     | 19     | 20          |
| 6    | 6      | 7      | 8      | 9      | 10          |
| 5    | 5      | 4      | 3      | 2      | 1 ← (Start) |
| 4    | 15     | 14     | 13     | 12     | 11          |
| 3    | 25     | 24     | 23     | 22     | 21          |
| 2    | 35     | 34     | 33     | 32     | 31          |
| 1    | 45     | 44     | 43     | 42     | 41          |



## Track & Field Information



- [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)
- Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Girls & Boys Track & Field Sectional Managers

The Illinois High School Association appreciates that your school is willing to host an IHSA Girls and/or Boys Sectional Track & Field Meet. You have been designated as the person who will serve as the local Meet Manager. The IHSA appreciates your help in conducting a successful Sectional Meet.

This section of the Track & Field Manual has been prepared for the Meet Manager to assist you in completing the many responsibilities you have as a local sectional Meet Manager. You have a big job and we hope this manual will be helpful to you. Following the Sectional Meet, if you have suggestions for improving the manual, please write them to me at the IHSA Office.

**Sectional Officials:** IHSA will assign the referee, starter and assistant starter at each sectional. They will be licensed officials from the 2006 Availability List compiled from the data obtained from licensed officials at the annual rules interpretation meetings.

**List of Participants/Relay Cards:** Sectional Managers are required to use the data provided to them from the IHSA Office. Please do not request List of Participants and/or Relay Cards from schools assigned to your Sectional. Many errors have been caused because managers have made errors when retyping the information. IHSA will provide all information to you. The IHSA Office will release the List of Participants for the schools assigned to your sectional, no later than Tuesday @ 3:00 p.m. prior to the Seeding Meeting. IHSA is attempting to make this process as easy on our managers as possible. Each schools List of Participants becomes "Official" once the Tuesday, noon deadline expires. This is the only list to be used in conducting the Sectional hosted by your school.

**Seeding Meeting:** Please contact Cheryl Mitchell via phone (309) 663-6377; fax (309) 663-7479 or email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)) with a list of schools who did not attend the Sectional Seeding Meeting, no later than 9:00 a.m. on Thursday following the Seeding Meeting.

**Conducting Pole Vault:** If your site is not equipped to conduct Pole Vault, you should work with a nearby facility (IHSA Member School, Junior College, University, etc.) to conduct the event outdoors, unless weather becomes a factor. You may start the event earlier in the day at the alternate site. For a meet on Friday, you may start the event at the alternate site no earlier than 1:00 p.m. Be sure to secure personnel (including a licensed IHSA Track and Field official) to assist in the conduct of the event at the seeding meeting. All competitors in Pole Vault must weigh-in before they compete. Pole Vault Weight Verification Cards are included with this mailing to use for the meet you are hosting.

**Internet Results Reporting:** Each Sectional Meet Manager is required to report your sectional results to the IHSA Office. Be sure to have someone on hand to enter the data on an event-by-event basis, being able to insert the last event as it happens, and then being able to **transmit that data to the IHSA Office via the internet within one hour following the conclusion of your meet**. Review procedures for this elsewhere in this manual. If you notice errors after the results have been posted, please contact Cheryl Mitchell via phone (309) 663-6377; fax (309) 663-7479 or email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)). Only those errors reported by Tuesday (prior to the State Final) at 8:00 a.m. will be corrected for the Friday Preliminary State Final Program.

**Weather Conditions:** Sectional host schools are selected on the basis of their all-weather facilities and their capability of completing a Sectional Meet no later than Saturday. The majority of Sectional Meets are scheduled for Friday night to allow for a "rain" date on Saturday. Unsafe weather conditions might make it necessary to suspend a Friday night Sectional Meet until Saturday. But remember, there is no guarantee the weather will be better the next day. It is the responsibility of the local Sectional Manager and Games Committee to make every effort to complete the Sectional Meet on the date scheduled. It may become necessary to suspend an event or the meet temporarily due to a severe storm or unusual weather conditions that cause competition to become hazardous. However, the competitors and coaches should be held at the site to wait for clearing of weather conditions. Since time is of the essence, suspended meets or events should be reconvened on the same day as soon as the safety of the competitors is assured.

**Saturday Sectional Meets:** Before suspending a Saturday Sectional Meet, the Meet Referee and Manager must obtain permission to do so from the IHSA Office.

Your cooperation and assistance in this important matter will be appreciated. My sincere best wishes to you for a successful Sectional Meet. Once again, thanks for hosting!

Sincerely,

Ron McGraw  
Assistant Executive Director

## I. First Things First For Your Sectional Meet:

As soon as you receive notice that you will be hosting a Boys and/or a Girls Sectional Track and Field Meet, begin work on the following items:

1. Review the Terms and Conditions for the Boys or Girls included in this mailing, keeping in mind that whenever a conflict arises between the rules and the Terms and Conditions that the Terms and Conditions prevail.
2. Reserve the necessary track and field facilities.
3. Prepare an informational letter to be sent to the head coach of each school entered in your Sectional meet. Include the following:
  - a. Time, date, location of Sectional meet
  - b. Time, date, location of the Sectional Seeding meeting (emphasize that each school must be represented)
  - c. Determine whether Manual or FAT time will be used in the meet.
  - d. What to bring to Seed Meeting — printout of Online List of Participants. (Please see instructions for completing List of Participants included in this manual.)
  - e. It is mandatory for the head coach (or another school representative) to attend the Sectional Seeding Meeting.
  - f. Description of track and field facilities — type of surfaces, shoes and length of spikes allowable. (Please see Rule Book.)
  - g. Facilities for dressing and showers (indicate whether schools are to provide their own towels and locks)
  - h. Availability and cost of refreshments
  - i. Diagram of track and field events areas
  - j. Order of Events (see Terms and Conditions)
  - k. Time Schedule
  - l. Emphasize that all competitors and coaches **must** report to the Sectional meet at a particular time, even if there is inclement weather.
  - m. Indicate that the Sectional meet will be held unless the weather involves a safety hazard to competitors — may temporarily postpone and when weather clears, proceed with meet, etc.
  - n. Indicate Sectional price of admission (\$5.00 per person)
  - o. Tell them where to pick up contestant numbers on Sectional meet day (if used)
  - p. Indicate where and when winners should pick up awards
  - q. If needed, request schools to provide personnel to help with the meet (perhaps assign schools to provide certain officials)
  - r. Indicate information needed by persons from the school who will be used as officials — when, where they are to meet, their duties, etc. (Extremely important)

4. Assign Sectional meet officials and personnel. IHSA will assign the Referee, Starter and Assistant Starter.

Probably the most important aspect of a successful Sectional meet is the early selection and appointment of meet officials and meet personnel. The care and attention given to this important function by the Meet Manager will be reflected in a smooth-running, successful meet for all concerned.

If needed schools participating in your Sectional can be asked to supply some responsible adults to serve as officials or to assist you with the conduct of the Sectional meet.

Officials should know their duties. If at all possible, the officials should have had experience in working other meets prior to the Sectional. (Duties of officials are included in the rule book.)

#### **Pre-Meet Meetings for Officials:**

Head officials should be asked to report for a meeting with the Meet Referee and Meet Manager prior to the Sectional meet. It would be helpful to hold this meeting well in advance of the meet.

All meet officials should be asked to report for a meeting on the day of your meet, allowing enough time before the start of the meet to be sure assistant officials have met with the Meet Referee and head officials and are ready to assume their duties when the meet is scheduled to begin.

If participating schools are responsible to furnish officials and other personnel, **they should submit those names to the Meet Manager at the Sectional Seed Meeting.** At that time, the Meet Manager can tell the school representative what assignments these persons will have and distribute any supplementary information for officials and personnel. Impress upon the school representatives the important responsibility they have in providing meet officials and personnel who are knowledgeable, experienced and competent.

- a. General Officials:

- Meet Referee (IHSA Assigns)
- Meet Director
- Games Committee (will act as Jury of Appeals)
- Scorers
- Custodian of Awards
- Medical Personnel
- Announcers
- Marshals
- Press Steward
- Surveyor

- b. Track Event Officials:

- Starter (IHSA Assigns)
- Assistant Starter (IHSA Assigns)
- Clerks of Course
- Finish Judges
- Finish Line Recorder
- Timers
- Timing Device Operator(s) (Fully Automatic Timing)
- Chief Finish Evaluator (Fully Automatic Timing)
- Umpires
- Hurdle Setters and Block Setters
- Wind Gauge Clerks
- Record Clerks

c. Field Event Officials:

Head Field Event Judge  
Inspector of Implements  
Field Event Judges  
Markers  
Measurers

5. Pre-meet Equipment Checklist

(Note: Following is a pre-meet checklist that may be used by the Meet Manager. Working in conjunction with the local equipment chairman to secure these items, they may be furnished by participating schools or borrowed from neighboring schools if they are not available at the host school. Items may be put in boxes for use in the various events, set aside and picked up at the scorer's table by the appropriate official prior to the beginning of the meet. Equipment should be picked up and returned to one specific area known to everyone involved. Items may need to be added to or deleted from the following checklist depending on local needs.)

- ( ) Contestant numbers and safety pins (if used)
- ( ) Passes for coaches (for spectator seating area only — tags or nametags)
- ( ) Passes for Officials (badges, tags or nametags)
- ( ) Passes for Workers (badges, tags or nametags)
- ( ) Passes for Press/Reporters/Photographers (for specified areas only — badges, tags or nametags)
- ( ) Stopwatches (at least 14 for 6-lane and at least 18 for an 8-lane track, synchronized — have check-out and check-in list)
- ( ) Scales (for weighing shots and discuses)
- ( ) Vaulting Box - 105 degrees - Pole Vault standards and 1 safe landing pit
- ( ) Crossbars for High Jump (2)
- ( ) Crossbars for Pole Vault (2) — measuring bar for pole vault
- ( ) Legal Pole Vaulting Landing Pit
- ( ) Standards and Landing Pit for High Jump
- ( ) Landing Pit for Long Jump and Triple Jump
- ( ) Take-off line for Triple Jump and Long Jump (should be properly marked)
- ( ) Whistles for Meet Referee, Starter, Assistant Starter and Head Finish Judge (or flag)
- ( ) Clipboards for Clerk of Course, Head Timer, Head Finish Judge and for Head Judge in Discus Throw, Long Jump, High Jump, Shot Put, Triple Jump and Pole Vault (few extra)
- ( ) Track Report Forms for Head Finish Judge (if used)
- ( ) Markers for Discus Throw and Shot Put (could use tongue depressors or surveyors' pins with white tape so contestant's number can easily be written on marker)

- ( ) Finish Yarn (very soft, white or orange, to be stretched at the finish line 4 feet above track)
- ( ) Measuring tapes (fiberglass, nylon or steel — 50' for Long Jump; 25' for High Jump; 100' for Shot Put and Triple Jump; 250' for Discus Throw, if possible)
- ( ) Flight cards for Discus Throw, Shot Put, Long Jump and Triple Jump (for recording preliminary and final trials by Judges)
- ( ) Flight cards for High Jump and Pole Vault (for recording three trials at each height)
- ( ) Starters Pistols (for Starter and Assistant Starter — should be at least .32 caliber) **and Black powder shells (for starters' pistols — will need abundant supply)**. Supply shells or plan to pay the Starter for using his shells as per Terms and Conditions.
- ( ) If a Starters Pistol is not to be used, an approved electronic gunless device is allowed by National Federation Rules.
- ( ) Batons (for relays — may be used by relay teams in case illegal batons impounded)
- ( ) Wet or dry line marker (for renewing starting lines, finish line and relay zone lines)
- ( ) (Girls) Low Hurdles (30" high — 10 for each lane, 5 spares in case of breakage)
- ( ) (Girls) High Hurdles (33" high — 8 for each lane, 5 spares in case of breakage)
- ( ) (Boys) Intermediate Hurdles (36" high — 8 for each lane, 5 spares in case of breakage)
- ( ) (Boys) High Hurdles (39" high — 10 for each lane, 5 spares in case of breakage)
- ( ) Public address system with microphone (for Announcer — make sure it is working properly)
- ( ) Chart of track layout (should show various starting lines — should be posted in each dressing room and distributed to coaches of participating schools prior to the meet — should state which races are to be run from a single starting line, which are to be staggered around one turn and which are to be run in lanes the entire distance — should show relay exchange zones)
- ( ) Scorers tables and chairs (or facilities for scorers, working press and radio — should be placed so that they are easily accessible to runners bringing results from finish line)
- ( ) Anemometer(s) — if available
- ( ) Rules Book (current edition — National Federation Track and Field Rules)
- ( ) Red and White Flags (for field event judges)
- ( ) Yellow and White Flags (for umpires)
- ( ) White Flag (optional for Finish Judge)
- ( ) Scoresheets (for scorekeepers)
- ( ) Master Scoresheet (or large scoreboard)
- ( ) Awards (carefully sorted and labeled — awards table)
- ( ) Computers to be used for seeding and scoring the meet and for sending Winner Result Forms via the IHSA Web Site to the IHSA Office following the meet. These results can be sent via e-mail or faxed to local media and photocopied for the coaches.

- ( ) Abundant supply of sharp pencils, paper clips, rubber bands, felt tip markers, stapler(s), staples, scissors, paper, masking tape and index cards (for use at scorer's table)
- ( ) Tickets (or stamp for ticket sellers - ticket takers)
- ( ) Money boxes for Ticket Seller(s) (and money for making change)
- ( ) First Aid kit and first aid supplies
- ( ) Rope for checking hurdle alignment (with proper markings)
- ( ) American Flag (for flag raising ceremony or should be already on flagpole)
- ( ) Tape, CD or other recording of National Anthem
- ( ) Copy machine and paper (for running meet results)
- ( ) Foul flags (for throwing sector lines of Discus Throw and Shot Put)
- ( ) Stands for Timers and Finish Judges at the finish line
- ( ) Rakes (for Long Jump and Triple Jump pit — might also have water available to wet down pit)
- ( ) Shot (legal shot that may be used by competitor in case illegal shot impounded)
- ( ) Discus Throw (legal discus that may be used by competitor in case illegal discus impounded)
- ( ) Starting blocks available (particularly if track surface prohibits use of some types of starting blocks)
- ( ) Bull horn (for starter)
- ( ) Award stand (and area designated for awards stand)
- ( ) Contestant benches (for field event areas)
- ( ) Contestant benches (for competitors in staging area for use by Clerk of Course in lining up competitors)
- ( ) Supplies and equipment ready for officials [including shells for the starter(s)]
- ( ) Proper length spikes to be available for sale on day of meet (Note: Rules no longer require host school to have spikes available for sale but you should know where schools may purchase them if necessary.)

## II. Sectional Seed Meeting and Seeding

Each school is responsible for its own school's List of Participants for the Boys and/or Girls Sectional Track and Field Meet. .

**Sectional Games Committee:** (Jury of Appeals) The Sectional Manager, together with four (4) Head Track and Field Coaches who are in attendance at the Sectional Seed Meeting shall serve as the Games Committee and Jury of Appeals for your Sectional Meet. **At the beginning of the Sectional Seed Meeting, have the coaches who are in attendance elect four (4) head coaches who will serve on the Games Committee.** The Sectional manager will chair the Sectional Games Committee.

The **Sectional Games Committee** will assist the Sectional Manager to ensure the meet runs smoothly and, in accordance with Rule 3-5, will serve as the **final** Jury of Appeals of any appeals that might arise during the meet. **The Sectional Manager will instruct the schools about the role of the Sectional Games Committee.** (Jury of Appeals)

(See Terms and Conditions about submitting times and marks for seeding purposes at Sectional meets.) **Note: Different qualifying times for Manual and FAT are available in the Terms & Conditions.**

**Sectional Seed Meeting:** It is mandatory for the head coach (or another school representative) to attend the Sectional Seeding Meeting.

Any coach (or other school representative) who is unable to attend the Sectional seed meeting must have the Principal/Official Representative telephone the Sectional manager to verify the excused absence and must also verify the excused absence in writing to the Sectional manager prior to the start of the Sectional meeting.

The Coach (or other school representative) who is excused must send the completed List of participants by certified mail or fax so it reaches the Sectional manager prior to the beginning of the Sectional seed meeting.

If the coach (or other school representative) fails to comply with these provisions, the boys/girls and/or head coach from that school shall not be permitted to participate in the Sectional meet.

The main purpose of the Seed Meeting is to draw up the heats/sections and flights for the Sectional meet. Since this is a rather lengthy order of business, begin the seeding process right away. Then, other matters of business may be discussed later.

Once the entries have been completed and the Heats and Flights finalized at this meeting, the Sectional Manager must provide the coach of each school with a complete set of heat sheets before they leave the meeting.

It is suggested that the Sectional seed meeting be held in a large room that has several large tables for seeding events.

After a call to order and introduction of the coaches, follow each of the steps below:

1. Refer the coaches to the data the computer software program has created. Give each coach a pile of blank "4x6" cards and have the coach refer to her/his List of participants and write each of her/his entry changes from the online list of participants. These changes are to be given to the Sectional Manager to input into the computer software program and are not to be discussed by the coaches.

Event No. as listed in Boys or Girls  
Terms and Conditions

Name of Event → 4 x 100 METER RELAY (10) Time: \_\_\_\_\_ ← Best Interscholastic Time this Season

Full School Name as Listed on Assignment Sheet → \_\_\_\_\_ School

PRELIMINARIES:

|      |      |      |       |
|------|------|------|-------|
| Heat | Lane | Time | Place |
|------|------|------|-------|

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FINALS:

|      |      |      |       |
|------|------|------|-------|
| Heat | Lane | Time | Place |
|------|------|------|-------|

Event No. as listed in Boys or Girls  
Terms and Conditions

Name of Event → 4 x 200 METER RELAY (2) Time: \_\_\_\_\_ ← Best Interscholastic Time this Season

Full First and Last Name, Year in School → \_\_\_\_\_ (Name) \_\_\_\_\_ (School) ← Full School Name as listed on Assignment Sheet

PRELIMINARIES:

|      |      |      |       |
|------|------|------|-------|
| Heat | Lane | Time | Place |
|------|------|------|-------|

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FINALS:

|      |      |      |       |
|------|------|------|-------|
| Heat | Lane | Time | Place |
|------|------|------|-------|

- Name of event (in upper left hand corner)
- Event no. as indicated in Terms and Conditions (in parenthesis following name of event)
- Best interscholastic mark this season
- Participant's full name and year in school
- Full school name (This means town and school name, Ex. Tolono (Unity))
- **BE SURE TO GIVE FULL NAME OF COMPETITOR (FIRST NAME/LAST NAME/YEAR IN SCHOOL) AND COMPLETE NAME OF SCHOOL AS IT APPEARS ON ASSIGNMENT SHEET — NO ABBREVIATIONS**

2. Assign committees of coaches to assist with the seeding of the various events. After a committee is finished seeding an event, have another group check it to be sure it is correct. A final quick check should be made by the local manager before the event is given to the typist for typing heat sheets. The Games Committee and the meet manager (and the Meet Referee, Starter, if in attendance) should be present to direct the seeding process.
3. Conduct the seeding and make heat and lane assignments for **Track Events** and make flight and competitor order assignments for **Field Events** by following, step by step, the **Procedures** included in Appendix A of this Handbook. (All participating schools have received a copy of Appendix A in accordance with the Boys or Girls Terms and Conditions.)
4. In addition to the seeding, other items to be covered at seed meeting include:
  - a. Determining a **Time Schedule** for the Sectional Meet:
    1. Time Schedule is based on number of heats/sections and flights in each event and the **Order of Events**. Must adhere to the time schedule even if scratches could allow the meet to proceed faster.
    2. **Order of Events**: Clearly stated in Boys or Girls Terms and Conditions.
    3. Should be typed and put on the front of heat sheets (and included in program).
  - b. **IHSA Relay Entries** for 4 x 100 Meter Relay, 4 x 200 Meter Relay, 800 Meter Medley Relay, 4 x 400 Meter Relay and 4 x 800 Meter Relay;
 

**Note:** In Illinois, for both the Boys and the Girls Track and Field State Series Meets, the names of no more than eight (8) runners may be entered on the online List of Participants. A runner becomes a **participant** in a relay event when the relay team of which he/she is a **designated runner** reports to the Clerk when the event is called. The four (4) **designated runners** must be from among the eight (8) competitors listed for the relay on the List of Participants.

    1. Explain that it is the responsibility of the Head Coach to make sure that all relay team members are legal entries.
  - c. Establish beginning height of high jump crossbar (Games Committee) and establish the beginning of pole vault crossbar (Games Committee).
  - d. Review **all** items written in informational letter and answer any questions.
  - e. Briefly go through major points of Terms and Conditions which were included in the school mailings.
  - f. Explain where and when to report scratches on day of meet.
  - g. Emphasize weather situation (i.e., Sectional will be held regardless of weather!).
  - h. Elect a representative to send **written** Sectional suggestions to Ron McGraw in the IHSA Office before June 15.
  - i. Suggest each coach bring large plastic bag for the team's garbage (refuse).
  - j. Make officials assignments and distribute information and duties of officials.
5. Before leaving the seed meeting, each coach should receive:
  - a. Copy of heat sheet so the coach can inform competitors of their heat/section the lane and flight assignments.
  - b. **Time Schedule** for Sectional Meet.
  - c. Instructions and assignments for persons from their schools who might be serving as officials at the Sectional meet.
6. Sectional Games Committee — Before leaving the Sectional Seed Meeting, members of the Games Committee should meet and review their duties as outlined in the rules and the Terms and Conditions.

### III. Additional Preparations Before the Sectional Meet

As much in advance as possible, arrange for the following:

1. **Publicity** — Contact personally local newspapers, radio, television You seek them out — don't wait to be contacted! Think of other creative possibilities.
2. **Programs** — Decide who will prepare and type programs, where they can be printed or duplicated in your school, what they should contain, how many are to be prepared, if they are to be sold and their cost. (Obtain local advertising for your programs in accordance with the IHSA Royalty Policy.) Be sure to include in the Program:
  - a. Order of Events and Time Schedule
  - b. List of participating schools and coaches
  - c. Qualifying standards for the State Final Meet
  - d. Advancement procedures — prelims to semifinals to finals, etc.
  - e. Names of major officials, including Meet Referee, Starter and Assistant Starter
  - f. Space for recording results of each event
3. **Facility** — Speak with custodian who will be in charge of setting up on day of meet. Clarify what is needed to avoid embarrassment later.
  - a. Number of hurdles, starting blocks
  - b. Number and placement of auxiliary tables and chairs
  - c. Which gates are locked and which are open
  - d. Judges and timers stands
  - e. Proper sector markings for shot and discus
  - f. Long Jump and Triple Jump areas roped off
  - g. How many and which washrooms are to be open; abundance of supplies for restrooms to be available.
  - h. Sufficient waste containers
  - i. Microphones needed
  - j. Benches for Clerk of Course area and staging area roped off
  - k. Be sure competition areas are properly marked and surveyed for field events
  - l. Be sure track is properly marked and surveyed for track events (Note: The 200 Meter Dash event is to be run around the curve.)
4. **Equipment** — Work in conjunction with your appointed Equipment Chairman to secure the equipment needed and set aside in boxes ready to go on Meet day. (Please see I-7 for Pre-Meet Equipment Checklist.)

## 5. Miscellaneous

- a. Be sure all heat sheets and flight cards are typed
- b. Check each team's participants against the List of Participants to be sure each athlete is eligible
- c. Obtain an accurate diagram of your particular track markings or be prepared to explain them to the Referee-Starter
- d. Arrange for police supervision/"crowd control" if needed (confer with school Principal/Official Representative/Official Representative)
- e. Be sure **all** officials have received "job descriptions" for their assigned tasks and know where to pick up equipment on meet day
- f. Optional — arrange for flag raising by ROTC color guard, drill team, etc., during playing of national anthem
- g. Be sure that you have a system whereby the typists for the **Online Winner Result Sheets** and complete meet results will have easy and quick access to the information they need. Be sure that the typists recognize the need for winner reports and meet results to include ACCURATE and complete information, including correct, full names of competitors and schools (**no abbreviations!**) Be sure to have them type the results as they come in while the meet is in progress. They should keep up to date as the meet progresses.

**Special Note #1:** Be sure that the typist types the school names as they appear on the Sectional Assignment Sheet .

**Special Note #2:** Be sure that times are recorded to the next slowest tenth of a second unless a fully automatic timing system is used. Using digital watches is not a fully automatic timing system.

**Special Note #3:** Relays — Make sure that you have the Online Winner Report filed within one hour after the conclusion of the meet. .

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| <b>For Example:</b> If the official time, using <b>digital</b> watches, is <b>:09.21</b> the official time to be recorded is <b>:09.3</b> . |
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## IV. On the Day of the Sectional Meet

1. Arrive early to check all facilities and equipment.
2. Check all field event competition areas, etc.
3. Check all track markings, etc.
4. Review schedule and track markings with Meet Referee, Starter, Assistant Starter and Clerk of Course.
5. Meet with Meet Referee, Starter as he/she meets with major officials at least one hour or so before the start of the meet to give officials last minute instructions.
6. Make sure referee/starter, all coaches and captains meet for the required NFHS meeting to review sportsmanship and other items no later than 15 minutes prior to the start of competition.
7. **Scratch Meeting:** Meet with coaches to obtain scratches and make sure scratches and changes are communicated to ALL appropriate officials and Announcer. (Please see Terms and Conditions.)
8. Start the meet on time.
9. Make sure officials and workers have a chance to have something to eat and have a couple water breaks during meet (between events).

10. Make sure your pole vault judge weighs each competitor, completes the pole vault weight verification card, and obtains the signature from each coach on the card.
11. **Completing the Sectional Meet on the Scheduled Date:**  

If at all possible, with due regard for the safety of competitors (lightning and/or electrical storms, tornadoes, etc.), your Sectional Meet is to be completed on the date scheduled, even if it means the schools report to the site and wait for weather to clear OR even if it means a temporary suspension of competition and waiting until the weather clears. Generally, the conditions for a Sectional Meet are less than ideal. There is no guarantee that the conditions will be any better (and could be worse) on another day. (See Item II-E in the Terms and Conditions) **Note: Managers must call the IHSA before canceling the meet. Telephone (309) 663-6377.**

**Special Note:** In accordance with the Terms and Conditions, Friday meets may be suspended until Saturday, but no meets may be suspended to a date later than Saturday without permission from the administrator in the IHSA Office who is in charge of Girls Track and/or Boys Track.
12. **Awards Presentation:** Make sure that awards are presented to event winners without interrupting the flow of the Meet. Be sure that Awards Clerk has accurate notes of competitors and schools who are to receive duplicate awards for ties.
13. **During the Sectional Meet:** Meet all situations that might arise during the meet with every patience and understanding but with a firm resolve that coaches, participants, officials and spectators will respect the rules of competition, the decisions of the officials and conduct themselves in a sportsmanlike manner at all times.

V. **Checking Winner Reports and Preparing for Distribution to the IHSA Office**

**FILING YOUR SECTIONAL WINNER REPORT ON THE INTERNET!**

Managers are required to file their Sectional Winner Report on the Internet.

1. The Sectional Winner Report is no longer included in this manual. If your site is having internet problems the day of the meet, call the IHSA office.
2. The Meet Referee will be responsible for checking the Winner Report following your meet to ensure the report is accurate in every respect.
3. In preparation for sending these items to the IHSA Office via the internet the following must be completed at the Sectional meet:
  - ( ) Make sure the online Sectional List of Participants has been completed by every school assigned to your Sectional meet prior the Sectional seeding meeting. **Be sure to note those schools that are not eligible for team honors.**
  - ( ) **The sectional manager is required to submit the length of runway for triple jump on the winner report.**
  - ( ) As the Sectional Meet progresses, the Sectional manager is responsible for having someone enter into the computer the Sectional **Report of Winners and Additional Qualifiers**.
  - ( ) Immediately following the Sectional meet, the **Meet Referee** will reconcile the information included on the event cards, event results reports and the Winner report:
  - ( ) The Meet Referee will check, reconcile and initial every event card or results sheet where there is a **winner** or **additional qualifier** in every event and make sure every **winner** or **additional qualifier** for the State Final meet is listed on the Winner report;

- ( ) The Meet Referee will sign the Sectional **Report of Winners and Additional Qualifiers**, including full first and last names, year in school, correct school name, etc. In completing this procedure the Meet Referee is also instructed to make sure a competitor's name is spelled correctly each time it appears on the report, etc.
- ( ) The Meet Referee will reconcile (proof read) all of the information included on the Sectional **Report of Winners and Additional Qualifiers**, including full first and last names, year in school, correct school name, etc. In completing this procedure the Meet Referee is also instructed to make sure a competitor's name is spelled correctly each time it appears on the report, etc.

## VI. Winner Reports and Results of Sectional Meet

1. Send via the internet the Winner Report Form. Fax a final copy of your Internet Report and a copy of the complete Sectional Meet Results (in addition to the Internet Winner Report) to the IHSA Office immediately following your Sectional Meet. IHSA Office Fax (309) 663-7479.
2. Keep one copy of the Winner Report with you for handy reference in case the IHSA Office has questions.
3. Distribute complete Sectional meet results to coaches and media following the meet.
4. Telephone, e-mail or hand deliver results to local media.

## VII. Post-Meet Wrap-Up

1. After conducting a Sectional meet, it always helps to write up a summary report covering what things worked and what things did not work with a list of **suggestions for next year**.
2. Remember appropriate "Thank You's".
3. Prepare and submit required Financial Report to IHSA Office.
4. Send suggestions for improving this Handbook to Ron McGraw, Assistant Executive Director, Illinois High School Association, 2715 McGraw Drive, P.O. Box 2715, Bloomington, Illinois 61702-2715. **Your suggestions and ideas are welcome!**

# Track & Field Sectional Manager's Checklist for 2006 Meet Series

**Importance Of Complete And Accurate Reporting:** It is so very important that information and reports from your Sectional meet are complete and accurate. Please check to see that reports include complete names of contestants and schools and that they are accurate. This will be a great help to us and we will appreciate your cooperation. **(no abbreviations of names and schools, please.)**

**Checklist:** To assist you in checking to see that responsibilities, information and reports of your Sectional meet are completed, please use the following checklist.

## Prior to the Seeding Meeting

- ( ) Determine if Manual or F.A.T. timing will be used.
- ( ) Time and date of Seeding Meeting (**must be held on the Wednesday preceding your meet**) and information about local meet arrangements sent to all schools assigned to Sectional meet. (Schools reminded that Seeding Meeting is mandatory — **shall not be held during school hours.**)
- ( ) Publicity contact made with local media regarding Sectional meet.
- ( ) **Online List of Participants:** Each school assigned to a Sectional is required to complete their online List of Participants. It is recommended you print and take a copy to the Sectional Seeding Meeting, in case proof is required. Deadline for schools to submit the online List of Participants is noon Tuesday, preceding the Sectional Seeding Meeting. A downloadable file including each schools List of Participants assigned to your sectional will be available to all Sectional Managers through the School's Center Web Site, between 3:00-4:00 p.m., the day prior to the Sectional Seeding Meeting.
- ( ) Crew of officials and workers for Sectional meet have been appointed and arrangements have been made with **Meet Referee** to have a pre-meet meeting with officials at least one hour prior to the beginning of the meet.
- ( ) Sectional Seeding Meeting held on the **Wednesday preceding your meet** (not during regular school hours).

## At the Seeding Meeting

- ( ) Double check the List of Participants for the length of runway for each Triple Jump competitor. This information was asked for on the online List of Participants and it will be asked for when you file your online Sectional Winner Report. The length of the runway is used in placing competitors in the correct flights in the preliminaries. Chances are that once your meet is run, the coaches won't be around to ask when you file the report online and need this information. **This will avoid phone calls later!**
- ( ) Coach elected at the Sectional Seeding Meeting to send **written** report coaches suggestions to the IHSA Office not later than June 15.

## After the Seeding Meeting and Prior to the Sectional Meet

- ( ) Heat sheets prepared, track marked and prepared for Sectional meet and all equipment is available and ready.
- ( ) Fax, email or call Cheryl Mitchell at the IHSA Office with a list of schools who did not attend the Sectional Seeding Meeting.

### Before the Start of the Sectional Meet

- ( ) NFHS Rules/Sportsmanship meeting between referee, starter, coaches and captains 15 minutes prior to the start of the meet.

### During the Sectional Meet

- ( ) Do not release any time or place information to coaches, competitors or the media until the results are final.
- ( ) Disqualified competitors must be listed as disqualified or DQ and no places, times or distances should be listed.

### Immediately Following the Sectional Meet

- ( ) Meet Referee reconciles all information included on **Report of Winners and Additional Qualifiers** immediately following Sectional meet.
- ( ) **Filing Your Report on the Internet!**  
Managers are required to file the Winner Report on the Internet, using the instructions included in this manual. The report needs to be filed within one (1) hour following your meet.

**After you post your results online, keep the following information with you in case of questions from the IHSA Office.**

- ❖ **A Copy of the Internet Report of Winners and Additional Qualifiers**
  - Complete Name, Year in School, Town/School for all qualifiers for State Final
  - Complete Information for Relay Teams qualifying for State Final
  - Accurate Time, Distance or Height, Manual or F.A.T. timing
  - Length of runway used by Triple Jump participants

- ❖ **Names of Schools Ineligible for Team Honors**

- ❖ **Retain one copy for your files (and keep it handy in case you receive calls from IHSA Office)**

- ( ) In addition to the Internet Report, **you must FAX a complete set of your meet results** to the IHSA Office at (309) 663-7479.

### After the Sectional Meet

- ( ) Financial Report sent to the IHSA Office not later than ten days after your Sectional meet. This is available online. Retain one copy for your files.

Mail or Fax to: Tammy Craig  
Illinois High School Association  
2715 McGraw Drive, P.O. Box 2715  
Bloomington, Illinois 61702-2715  
(309) 663-7479

## Sectional Winner Report to be Entered on the IHSA Schools Center Web Site ([www.ihsa.org/schoolscenter](http://www.ihsa.org/schoolscenter))

The IHSA is continually striving to better serve your school, students, community, and the media. We have implemented a web site called “**SCHOOLS CENTER**”. The IHSA is excited to be able to provide this service to you. This site will enable you to connect to the Internet from your school or your home. No more looking for forms or waiting to receive the proper forms from your coaches to send to the IHSA.

Sectional Managers hosting a Track & Field Sectional are **required** to complete the Sectional Winner Report online within one hour after the conclusion of your meet.

Step-by-Step Instructions for completing your Sectional Winner Report.

1. On the World Wide Web Go to: [www.ihsa.org/schoolscenter](http://www.ihsa.org/schoolscenter)
2. Enter your schools ID number
3. Enter your schools password. Every IHSA Member School was sent an Administrative Password for the current school term last fall (you may need to contact your Athletic Director to obtain this password). If you cannot locate this information, please call Cheryl Mitchell at the IHSA Office and she will get the password for you. This password enables your school to connect to the “**SCHOOLS CENTER**” on the IHSA web site. **Last year’s password will not work.** Make sure you have the current password.
4. Click on Girls or Boys Track & Field
5. Click on Sectional Winner Report
6. Complete the online form as prompted by the directions on the web page.

If you have to leave your computer while entering the Sectional Winner Report, please use the save button on the bottom of the page to save the information before leaving. The system will time-out if there is no activity. Your information could be lost and you’d have to start all over again. **To prevent this save the page frequently.**

**Note:** If you notice errors on your Sectional Winner Report after you have sent it to the IHSA Office, please contact Cheryl Mitchell at the IHSA Office by phone (309) 663-6377; fax (309) 663-7479 or email ([cmitchell@ihsa.org](mailto:cmitchell@ihsa.org)) to report errors. Only those changes reported by the Tuesday (8:00 a.m.) prior to the Sate Final will be corrected prior to printing the Friday Preliminary State Final Program.

# Required Public Address Announcements

The following announcements are required to be made over your public address system each day/night of competition in the Boys & Girls Track & Field State Final series hosted by your school. Thank you.

## **(ANNOUNCE BEFORE THE START OF EACH MEET)**

Good people make good sports. Sport A Winning Attitude Today. Welcome to the 2005 I-H-S-A Girls/Boys Track & Field Sectional Meet. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be smart, Sport A Winning Attitude . . . Good Sportsmanship. Add A. Tude is for Everyone.

## **(ANNOUNCE BEFORE EACH MEET)**

The possession, distribution, sale, possession and/or consumption of alcoholic beverages and other illegal substances is prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

## **(ANNOUNCE THREE TIMES DURING THE MEET)**

The 13th annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 24th during a banquet at the Radisson Hotel in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

## **(ANNOUNCE DURING THE MEET)**

IHSA(dot)org is the address of the I-H-S-A Web Page on the internet. Check it out when you get home from the meet. Results of the sectionals and other state series events throughout Illinois are posted on the IHSA Web Site. Follow all IHSA state series at [www\(dot\)ihsa\(dot\)org](http://www(dot)ihsa(dot)org)

## **(ANNOUNCE NEAR THE END OF COMPETITION)**

Champions in each of the events in Class A and Class Double A and the two team titles will be determined next weekend at O'Brien Stadium on the campus of Eastern Illinois University in Charleston. Finals of the field events start at 11:00 a.m. and the first running event will get underway at 11:15 a.m. The gates will open at 9:30 a.m. Single session tickets cost ten dollars.

## **(ANNOUNCE SEVERAL TIMES DURING THE MEET)**

The IHSA would like to thank First to the Finish, Inc., proud sponsor of the IHSA Track & Field State Final Meet. First to the Finish is your complete source for Track & Field equipment and running gear. So, lead the Field with First to the Finish.

# 2006 IHSA State Track & Field Meet Information @ Eastern Illinois University, Charleston, Illinois

**Important Note: The new synthetic turf inside the track will retain heat.  
Be sure to protect your athletes' feet by requiring them to wear shoes when on the infield.**

## Current As Of 1/12/06

1. Athletic Training Facilities will be in the EIU training room at O'Brien Stadium. If any competitor(s) are sent to the training room for aid, they are to be accompanied by their coach. **Training room hours:** 1:00 p.m.-8:00 p.m. Thursday; 7:30 a.m.-conclusion of meet on Friday; 8:00 a.m. until conclusion of meet on Saturday.
2. The Games Committee has determined that athletes may not remove any portion of the team uniform inside the fence surrounding the track and at the site of the discus. (Rule: 3-2-4-k)

**Unrestricted Areas:** As permitted, in the current National Federation rules, unrestricted areas may be defined inside the stadium for meet officials only. All other areas inside the stadium fences are restricted areas. All areas outside the stadium fences are unrestricted areas except as determined by the Games Committee in the discus areas. Seating areas on both the east and west sides are unrestricted areas.

3. **Correction of Misspelled Names:** If there is an error in the spelling of the name of a competitor from your school in the State Final program, please make sure the competitor gives a **written** correction to the Clerk of Course/Head Judge before the start of the Heat/Flight/Section so the correction will be made on the field event cards or official results sheets turned into the scorer after the event is finished.
4. **Meet Schedule:**
  - a. Consult the State Final Meet time schedule and advise competitors to be ready to compete at times scheduled. (Note: Fridays Times are approximate.) In case of delays, the time intervals between events will be **approximately** the same unless weather conditions dictate otherwise. The meet will be kept moving.
  - b. All Track competitors in a given event **must** report to the staging area (tent at south end of track) on west side of track when their track event is called, unless they have made arrangements with the referee in charge of conflicts. (**No coaches are allowed in the staging area.**) Field event competitors **must** report to the field event competition area when their field event is called.
  - c. **Relay Batons:** In the relay events, relay teams **must** use the batons furnished by the IHSA. Please make sure these IHSA batons are returned to the finish line officials and Relay Clerks immediately following the relay.
  - d. **Relays:** Reminder that the four (4) designated runners must be from among the no more than eight (8) competitors listed on the online Sectional List Of Participants completed prior to the Sectional Seed Meeting. **No changes or additions of names may be made from those listed for the relay submitted at the Sectional meet.** If your relay team runs in the finals be sure to give the proper running order to the clerk of the course when requested. This is to insure proper credit is given to your relay runners on the official results and by the public address announcer at the stadium.
5. **Shots & Discus:**
  - a. **Girls Inspection:** Discuses will be weighed and measured in the tent located at the discus rings south of the stadium. Shots will be weighed and measured at the tent in the northeast corner of the stadium.
  - b. **Boys Inspection:** Discuses will be weighed and measured in the tent located at the discus rings south of the stadium. Shots will be weighed and measured at the tent in the northeast corner of the stadium.

### Times for Inspections on Shots and Discuses:

#### Fridays Prelims:

**Class A Girls and Boys** – Participants in all preliminaries of the Shot Put and Discus Throw must present shots and discuses for inspection and weighing. **Shots and discuses must be measured and weighed and marked before** presentation to the Head Judge of the event for approval. Weigh-in and inspection for the **shot put** will occur between 8:15 a.m. and 8:40 a.m. (at the site noted above) for flights #1 and #2 in class A. Flights #3 and #4 will be called to weigh-in immediately following the competition of flights 1 and 2 (**approximately** 9:30 to 9:55). Weigh-in and inspection for the **discus** will begin at 8:30 a.m. and conclude at 10:30 a.m. (at the site noted above) for all flights in class A.

**Class AA Girls** – Participants in all preliminaries of the Shot Put and Discus Throw must present shots and discuses for inspection and weighing. **Shots and discuses must be measured and weighed and marked before** presentation to the Head Judge of the event for approval. Weigh-in and inspection for the **shot put** will occur between 11:45 p.m. and 12:10 p.m. (at the site noted above) for flights #1 and #2 in class AA. Flights #3 and #4 will be called to weigh-in immediately following the competition of flights 1 and 2 (**approximately** 12:00 to 12:45). Weigh-in and inspection for the **discus** will begin at 11:30 p.m. and conclude at 1:30 p.m. (at the site noted above) for all flights in class AA.

**Class AA Boys** – Participants in all preliminaries of the Shot Put and Discus Throw must present shots and discuses for inspection and weighing. **Shots and discuses must be measured and weighed and marked before** presentation to the Head Judge of the event for approval. Weigh-in and inspection for the **shot put** will occur between 12:15 p.m. and 12:40 p.m. (at the site noted above) for flights #1 and #2 in class AA. Flights #3 and #4 will be called to weigh-in immediately following the competition of flights 1 and 2 (**approximately** 1:30 to 1:55). Weigh-in and inspection for the **discus** will begin at 12:30 p.m. and conclude at 2:30 p.m. (at the site noted above) for all flights in class AA.

## 2006 IHSA State Track & Field Meet Information @ Eastern Illinois University, Charleston, Illinois

### Saturdays Finals:

Shots and discuses will be inspected and weighed for all finalists again on Saturday at the same location used for weigh-in on Friday.

| <u>COMPETITORS</u>   | <u>EVENT BEGINS</u> | <u>INSPECTION SCHEDULE</u> |
|----------------------|---------------------|----------------------------|
| Class A Girls Track  | Shot 12:45          | 11:45-12:30                |
|                      | Discus 11:00        | 10:00-10:45                |
| Class AA Girls Track | Shot 11:00          | 10:00-10:45                |
|                      | Discus 12:45        | 11:45-12:30                |
| Class A Boys Track   | Shot 11:00          | 10:00-10:45                |
|                      | Discus 12:15        | 11:15-12:00                |
| Class AA Boys Track  | Shot 11:00          | 10:00-10:45                |
|                      | Discus 1:15         | 12:15-1:00                 |

**Impounded Shots and Discuses:** Legal implements will be provided at the competition areas to be used by competitor(s) whose shot or discus is impounded (or for competitor(s) that fail to meet the inspection deadline). **Impounded implements may be picked up after competition at the site of the competition in each event.**

**Adhesive Sprays in Shot Put and Discus:** Adhesive sprays are permitted in the Shot Put and Discus when the competitor is using their own implement. If a competitor is using an implement provided by Meet Management because their implement has been impounded, no adhesive spray may be used since the implement is provided for the "common use" of competitors.

**Towels for Implements:** In case of rain, competitors will be responsible for furnishing their own towels for drying off their shots and discuses.

**34.92 Throwing Sector:** The throwing sector for both the shot and discus will be 34.92 degrees beginning with the 2005-2006 State Series. The NFHS will require this change by 2007.

6. **Wireless Communication Devices (cell phones, etc.) is Prohibited:** Persons who have a media pass are restricted from using a wireless communication device in the infield and/or competition area. Competitors are prohibited from having and/or using wireless communication devices (like cell phones, audio players, etc.) in the restricted competition areas. Any athlete using a wireless communication device in the restricted area will be disqualified. Only designated officials may use wireless communication devices in the infield or competition area.

### 7. Access to O'Brien Stadium:

- Contestant Numbers:** A competitor dressed for competition and wearing his/her contestant number will be admitted to O'Brien Stadium. A person with only the competitor number will not be admitted. Contestant numbers must be pinned at all four corners on the back of the track uniform shirt/jersey, unless instructed to do otherwise by the Clerk of Course.
- Coaches** must present their **Coach Pass** in order to be admitted to the main bleacher seating area on the west side. No coaches will be permitted to enter the Southeast gate or go into the infield. The **Coach Pass** is for stadium seating only! **An athlete with a participants pass will be allowed in the stadium seating.**
- Competitor Access:** On Friday and Saturday at the State Final, contestants will be permitted access to the track and stadium facilities only from the **West** stadium seating area or through the staging area. **Track Competitors will not be permitted to enter at the Southeast gate — they will be required to go around and enter from the West stadium seating area or through the staging area.** During the meet, no contestant will be permitted access to the track or infield from the **West** stadium seating area unless he/she is dressed for competition and is displaying his/her contestant number. Contestants in the track events must enter through the **staging area** entrance if they are entering from outside the stadium seating area. Field Competitors in the Long Jump, High Jump, Triple Jump and Pole Vault events will be permitted to enter at the **Southeast Gate**. Shot Put competitors will be admitted at the Northeast gate.
- Hip Numbers:** Contestants will be asked to wear lane numbers on both sides of their trunks for the F.A.T. timing device. The Clerk of Course will distribute the numbers.

### 8. Contestant Uniforms:

Contestants wearing caps, hats, jewelry, beads in braids, body appliques or other adornments will not be permitted to compete. Narrow headbands to keep the hair from interfering with a contestant's vision will be permitted. Competitors must follow the instructions of the officials.

**The jersey shall not be knotted:** The National Federation and Illinois High School Association interpretation is simply, "Anything other than smooth (no knots) alterations of the uniform are illegal." The straps may be taped no more than two (2) layers of tape.

**Tights/Leotards/Visible Undergarments:** If a competitor wears any visible undergarments, they must be worn underneath the track shorts and/or track jersey. If two or more competitors on a relay team wear visible undergarments under the track shorts and/or track jersey, **the visible undergarments must be similar in color and design, but not necessarily the same length.**

**2006 IHSA State Track & Field Meet Information  
@ Eastern Illinois University, Charleston, Illinois**

9. **Contestant Shoes:**
- The meet will be held on a 9-lane Royal Blue Rekortan Full-Pour Polyurethane running surface. Track competitors must wear track shoes with spikes **no longer than 1/4 inch**.
  - Competitors will not be permitted to wear spikes in the hallways of Lantz building. Spikes may be worn only in the fieldhouse track area.
  - The Discus Throw and Shot Put** will be from concrete surfaced rings. Competitors should wear rubber-soled shoes. The High Jump areas and the runways for the Long Jump, Triple Jump and Pole Vault are surfaced with Royal Blue Track; Martin Surfacing Full-Pour Polyurethane surface. Competitors **may wear spikes no longer than 1/4 inch** or rubber-soled shoes. (In case field events must be held inside, competitors may wear rubber-soled shoes or shoes with spikes no longer than 1/4 inch.)

10. **Protection of Property:** Competitors and schools are responsible for their own property and valuables at all times during the state final meet. Competitors are encouraged to dress in their rooms before coming to the stadium whenever possible since no locker rooms are provided.

11. **Warm-up Procedures:**

- Competitors will be permitted to warm-up on the track on Thursday, from 1:00 p.m. until 8:00 p.m., between 7:00 a.m. and 8:30 a.m., on Friday, and between 9:00 a.m. and 9:55 a.m. on Saturday. The track will be cleared after these special warm-up times. Contestants shall not use the space inside O'Brien Field for warm-up or practice on the days of the **State Final** except at the above designated times. The track will be cleared promptly at 8:00 p.m. on Thursday after all special warm-up times.
- Contestants warming up at other than the above times during the meet may use the southeast area behind the tennis courts and the area behind the East bleachers or Lantz Fieldhouse, but shall not use unauthorized or **off limits** areas.
- Field Event Warm-up:** The Head Judge in each field event will conduct a maximum 15-minute warm-up prior to the beginning of competition in each flight in the field events. Competitors who report promptly to the Head Judge may participate in this warm-up. Exception: The discus competition will be permitted a 20-minute warm-up period.

**Girls Track Only**—Due to the lack of volunteer officials at the Girls State Meet, the No. 1 discus ring will be used and the other discus rings are **off limits, unless it is put into use for competition**. Competitors **shall not** use a discus ring that is **off limits** for practice **at any time**.

12. **High Jump and Pole Vault:**

- For the High Jump and Pole Vault, the starting height and the bar moves will be announced by the Games Committee. The **Qualifying Height** for the Class A Finals and the Class AA Finals in the High Jump and Pole Vault will be **approved** by the Games Committee and will be based on the performances in the first flight in each Class. The Games Committee will **approve** the starting height and the bar moves for the Finals on Friday after the preliminaries are concluded.
- The Games Committee has authorized the Head Judge of each field event to set the time limit for competitors excused to compete in another event. The Head Judge will record on the field event card the event for which the competitor is being excused with the time leaving and the time the competitor must return.

**High Jump Marks:** Marks on the High Jump runway are to be made with chalk only. A maximum of two marks per competitor will be permitted on the High Jump runway and neither mark is permitted to be closer than 2 meters to the bar.

13. **IHSA Pole Vault Weight Verification Card:** Each pole vault competitor must submit an IHSA Pole Vault Weight Verification Card to the Head Pole Vault Event Judge. Please consult and follow the instructions on the card. The weigh-in will be conducted in the official's tent in the southeast corner of O'Brien Stadium.

14. **Triple Jump:** The "A" (short) designation is for the runway of 107' or less; the "B" (long) designation is for the runway of more than 107'. **The wind direction will determine the layout of the long and short runways. The middle landing pit will always be the long runway.**

15. **Storage of Pole Vault Poles:** Vaulting poles can be stored in the tent located in the south east corner of O'Brien Stadium.

16. **Protests: All Appeals** of officials' decisions **must be submitted in writing to the Jury of Appeals** by the **head coach within 30 minutes of the posting of the results for an event**. In ruling on appeals, the Jury of Appeals shall not set aside or waive the provisions of any NFHS Track and Field rule or Term and Condition for the series. The decision of the Jury of Appeals in ruling on any such final appeals shall be final.

**Jury of Appeals:** A Jury of Appeals will be designated by the IHSA and will be utilized as described in National Federation Rule 3-5.

17. Results and lane assignments will be posted for viewing on the bulletin boards on the outside northwest corner of O'Brien Stadium. **Please do not remove these results!**

Complete State Final results will be available immediately after the meet on the IHSA Web Site at: [www.ihsa.org](http://www.ihsa.org). Results will be posted on the Bulletin Boards on the north and west main stands at O'Brien Stadium. They are not to be removed.

18. **Food or beverage:** No food or beverage is permitted in any area of the Lantz Building Complex or Lantz Fieldhouse indoor track facility.

**No Containers, Cans, Bottles or Ice Chests Permitted:** No containers, cans, bottles or ice chests will be permitted in the stadium seating area at O'Brien Field or Lantz Fieldhouse. Schools are asked to please inform their fans that they will not be permitted to bring these items into the stadium.

## 2006 IHSA State Track & Field Meet Information @ Eastern Illinois University, Charleston, Illinois

19. **Viewing Videos:** A competitor is prohibited from viewing a videotape until the competition for track and field events is finished for the day in the competitor's respective Class A or Class AA events.
20. **Housing and Cooperative 11:00 p.m. Curfew:** Coaches and athletic directors are urged to make reservations well in advance of the State Final dates. The following types of housing will be available:
- Hotels in Charleston-Mattoon and surrounding area.
  - Rooms in University Residence Halls: Arrangements for housing in university residence halls have been made through Eastern Illinois University. Dormitory style rooms will be available and will include furnished linens, pillows, towels and soap. Persons using the rooms must furnish blankets and other personal items.
- 2006 Housing Costs (Tax included):**
- Double Room/2 nights=\$25.00 per person
  - Double Room/1 night=\$18.00 per person
  - Single Room/2 nights=\$36.00 per person
  - Single Room/1 night=\$26.00 per person
- Reservations for University Residence Halls must be made in advance, but should be made in writing, wherein possible. For reservations, contact Director of Housing, Eastern Illinois University, Charleston, IL 61920. Phone: (217) 581-3923. School authorities from each participating school must make their own reservations. This should be done as far in advance as possible. Neither the Illinois High School Association nor Eastern Illinois University provides or guarantees any housing for coaches and competitors. University personnel at University Residence Halls will provide limited supervision. Both the University and the IHSA insist that schools using this type of housing must arrange to have accredited faculty representatives stay with their student/athletes and provide proper supervision at all times.
- Coaches, **you** are responsible for the supervision of your competitors at all times during your visit to Charleston and the State Final Meet. The IHSA Boys/Girls Track and Field Advisory Committee has requested the cooperation of students, faculty and spectators attending the State Final meet in **observing an 11:00 p.m. cooperative curfew and quiet on Thursday and Friday nights**. This is particularly important to those boys/girls who will be competing on Saturday (others will appreciate it, too)! Whether you are lodging in area motels or university housing, we will appreciate **your observing an 11:00 p.m. cooperative curfew and quiet** on Thursday and Friday nights at the State Final.
21. **Programs for Saturday Finals:** The head coach from each school may pick up one copy of the Saturday Finals Program at the **Will Call** window of the ticket booth at the west main stands of O'Brien Stadium. The programs will be available at 10:00 a.m.
22. **Parade of Competitors:** All competitors and coaches who qualified for the State Final Meet are invited to participate in the Parade of Competitors on Saturday. (Assemble in Lantz Fieldhouse at 9:45 a.m.) Except for the meet officials being at the front, there is no special line-up. Coaches and contestants will line up on a **first come-first serve basis behind the State Final Officials**.
23. **Breakfast at Taylor Hall:** Breakfast is available in Taylor Hall on Friday and Saturday of the state meet beginning at 7:00 a.m. to anyone attending the State Final meet. Schools are urged to take advantage of the special eating accommodations.
24. **Awards Presentations on Saturday:** If an athlete in track & field events or relay team from your school places in the Finals on Saturday, please instruct your competitors to **report to the press interview area adjacent to the Awards Stand in the infield of O'Brien Field immediately** after their event is finished to be awarded their medallions. Marshals will assist athletes and media in this regard.
25. **Team Tent Set-Up Area:** School team tents may be set up in the grassy area south and west of the west main stands in the area designated for team tents.
26. **Lane Information:** No marks are to be put on the track for relays — **bean bags** will be available at the zones, on a limited basis, from Inspectors. Schools may use their own bean bags or half tennis balls, etc. A reminder that the bean bag marker may be used only in the competitor's own lane including the outside lane line to the **right** of the competitor.

**Starting Blocks:** Competitors may use their own starting blocks **provided** they are adaptable to the track surface without causing damage to the track.

The following events end at the **Common Finish** line, which is a two-inch white line with a black border located at the end of the stadium side straightaway on the SW corner of the track: Wind direction may cause the hurdles and the 100 meter dash to be run in the opposite direction.

**Girls 100 Meter High Hurdles:** Run North to South with start on white line and hurdle marks are red hurdle tabs. Run South to North with start on white and marks are red triangles on the line.

**Boys 110 Meter High Hurdles:** Run North to South with start on white line and hurdle marks are blue hurdle tabs (both directions). Run South to North with start on white and marks are blue rectangles on the outside of lane lines.

**100 Meter Dash:** Run North to South with start on white line. Run South to North with start on white line.

## **2006 IHSA State Track & Field Meet Information @ Eastern Illinois University, Charleston, Illinois**

**200 Meter Dash:** Start on white staggered lines located on the Northeast corner of the track and finish at common finish.

**300 Meter Low Hurdles:** Start on white staggered lines located on the Southeast corner of the track, and white hurdle tabs.

**400 Meter Dash:** Start on yellow line located on the Southeast corner of the track and finish at common finish.

**800 Meter Run, 1600 Meter Run, 3200 Meter Run, and 4x800 Meter Relay:** These races are run in alleys with a one-curve stagger starting on solid white staggered water falls and breaking at the end of the first curve. In the 4x800 Meter Relay, the exchanges are made within the blue common exchange zone at the start/finish line.

**4x100 Meter Relay:** This race is run with a two-curve stagger starting on yellow staggered lines. Run in lanes all the way; exchange zones are yellow to yellow.

**4x400 Meter Relay:** This race is run with a three-curve stagger starting on blue staggered lines. The first runner in lanes exchanging within blue staggered triangles. The second runner remaining in their assigned lane and breaking at the end of the first curve. The second and third exchanges are made within the blue common exchange zone at the start/finish line.

**4x200 Meter Relay:** This race is run with a four-curve stagger starting on red staggered lines. Run in lanes all the way; the first two exchanges are red to red and the third exchange is yellow to yellow.

**Girls 800 Meter Relay 100-100-200-400:** This race is run with a two-curve stagger starting on the yellow staggered lines. The first three runners in lanes; exchange zones are yellow to yellow. The fourth runner will receive the baton in the blue common exchange zone without the use of an accelerated zone and may cut to the pole after the exchange.

**800 Meter Run, 1600 Meter Run, 3200 Meter Run, and 4x800 Meter Relay:** These races are run in alleys with a one-curve stagger starting on solid white staggered water falls and breaking at the end of the first curve. In the 4x800 Meter Relay, the exchanges are made within the blue common exchange zone at the start/finish line.

**4x100 Meter Relay:** This race is run with a two-curve stagger starting on yellow staggered lines. Run in lanes all the way; exchange zones are yellow to yellow.

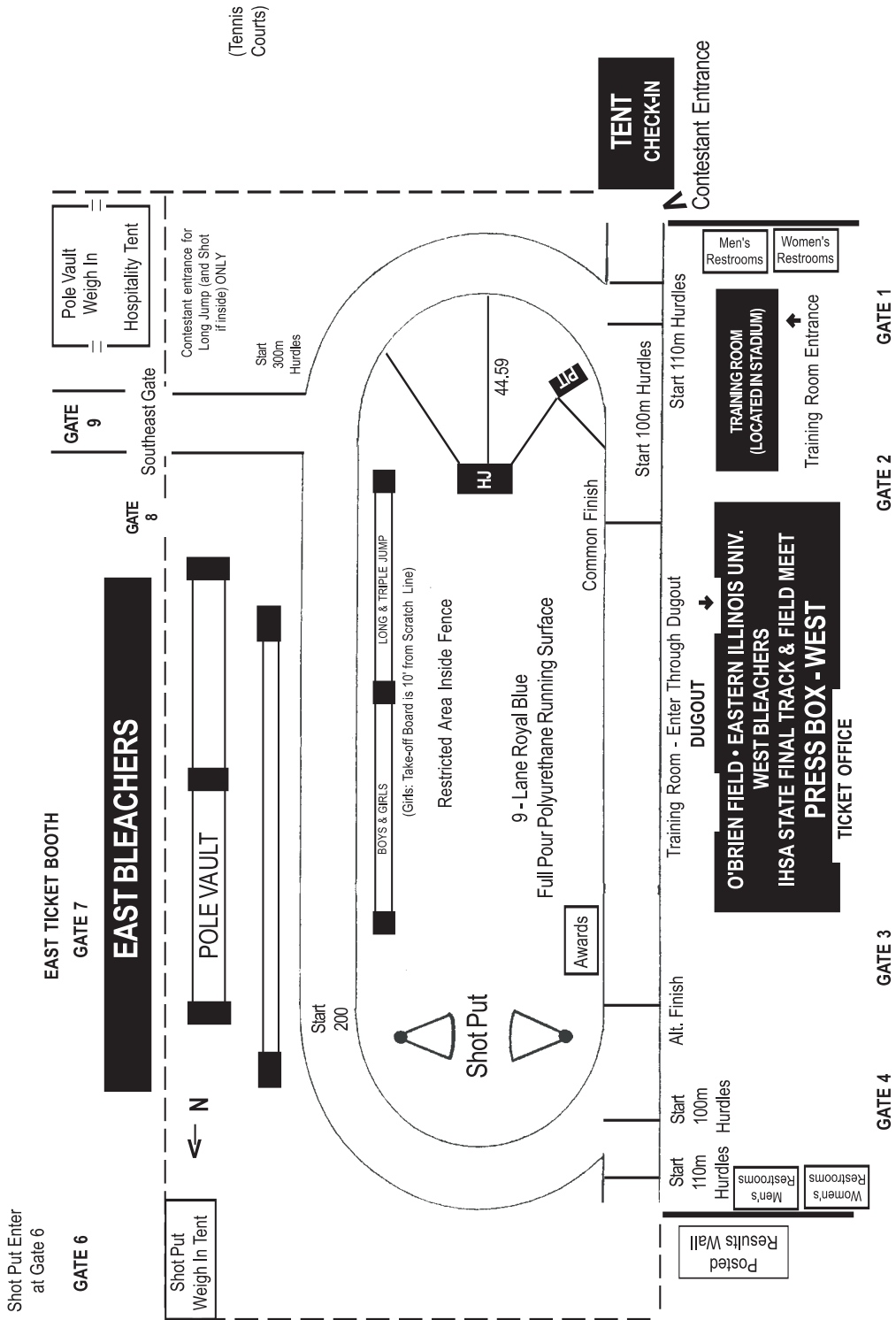
**4x400 Meter Relay:** This race is run with a three-curve stagger starting on blue staggered lines. The first runner in lanes exchanging within blue staggered triangles. The second runner remaining in their assigned lane and breaking at the end of the first curve. The second and third exchanges are made within the blue common exchange zone at the start/finish line.

**4x200 Meter Relay:** This race is run with a four-curve stagger starting on red staggered lines. Run in lanes all the way; the first two exchanges are red to red and the third exchange is yellow to yellow.

**Girls 800 Meter Relay 100-100-200-400:** This race is run with a two-curve stagger starting on the yellow staggered lines. The first three runners in lanes; exchange zones are yellow to yellow. The fourth runner will receive the baton in the blue common exchange zone without the use of an accelerated zone and may cut to the pole after the exchange.

Discus Weigh In  
Tent

DISCUS AREA (OUTSIDE FENCE)



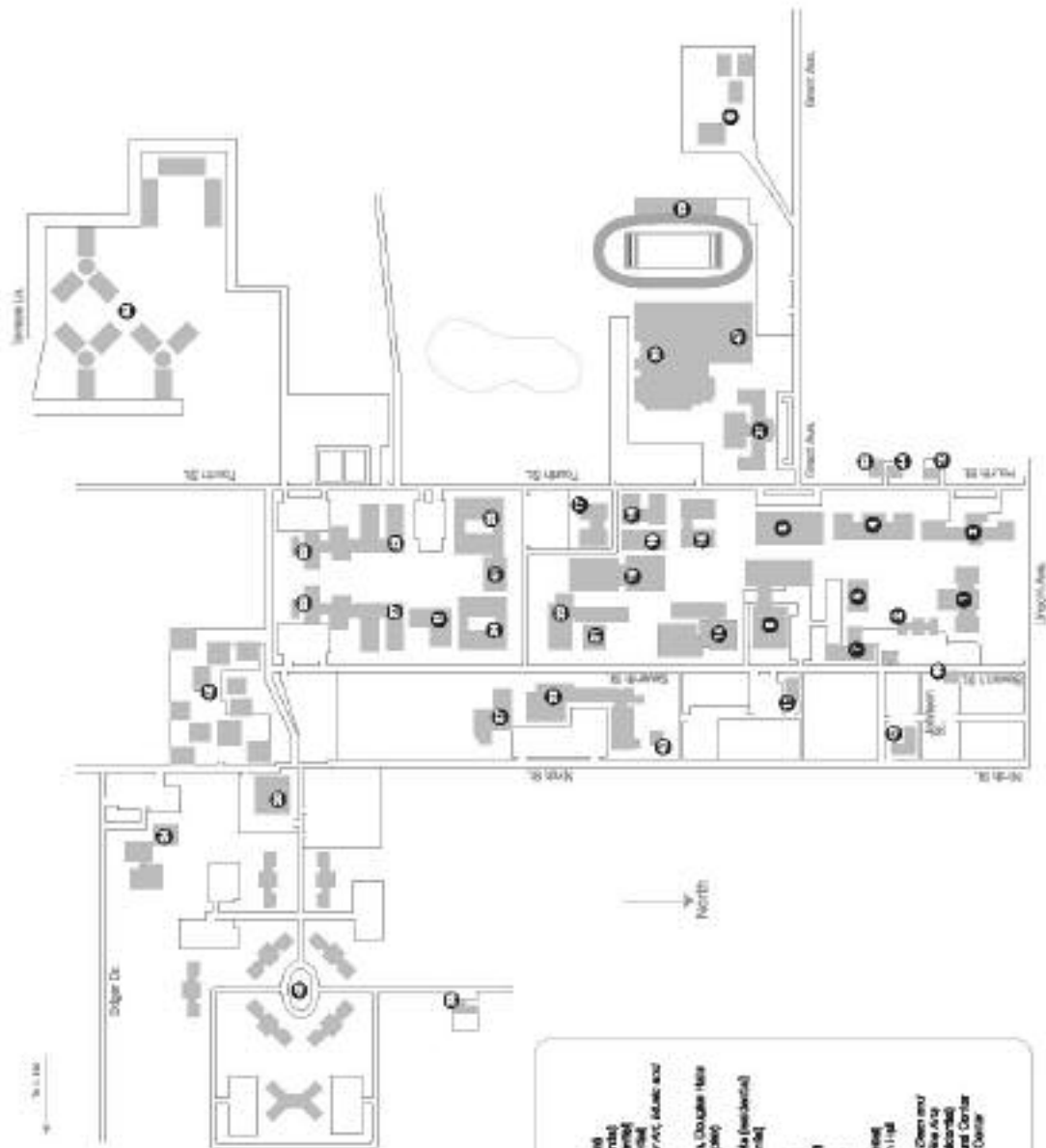
(Tennis  
Courts)

GRANT STREET



**EASTERN  
ILLINOIS  
UNIVERSITY**

600 Lincoln Avenue • DeKalb, IL 62521-2099



**building legend**

- |   |   |
|---|---|
| 1. Old Hall                               | 35. Taylor Hall (residential)                                     |
| 2. Old Hall                               | 36. Thomas Hall (residential)                                     |
| 3. Erickson Hall (residential)            | 37. Victoria Hall (residential)                                   |
| 4. Physical Sciences Building             | 38. Lawson Hall (residential)                                     |
| 5. Student Services Building              | Temporary address for Art, Music and Theatre Faculty              |
| 6. Physical Plant Services Building       | 39. Lewis Avenue  |
| 7. Power Plant                            | 40. Lynch, Stephenson, Douglas Hall (residential - not completed) |
| 8. Machine Shop                           | 41. Bryant House  |
| 9. University Union                       | 42. University Apartments (residential)                           |
| 10. South House                           | 43. Carrigan Hall (residential)                                   |
| 11. University Police Department          | 44. O'Brien Hall  |
| 12. Luman Services Building               | 45. Wilson Laundry Hall   |
| 14. The Arts Center (under renovation)    | 46. Thibault Center   |
| Emergency Auditions                       | 47. O'Neil Hall (residential)                                     |
| Shawnee Art Hall West, 200 Lincoln Avenue | 48. O'Neil Street Hall  |
| Shawnee Art Hall East, 200 Lincoln Avenue | 49. O'Neil Street Hall  |
| 15. SACIS Academic Center                 | 40. O'Neil Street Hall  |
| 16. O'Neil Hall (residential)             | 41. O'Neil Street Hall  |
| 17. O'Neil Hall (residential)             | 42. O'Neil Street Hall  |
| 18. O'Neil Hall (residential)             | 43. O'Neil Street Hall  |
| 19. O'Neil Hall (residential)             | 44. O'Neil Street Hall  |
| 20. O'Neil Hall (residential)             | 45. O'Neil Street Hall  |
| 21. O'Neil Hall (residential)             | 46. O'Neil Street Hall  |
| 22. O'Neil Hall (residential)             | 47. O'Neil Street Hall  |
| 23. O'Neil Hall (residential)             | 48. O'Neil Street Hall  |
| 24. O'Neil Hall (residential)             | 49. O'Neil Street Hall  |
| 25. O'Neil Hall (residential)             | 50. O'Neil Street Hall  |
| 26. O'Neil Hall (residential)             | 51. O'Neil Street Hall  |
| 27. O'Neil Hall (residential)             | 52. O'Neil Street Hall  |
| 28. O'Neil Hall (residential)             | 53. O'Neil Street Hall  |
| 29. O'Neil Hall (residential)             | 54. O'Neil Street Hall  |
| 30. O'Neil Hall (residential)             | 55. O'Neil Street Hall  |
| 31. O'Neil Hall (residential)             | 56. O'Neil Street Hall  |
| 32. O'Neil Hall (residential)             | 57. O'Neil Street Hall  |
| 33. O'Neil Hall (residential)             | 58. O'Neil Street Hall  |
| 34. O'Neil Hall (residential)             | 59. O'Neil Street Hall  |
| 35. O'Neil Hall (residential)             | 60. O'Neil Street Hall  |
| 36. O'Neil Hall (residential)             | 61. O'Neil Street Hall  |
| 37. O'Neil Hall (residential)             | 62. O'Neil Street Hall  |
| 38. O'Neil Hall (residential)             | 63. O'Neil Street Hall  |
| 39. O'Neil Hall (residential)             | 64. O'Neil Street Hall  |
| 40. O'Neil Hall (residential)             | 65. O'Neil Street Hall  |
| 41. O'Neil Hall (residential)             | 66. O'Neil Street Hall  |
| 42. O'Neil Hall (residential)             | 67. O'Neil Street Hall  |