

**TRACK AND FIELD
CHAMPIONSHIP
MEET

HANDBOOK**

Announces any deadlines for participations within 24 hours of the conclusion of the meet, the meet director should report the meet results to the BAC office and to the participating schools. The meet timers are typically able to post the individual results online within the same time frame.

If you have any questions, please contact last years meet directors for support, knowledge, and good advice.

Deadlines/School Participants:

“SOFT” deadline for entries: Tuesday by 6:00p.m.

“HARD” deadline Wednesday by 11:59p.m.

After the Hard deadline NO entries will be made.

Notify all coaches, ADs and commissioner of the soft deadline and hard deadline for submitting student entries. Notify A.D’s and commissioner of any school missing the soft deadline by 12noon the following day (Wednesday).

Submit the total of number of students from each school participating in the championship event to the BAC office prior to the start of the meet.

The BAC Championship Meet Bulletin (to be used as an example of what information a meet director should provide prior to a meet)

1. Make your entries to the meet at EZMeets.com by midnight, Tuesday, the week of the meet. Please use verifiable marks. All running events will be run as finals. You may enter B, C, ... etc. relay teams in this meet. Only A teams will be seeded in the fastest heats of the relay events. You may enter a maximum of six athletes per open event, both in running events and in field events.

2. The meet will be held at _____
on _____.

3. The coaches’ meeting will be held at 8:30 a.m. In addition to general announcements, only scratches will take place during the meeting; no additions will be made unless approved by all coaches participating at the meet.

5. The NFHS Track and Field Rule Book is the governing authority of the meet. The events will be managed as we have managed them throughout the season. **A big thank you in advance for doing this.** Assignments are as follows:

- | | |
|------------------------------------------|--------------------|
| Meet Directors: _____ | discus: _____ |
| starter(s): _____ | shot put: _____ |
| finish line/referee: _____ | high jump: _____ |
| clerk: _____ | long jump: _____ |
| bullpen: _____ | triple jump: _____ |
| finish line helpers: _____ | scoring: _____ |
| jury of appeals: _____ | awards: _____ |
| announcer: _____ | hurdles: _____ |
| exchange zone judges (2 per zone): _____ | |

5. The running events will start at 9:30 a.m.

6. The field events will start at 9:00 a.m. The field event sequence is as follows:

- 3 girls discus, then boys’ discus
- 3 boys shot put, then girls shot put

3 girls HJ, then boys HJ (opening heights: girls 3'10"; boys 4'6")

3 boys LJ, then girls LJ

3 girls TJ, then boys TJ

Track events	Field events
4 X 100	High jump
1600	Long jump
100/110 hurdles	Triple jump
400	Discus
100	Shot put
800	
300 hurdles	
200	
3200	
4 X 400	

****Coaches: be sure to inform your athletes about the possibility of checking out of one field event before they have completed it so that they can compete in another event.**

Horizontal Jumps

A half-hour break should be given between the two jumping events so that athletes who participate in both have time to recover.

After all jumpers have completed three jumps (trials), the top eight athletes will be allowed three more jumps (finals). The best mark out of the six jumps counts as the jumper's final result.

Protocol:

Athletes are required to check in at the beginning of the field events.

The trials will be conducted in flights.

The officials may move athletes up or down in flights during the trials to accommodate other events athletes may be in so that the meet can proceed without delay.

Athletes should be at the horizontal field events on time ... so there is no delay. If they miss their flight without excuse they will be scratched.

- When an athlete is active in another event, a teammate may check in for them at the start of the meet or inform the official if the said athlete is immanently or currently involved in that different event. Such a proclamation excuses the athlete for missing their flight.

Athletes must check out of field events to go to other events; they have 15 minutes following the running event to return to the horizontal event competition.

Discus and Shot Put

The discus is on the infield of the track (at the north end of the track).

The shot put is just outside the north side of the track.

A half-hour break should be given between the two throwing events so that athletes who participate in both have time to recover.

After all throwers have completed three throws (trials), the top eight athletes will be allowed three more throws (finals). The best mark out of the six throws counts as the thrower's final result.

High Jump

The high jump competition lasts until the final winning competitor completes her jumps. The boy's high jump will start soon thereafter.

6. The running events will start at 9:30 a.m.

7. Scoring reminders:

a. Schools will earn twice the number of points based on placing in this meet than in the regular season meets. League team champions will be determined at this meet. The 2007-2008 track and field team championship schools should bring the perpetual trophies with them to this meet (thank you).

b. In order for an athlete to score in this meet, he/she must have competed in two of the three regular season league meets.

8. **NCS Class A Meet Qualifying**

Please refer to the NCS Sports and General Rulings Handbook: 2018 CLASS A AT-LARGE QUALIFIERS. 25.403H CLASS A At-Large Entries

- **There will be a mandatory coaches' meeting immediately after the conclusion of the meet to verify the qualifiers and make sure the qualifiers can actually compete at the NCS Class A meet.** We will enter alternates if qualifying athletes cannot go on for any reason; we want to make sure that we send our full allotment of athletes to the NCS Class A meet. If your school is not represented at this meeting, your athletes will not be considered as alternates. We will meet in the press box.
- In order to be considered as an NCS qualifier in the pole vault, the minimum marks from verifiable results from this season are: 6'10" for girls, 8'02" for boys. **There will be no PV event at this meet.**

9. General items:

- Except for the high jump and discus areas, no athletes will be allowed on the infield of the track during the meet. There is a large field just outside the north end of the track where athletes can warm up. No athletes should attempt to access the track or field events from the grandstand.
- Shortly following the meet, your school's awards will be available (in envelopes) for pick up in the press box. Awards are medals for 1st, 2nd, and 3rd places in each event, and ribbons for 4th, 5th, and 6th places in each event.

Please note: We will excuse any athletes in violation of the rules once they are on the starting line. They should know the rules from their coaches and are reminded of the rules by the clerk of the course.

Please email the names of the seniors on your rosters. Ask the announcer to acknowledge the seniors when there are breaks in the action.

Important items for the Check In area:

(3) Large check in tables and (8) chairs

(2) Tents

Multiple Clipboards, Highlighters, sharpies and pens. Never too many and never enough to go round!

(1) Roll of Duct tape.

(1) Roll of Scotch tape.

(2) Large rolls of Caution Tape.

(100+) cones. Needed for Shot, discuss and jump areas.

Medical Kit, sun screen and bandaids.

(1) Heart Monitor.

Ice! A cooler full of ice with ice bags for injuries at the ready.

Numbers:

There may look like there's plenty of numbers in that big clear Tupperware box of numbers, but there's not.

Make sure we have **double** of what's needed. We ran out of multiple numbers last year and that created a hassle with checking in and recording times. Easier to be safe than sorry and have it covered ahead of time.

*Remind athletes **NOT** to remove numbers after each event, so we do not waste multiple numbers. If they need a different number they will be instructed to remove it for a new one.

Hurdler Crew:

An essential and most important part of the day's event. Must have at least (10-12) people assigned and ready to go. Real important that the "Crew" know the format and placement of the hurdles.

I suggest they be in certain color of "Pennies or Bibs" for visibility and organization. Last year many coaches and volunteers assisted in running it pretty smoothly. I do feel it could be tightened up. I also suggest someone go over the heights and placements ahead of time. The boys and girls correct colors and the "clicks" up or down. This will save a lot of time and help create a more efficient and organized event.

Awards:

The single most frustrating part of the day for someone completely new to the event is the awards. There was a write up, but I suggest a spread sheet of ALL events and of which medals and ribbons are assigned to each event. Put them all in zip locks, not paper bags. It helps to see what you have and are handing out. One wrong bag and let the chaos snow ball begin.

*This could all be separated, labeled and organized **the WEEK before the event.**

***Coaches, PLEASE do not leave without getting all your medals and ribbons. Plus, make sure you have everything you should have before you leave at the end of the day.**

BAC CHAMPIONSHIP TRACK & FIELD AWARDS

The Tournament Directors will present the following awards at the conclusion of the championship meet.

League Championship Perpetual Trophies (have previous year champion(s) bring trophies to the championship meet). **Remember: PRESENT AT THE CONCLUSION OF THE MEET.**

- **BCL EAST BOYS AND GIRLS**
- **BCL WEST BOYS AND GIRLS**

MEDALS are presented immediately following the final event:
1, 2,3rd place finalist: Gold, Silver and Bronze

RIBBONS are presented immediately following the final event:
Varsity 4, 5,6th place finalists: purple, green and yellow

Total 84 of each medal (1st, 2nd, and 3rd) and of each ribbon (4th, 5th, and 6th).

13 individual events X 2 leagues X 2 genders = 52

2 relay events X 4 kids per team X 2 leagues X 2 genders = 32

1st & 2nd team all-league certificates – Tournament Director/Sports Rep to submit to the BAC office results from the West and East using the All League Form – Appendix A found on the BAC website

Thank you and good luck ☺