

Recommended

High School Meet Administration Matters

Pre-Meet Recommendations:

- The National Federation **Track Officials' Manual** and the **I.A.T.O. Recommended Procedures Manual** material should be reviewed prior to recruiting meet volunteers.
- The Games Committee has "... general supervision of the meet and shall determine the administrative procedures, terms, and conditions that will govern the competition" as specified in NFHS Rule 3.2. It's critical that the committee establish its procedures and communicate these to all participating schools well before the meet. These include, but are not limited to:
 - Notification concerning type of running surface, the type of spikes that will be allowed and the approved items (tape, chalk, half-tennis balls, etc.) for marking acceleration zones for relay races.
 - Meet & event schedule, track marking legends, heat sheets, lane assignment sheets, uniform requirement information, and jewelry violation information for the clerk of course, the head finish judge, and each umpire.
 - Specific information for each field event, including criteria for the following: reporting times, warm up times, time limit for athletes excused to compete in other events, qualifying for the finals, fouls, measurements, disqualifications, uniform requirements, jewelry violations, and records.
- Maintain starting blocks and hurdles so they are in good working condition.
- Set up easily identifiable rope or banner barriers to define restricted areas around each field event, the finish area and the infield.
- Provide a written appeal form for the coaches in their packets.
- Mark sector lines for all throwing events, according to the rule book.
- Dig and turn the sand in all pits, mix in a bit of water if very dry, rake and level the surface.
- Examine the discus cage, all circles, all runways, all pits, and all takeoff boards to ensure safe conditions.

Recommended Equipment:

- Use a portable standard with large lap numbers and a bell at the finish line.
- At least one complete set of blocks for all lanes, plus one or two extra blocks. If a crew of block setters is not available to transport the blocks, provide a wheeled rack or wheelbarrow.
- At least one complete set of hurdles for all lanes plus one or two extra hurdles.
- Small orange or yellow cones should be located on the break-line when appropriate and large cones should be used to identify the common exchange zone on the inside and outside of the break-line. On all-weather surfaces that lack a curb on the inside of lane one, medium sized cones should be located inside of the curb-line around the entire track.
- Provide a 15" to 18" starter's platform.
- Provide Umpires with incident reporting forms and umpire assignment diagrams.
- Order of finish cards should be provided for the head finish judge.
- Walkie-talkies or radios should be provided for the announcer, clerk, head finish judge, starter, and meet manager for communications.
- Provide each field event head judge with **current** information concerning rules for that event as well as uniform and jewelry rules; and tape measures, red & white flags, and a stopwatch.

Meet Personnel Recommendations:

All meet personnel should wear distinctive apparel that enables competitors and coaches to readily identify them. This apparel can be in the form of caps, jackets, shirts or vests. Each group of meet personnel should have a different color or style of apparel (Timers, pickers, umpires, field event judges, etc.).

Starter/Referee (S/R)

- Utilize two starters whenever possible.
- The S/R's authority begins upon arrival at the meet site and concludes 30 minutes after the last-event results have been announced or made official.
- S/R is directly in charge of activities during the meet. The S/R shall answer questions that are not specifically placed under the jurisdiction of other officials.
- S/R should meet with the following before the meet starts, to review rules, duties and procedures, and communications. Emphasize that safety and fairness are the top priorities for conducting the meet.
 - Clerk of Course, Field Event Judges, Head Finish Judge, Meet Announcer.
- S/R should meet with the Umpires prior to the start of the meet to review violation criteria and the violation reporting process.
- The S/R has the sole authority to determine if a race shall be rerun, and if so, who is eligible to participate in the rerun and when it should be scheduled.
- S/R **must** sign the final score sheet and record the time of that signing on the sheet.

Clerk of Course

- Utilize two clerks whenever possible.
- Clerks should use a bullhorn or portable sound system.
- The clerk shall help keep starting area near the chute free of extra personnel and help control noise when the starting line is near the chute.
- The clerk should walk over to the starting line with the 200-meter runners and have the first heat on the track with blocks set up by the time the starter arrives.
- The clerk shall help with jewelry and uniform enforcement.
- The clerk shall remind runners to stay in their lanes at the conclusion of any race run entirely in lanes, and return to the starting line.
- The clerk should know the procedure for setting up heat and lane assignments. This would allow him/her to re-structure heats and eliminate many unnecessary heats.

Umpires

- Utilize six to twelve umpires at high school meets, stationed around the track to observe all running events.
- If a scripted running event legend is available, one should be provided for each umpire. Umpires should also be provided with track marking legends and heat sheets.
- Meet management should provide incident-reporting cards for the umpires.
- An umpire assignment diagram should be provided for each umpire prior to the meet so they will know their specific assignment for each race.
- There should be enough umpires to release the starter, clerk and finish line personnel from exchange zones duties.
- Umpires shall help keep finish area free of extra personnel.
- Umpires shall be provided with either red/white or yellow/white flags or paddles.
- Umpires shall be provided with written information covering violation, uniform and jewelry criteria.

Field Event Judges

- Each field event should have at least 3 adult judges.

- **An adult field event judge must open the field event venue prior to warm-ups and close the venue upon completion of the event.**
- With 30 seconds remaining on the 1-minute limit for each attempt, field event judges should give a visual or verbal signal to competitors.

Split-readers

- The **only** people inside the fence reading splits to the participants shall be those designated by meet administration.
- One or more split-readers should be provided. During the 1,500 and 3000 meter runs splitreaders can be stationed at both the start lines and the finish line.
- Split-readers and lap counters should be separated so the runners have an opportunity to process the information.

P.A. Announcer

- Prior to the start of the meet, make announcements regarding sportsmanship, crowd control, the need for quiet for all starts, any schedule changes, and how events will be called (first, second, and last calls, etc.).
- The announcer should defer to the Starter upon his signal to the finish line personnel that he/she is ready to start the next race or heat.

Finish Line:

- The head finish judge should review finish line procedures with timers and pickers **before** the meet starts.
- Timers and pickers should be moved off the track at least 8-10 feet.
- The finish line area should be kept clear of helpers, athletes, teammates, hurdles and starting blocks. All meet personnel can assist with this task.

Misc.

- Whenever possible hurdles should be set up during the previous race, keeping 3 to 4 lanes open during distance races. Hurdle crews should start setting up hurdles nearest the starting line.
- Meet management shall enforce the rule about coaches on the infield. When home school coaches are on the infield for meet management responsibilities, they shall not be coaching.
- Coaches should present physicians' letters to the Starter/Referee **prior** to the start of competition.
- Coaches should not give instructions to relay runners during the race which conflict with those given by officials.
- All fans, coaches, and non-participating athletes shall be kept out of the start and finish areas.
- If it is not possible to maintain proper silence at the starting line, everyone near the fence in that area should be moved back.
- Whenever possible three-turn staggered starts should be utilized for medley relays and 4 x 400.