



WASHINGTON INTERSCHOLASTIC
ACTIVITIES ASSOCIATION

WIAA/Gesa Credit Union
WIAA State Track & Field Qualifying Meet Director Guidelines
2023

This packet contains pertinent information related to the qualifying meet for the WIAA State Track & Field Championships. **Qualifying meet directors need to contact the state meet director and event coordinator prior to the qualifying meet to discuss the qualifying process, registration, and the bound for state regulations.**

Contact Information:

2A/3A/4A	James Neil	jneil@tacoma.k12.wa.us
	Chris Kunzelman	chris.kunzelman@kent.k12.wa.us
1B/2B/1A	Scott Wells	scottw@wapatosd.org
	Sara Cordova	cordova.sara@ysd7.org

Registration of Teams

All schools must register their track and field athletes for the state qualifying meets on athletic.net using their school's WIAA four-letter code (found in the track section of MyWIAA). All relay entries need to be entered into athletic.net prior to the qualifying meet. This should be done in the order of which they run and includes four alternates. The submitted list cannot be changed after the start of the qualifying meet.

All official qualifiers to the state meet will be automatically uploaded to the state meet roster registration from the qualifying meet report and athletic.net. The qualifying meet manager shall only send entries forward of those whom plan on participating at the state meet.

The qualifying meet director MUST use Hy-Tek for the qualifying meet. At the conclusion of the qualifying meet, send the Hy-Tek BACKUP FILE from the meet (it has the extension .zip) via email to the state meet entries/results coordinator. The email should also include a complete list of extra qualifiers by event, a list of qualified para-athletes by event, as well as the qualified relay team participants and alternates. The backup file MUST be sent immediately following the final event of the state qualifying meet to be able to meet program deadlines.

Upon receipt of the sub-district/league meet files, you will want to print off a meet program for your relays to ensure you have a record of all incoming seed times from the sub-district meets. Provide the relay entry information to your State Qualifying meet coaches. Once the relay entry deadline (you have established) has passed, download the meet relay entries (which should be the only data entered on athletic.net for the State Qualifying meet) and import these entries into your meet Hy-Tek file. Utilizing the meet program of the relay qualifiers from the sub-district/league meet, quickly confirm no errors on the importing of the relay entries from the athletic.net file. This process is much quicker and smoother than hand entering/selecting all the relay names for each team.

Coach Reminders should include:

- The declared relays (including alternates) at the qualifying meet carry over to the State meet. No changes are allowed.
- Notify the state meet contacts immediately if any qualified athlete is unable to compete at the state meet.
- Coaches must register their para-athletes for the state qualifying meet on athletic.net and be included in the Hy-Tek meet file. Results will be uploaded by event manager to the state meet director.

- Your specific site regarding a potential coaches meeting, location where coaches questions can be answered, location of coaches packet pickup and any other information that may not be addressed in this document.

Qualifying Meets – Qualifying meets are to be held no later than the Saturday prior to the State Track Meet. Any expenses incurred by the District meet shall be paid by the District. For the purposes of qualifying athletes to the State meet, “District” may refer either to a single WIAA District or to the WIAA Districts which combined or pooled their allocations. The District (or regional) meet is the final qualifying event held prior to the State Meet.

All allocations in track and field are made to the WIAA Districts. Additional District entries will be allowed in which the WIAA-established Minimum Standards are met.

Ties MUST be broken at the qualifying meet site. Under no circumstances will extra qualifiers be allowed because of ties for the last position. This often comes into play in the high jump and pole vault, so please be sure there are no ties for the last qualifying position(s).

The official qualifying marks will be submitted to the state meet manager for seeding purposes. If for some reason hand times are submitted they are to be read in 10th of a second. Example: 10.41 would be submitted as 10.5. For the horizontal jumps and the shot put, marks will be to the lesser ¼ inch. For the remaining throws marks, will be to the lesser inch. For the high jump and pole vault marks will be in inches without fractions. The only exception to this is when the final jumper or vaulter choses the bar height.

State Meet Minimum Standards' Policies - In addition to the allocations, contestants in the state qualifying meet who meet or exceed a minimum standard may qualify to participate in the State meet as an extra qualifier. The policies regarding these extra qualifiers are as follows:

- The qualifying mark will be established by averaging the middle three values over the previous five years' sixth-place finisher from the State meets. Where there is not a sixth place finisher, the next highest finisher will be used in its place.
- There can be no additional entries for events which are added to the State meet until after the new event has been in the State meet for a three year period in order to have established a minimum standard.
- In the running events, contestants who have not qualified to state on place must achieve the qualifying mark in the finals.
- In the field events, contestants who have not qualified to state on place can achieve the qualifying mark in both the preliminary trials or the final trials.
- There will be no more than one additional heat for a maximum of 24 competitors in running events. In field events the number of competitors will also be 24 maximum but no additional flights. (Field event flights will be expanded to a maximum of two flights of 12 competitors.)
- If a situation arises where more than eight running event extra-qualifiers meet the standard, the top eight will be taken in ranked order of district performance.

General Rules Information

All National Federation of State High School Association Rules will govern the running of the track and field meets except as noted in the 2022-23 Track and Field “Bound for State” regulations.

Scratches

In case a qualified contestant cannot participate in the qualifying meet for medical or disciplinary issues, the principal of the school of the indisposed contestant is responsible for notifying Meet Management no later than Tuesday, the week of the event, by 4:00pm. In case members of a qualified relay team cannot participate in the qualifying meet for medical or disciplinary issues, the principal of the indisposed contestants is responsible for notifying Meet Management in the same manner as stated above. Any relay members who have qualified to participate in individual events will still be allowed to compete in those events assuming the proper notification was given to the Meet Manager. If an alternate is inserted into the qualifying meet, the athlete will be re-seeded up to the time the meet heats are posted. After this

time, the athlete will be inserted in the position of the removed athlete. After the meet has started, no alternates will be used to fill in for scratches for any reason. If an athlete scratches one event, they must be scratched from all events, in which they have been entered.

Officials: Working with your local USATF officials association is very important. No meet can be properly conducted without competent officials. The supervisor of track and field officials for your local Association of USA Track & Field's Officials Committee should be notified of your requirements at least three months before your meet is presented. All officials, including the referees and starter, should be requested. The selection of personnel should be individuals who have followed track & field closely over a period of years. They must know the rules violations and how and where they tend to occur. All possible efforts should be made to select and assign officials and personnel so that no conflict of interest could arise between competitors and meet staff. Please contact Chris Knuzelman at chris.kunzelman@kent.k12.wa.us for help with staffing questions and needs.