



2018 MHSAA REGIONAL TRACK & FIELD Tournament Plan – Key Points of Review

- The MHSAA Tournament is conducted in four equal Divisions by enrollment. Track & Field Regionals have boys and girls competition together
- Entry due date for electronic entries, all Divisions is May 14, 2018
- Information in this manual should be shared with the host Regional manager staff. Information sheets for Timers, Finish Judges, and umpires should be distributed to individuals serving in these capacities and reviewed in a meeting at least two days prior to the meet. Leaders in each of the capacities should handle such responsibility
- Managers are to open their first round and Final sessions with the National Anthem
- It is recommended that copies of materials sent to competing schools also be sent to the MHSAA
- All legal throws in the shot put and discus must be measured after each throw.
- **REMINDER** - Host managers may choose the computer software/program for meet entries and meet operations. All meet results will be electronically sent to MichiganTrackandField.com immediately following the Regional Meet.

ALL Regionals are required to use FAT and will eliminate one round of competition in the 110m/100m hurdles, 100m dash and the 200m dash. The first round for these events will be conducted following the 3200m relay (1st running event).



REGIONAL TRACK & FIELD TOURNAMENTS MANAGER MANUAL (Alpha by topic, forms follow topics)

ADMISSION/TICKETS – Admission to MHSAA Track & Field Regionals is \$5 for both students and adults. One ticket provides admission to both sessions. (Each manager will provide his/her own tickets.)

APPEALS -Jury of Appeals shall consist of two meet officials (other than the Referee or Starter), the Meet Manager or their designee, one coach representing boys teams and one coach representing girls teams. The Jury of Appeals shall serve as the final authority. Any member of the Jury of Appeals who is a party to an appeal is not eligible to serve on the Jury for that appeal. The alternate selection shall replace them on the jury for that appeal. Judgment decisions may not be appealed. The attached appeal form should be used.

ENTRY PROCEDURES -Schools assigned to Regionals will go to mhsaa.com for instructions on completing and forwarding entries to you in order to be received no later than 4 p.m. on Monday, May 14 – All Divisions LP & UP

Late entries:

- \$50 must be paid before the contestant or team will be allowed to participate
- There are to be no late entries after the above deadline dates
- The late fee may not be used to change any time, height or distance
- The only changes which are permitted after 4 p.m. the day of the entry date will be scratches, or clerical errors

Times, heights and distances listed on the entry information are to be for the current outdoor season only. If questioned, each coach must indicate the date, location and opponent (school) when the time was established. Failure to comply shall eliminate the individual as an additional qualifier or shall eliminate the individual from seeding consideration.

All times, distances and heights shall have been achieved prior to 4 p.m. on May 14. Times must be entered as FAT times to the hundredth (.00) or handheld equivalent, adjusted by +.24

Entries for whom times were not submitted or for whom confirmed false times were submitted, are to be placed in the last heat or first section without seeding consideration. The Regional Manager is to advise the MHSAA, in writing, of these violations.

EVENT POLICIES – Managers shall review the following policies regarding track and field events.

- The long jump preliminaries at all Regional Meets are to be conducted using an "Open Pit". Managers are to publish a starting and ending time for the Open Pit and, in addition, a starting time for the Final jumps. Only one entrance to the long jump runway is to be available to contestants. Managers will define for visiting coaches the restricted and unrestricted areas.
- The 1600-meter run, 3200-meter relay and 3200-meter run at all Lower Peninsula Regional and Final meets will use alley starts and a two-turn stagger. The cut-in will be at the start of the front straightaway.
- Schools may furnish their own starting blocks for Regional and Final competition.

- Regionals must use FAT and eliminate one round of competition in the 110m/100m hurdles, 100m dash and the 200m dash. The first round for these events will be conducted following the 3200m relay (1st running event).
- Advancing athletes.
 1. Heat winners from each heat and then the fastest times to fill all remaining available lanes.
 2. Heats – 2 heat winners, 6 fastest times to fill available lanes
 3. Heats – 3 heat winners, 5 fastest times to fill lanes
 4. Heats – 4 heat winners, 4 fastest times to fill lanes
- Cone Markers are to be used to indicate the inside boundary of the first lane when there is running surface to the left of the first lane.
- Each Manager is to determine the grouping of contestants in the Pole Vault and High Jump.
- Managers shall provide the schools assigned to their site a list of prohibited marking material, which may not be used to mark all-weather track surfaces.
- Weighing-In and measurement of Shots and Disc - Managers should provide methods and procedures for weighing-in of shots and disc before contestants are allowed to use them. The shot and disc should be marked to indicate that it is of satisfactory weight and measurement. All implements found to be illegal will be confiscated and held until the competition is over. As an alternative, the Games Committee may provide the implements to be used in competition.
- Each Manager is to secure a device for measuring/weighing the discus (scales and calipers) or the Host/Games Committee may provide the implements to be used in competition.
- The field referee or head field event judge shall weigh, measure and inspect all implements including starting blocks.
- All legal throws in the shot put and discus must be measured after each throw.
- Uniform Finish Lines - It is recommended that common finish lines be used wherever possible.

FINANCIAL POLICIES – All Regional Managers shall complete and submit to the MHSAA the tournament Financial Form within two weeks of the completion of the event. Forms may be obtained from the MHSAA Web site through the athletic director log-in. Allowed expenses and school payments are on the form. Substitute teachers, hospitality rooms, etc. are not allowed expenses. The MHSAA will reimburse host schools for FAT rental charges-up to \$412. FAT systems may be used for the official recorded times. We strongly recommend that FAT times are used as Regional entry times. Questions regarding expenses not listed on the form or traditionally allowed should be directed to Nate Hampton at the MHSAA.

INJUNCTION/RESTRAINING ORDER -In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed.

LOCKER ROOM PRIVACY POLICY: Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

MEDIA CREDENTIALS – All media credentials for the MHSAA Regional are issued by local tournament managers.

MERCHANDISE – Only officially licensed MHSAA merchandise may be sold at tournament events.

OFFICIALS -Separate individuals are to be secured as Starters and Referees following the approval from the MHSAA. Both must be registered officials with the MHSAA and have participated in a current Rules Meeting. Anyone connected, in any way, with a competing school should not be used in either capacity. All meet officials shall wear some item which will identify them as officials (not to exceed \$125 for reimbursement). Regional Managers pay officials fees and a mileage fee of 20 cents per mile after a 50 mile round trip deductible. The officials fees are as follows:

Track Starter - \$85 Track Assistant Starter - \$75 Track Referee - \$75 Track Clerk - \$75 – Field Event Referee - \$75

PHOTOGRAPHY -Photographers – still and video – may be granted appropriate access to shoot if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. Otherwise non-credentialed commercial/freelance photographers covering the event for the sole purpose of selling those images should never be granted appropriate access to shoot at MHSAA Tournaments.

PLAYING RULES – All National Federation Track & Field playing rules apply. Watches are permitted in MHSAA competition.

SCORING -Scoring - See National Federation Rule 2-1-2. (10-8-6-5-4-3-2-1 - LP) (5-3-2-1 - UP)

SCRATCHES -Each Regional manager will accept scratches before each session is scheduled to begin. Scratches made during these periods will not count in the individual's participation limitations. However, if the competitor is not scratched during these scheduled periods and does not show to the clerking area before that runner's position is set, the competitor will be disqualified from that event and that event will count toward the competitor's personal limit. The Clerk of Course shall form heats following the last call for that event. Managers shall identify, in writing, the call system to be used to all competing schools.

SPECTATOR POLICIES -Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site.

SPORTSMANSHIP – All MHSAA Regulations regarding ejections/disqualifications for unsportsmanlike conduct by athlete and coach apply. As stated in regulation V, Section 3, coaches and athletes are suspended for the remainder of the competition and the next day of competition when ejected for unsportsmanlike conduct.

TIME SCHEDULES – When determining time schedule, the following policies apply:

- Pole vault will start one hour before the established start of other events. If two equal facilities, both boys and girls may be conducted at the same time.
- Girls pole vault will be conducted first in 2018.
- The only break will occur after the 100, hurdles and 200 running events.
- There shall be two sections of the 1600-meter run only when the number of entries exceed 12. If two section are run, the second section will have 16 entries plus all ties.
- The Boys race in an event is to be run first in all Regional and Final Track Meets in 2018. (Boys EVEN years, Girls ODD years).
- Field events may be scheduled to start up to 60 minutes before the first track preliminary at all Regional Meets, but at least 30 minutes before the first track 1st rounds. Pole Vault may start one hour before other field events.

- There must be a minimum of one hour between the last jump of the girls (or boys) long jump competition and the start of the next gender long jump competition at all Regionals.
- There must be a minimum of one hour between the end of the boys (or girls) high jump competition and the start of the next gender high jump competition.
- At the Regional and Final Track Meets the afternoon schedule shall begin one hour after the last 1st round event concludes, but no earlier than noon.
- The 3200-meter relay shall not be run prior to 10:30 a.m. The 1600-meter and 3200-meter runs may use the waterfall start at regular season meets if there is a desire to do so.
- The Meet Monitor should be stationed in the coaches seating area to relay concerns of coaches to the meet manager. Introduce this person to coaches.

TROPHIES & MEDALS -The delivery date for medals and trophies for all Regional Track Meets is April 20. Be sure and open all boxes to check on breakage and for correct engraving. If your medals and/or team trophies have not arrived by April 19, please notify the trophy/medal company at 1-800-852-4266 Duplicate medals and winning team trophies will be awarded in case there are ties. (see Extra Medal Order Form)

UNMANNED AERIAL VEHICLE (DRONE) POLICY - The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

WEATHER POLICY -When teams are delayed in arriving at tournament sites because of inclement weather:

- Management is encouraged to consider delaying competition for a few hours and/or playing games/matches in brackets of teams/individuals that are present and prepared to participate.
- If, after a reasonable delay, fewer than 60% of the scheduled teams/individuals have not arrived, the tournament must be rescheduled.
- If 60% or more of the scheduled teams/individuals are present, the tournament is to be conducted on the day scheduled.

YOUTH PROTECTION POLICY - During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

CONCUSSION PROTOCOLS -“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” This language appears in all National Federation sports rule books reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. Some sports rules required officials to remove from play any athlete who was “unconscious or apparently unconscious.” This new language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule.

Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.

2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.

- An MD/DO/PA or NP may clear the individual to return to competition.
- The clearance must be in writing.
- The clearance may not be on the same date on which the athlete was removed from play.
- An Officials Report shall be filed with a removed player's school and the MHSAA.

4. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to competition may not be overruled.

MEDICAL EMERGENCY POLICY-Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, student and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

SAMPLE SEEDING PROCEDURE

(100-200-110 H.H.-100 L.H.)

Before Scratch Sheets
110 High Hurdles

SCHOOL	RE-SEED		
1. Robb	(Mid.)	15.0	(1)
2. Lemeron	(T.C.)	15.1	(2)
3. Kalil	(C.H.)	15.3	(3)
4. Manderbach	(CL.)	15.5	(4)
5. Goslin	(USA)	15.6	(5)
6. Bala	(MID.)	15.6	(6)
7. Grettenberger	(Cad.)	15.6	(7)
8. Yonke	(USA)	15.7	(8)
9. Mogenborg	(Shep.)	15.8	(9)
10. Olson	(T.C.)	16.0	(10)
11. Jardis	(Merrill)	16.0	(11)
12. Weldon	(Cl.)	16.1	(12)
13. Gibbs	(Cad.)	16.3	(13)
14. Hickey (Kevin)	(M.P.)	16.4	(14)
15. Phillips	(Beav.)	16.5	
16. Kelke	(Harr.)	16.7	(15)
17. Kendall	(Fr.)	16.8	(16)
18. Johnson	(Hem.)	16.9	(17)
19. Bluntschly	(Beav.)	16.9	(18)
20. Weyandt	(Mid.)	17.0	
21. Shull	(Harr.)	17.1	(19)
22. Jacobs	(Merrill)	17.3	
23. Hickey (Kyle)	(M.P.)	17.4	(20)
24. Redifer	(Hem.)	17.5	(21)
25. Wellington	(H.L.)	18.0	
26. Stuart	(H.L.)	18.2	(22)
27. Vondette	(Carr.)	18.9	(23) (Entrants)

1. Scratches from the Scratch Sheets are entered; those remaining are numbered from top. (Re-Seed column)
2. At the marshalling area, entrants are given numbers as entered by their name after the scratches are entered.
3. Divide the number of entrants by the number of lanes available to determine the number of heats needed.

EXAMPLE ABOVE: 8 23 entrants = 2 heats + 7 extra or 3 heats

4. If two runners from the same school fall into the same heat, exchange the slower runner with another runner of nearest comparable place and time. (There is no exchanging in the Semi-Finals.)

5. Legend for semi & Finals:
 - 1a=fastest first place runner
 - 1b=second fastest first place runner
 - 2a=fastest second place runner
 - 2b=second fastest second place runner
 - 2c=third fastest second place runner
 - etc.

Lane	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Heat one:	8b	6b	4b	2b	1a	3a	5a	7a
Heat two:	8a	6a	4a	2a	1b	3b	5b	7b

TR-7
RELATIVE LANE/HEAT ASSIGNMENT FORMAT S A-M-P L E

	LANE1	LANE2	LANE3	LANE4	LANE5	LANE6	LANE7	LANE8
HEAT 1	49	33	17	1	16	32	48	
HEAT 2	50	34	18	2	15	31	47	
HEAT 3	51	35	19	3	14	30	46	
HEAT4	52	36	20	4	13	29	45	61
HEAT 5	53	37	32	5	12	28	44	60
HEAT 6	54	38	22	6	11	27	43	59
HEAT 7	55	39	23	7	10	26	42	58
HEAT 8	56	40	24	8	9	25	41	57

NUMBER OF ENTRIES

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
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- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33

TR-7
 SAMPLE SEEDING PROCEDURE

(300 L.H. - 400-meter Relay, 800-meter Relay & 1600-meter Relay)

SAMPLE

	SCHOOL		RE-SEED
1. Lockwood	(Fr.)	50.2	(1)
2. Musolf	(Mid.)	50.9	(2)
3. Pluda	(Glad.)	51.0	(3)
4. Whiting	(T.C.)	51.7	(4) Section 4
5. Dempsey	(Far.)	52.0	(5) (8)
6. Lasich	(T.C.)	52.0	(6)
7. Knoertzer	(Cad.)	52.5	(7)
8. Olson	(M.P.)	52.5	(8)
9. Warren	(Mid.)	52.6	
10. Smith	(C.H.)	52.6	(9)
11. Tolfree	(A.F.)	52.7	
12. Simon	(Shep.)	52.7	(10) Section 3
13. P. Card	(Fr.)	52.9	(11) (8)
14. Rolls	(Harr.)	52.9	(12)
15. Hurrell	(A.F.)	53.1	(13)
16. Brines	(Cad.)	53.3	(14)
17. Hurst	(Carr.)	53.5	(15)
18. Winter	(USA)	53.5	(16)
19. Salyers	(Hale)	53.8	(17)
20. Branham	(Far.)	54.0	(18) Section 2
21. Jones	(Cad.)	54.0	(19) (8)
22. Murphy	(T)	54.0	
23. Hensler	(Carr.)	54.1	(20)
24. Baxter	(M.P.)	54.2	(21)
25. Hoover	(T)	54.2	
26. Shell	(C.H.)	54.4	(22)
27. Brubaker	(Beav.)	54.5	(23) Section 1
28. Morrow	(Lk.V.)	54.6	(24) (3)
29. Fitch	(Hem.)	54.9	(25)
30. K. Moggenborg	(Shep.)	54.9	(26)
31. Massey	(E)	55.0	
32. M. Eisenhower	(Cl.)	55.1	(27) (27 Entrants)

1. Scratches from the Scratch Sheets are entered; those remaining are numbered from top. (Re-Seed column)
2. Divide the number of entrants by the number of lanes available to determine the number of sections needed.

EXAMPLE ABOVE: 8 Lanes 27 Entrants = 3 Sections + 3 extra - 4 Sections

3. All sections except the first and/or second sections are to be full sections. The first section would have three people while the other three sections will have eight runners each (eight lane track). If there is only one person for the first (Slowest) section, then the slowest runner in section two 2 is placed into section one so that no one ever has to run alone. The second section would have one lane open.

4. Once the section assignments have been made, lane assignments are according to Rule 5, Section 6, Article 5.

TR-7
 SAMPLE SEEDING PROCEDURE
 (800-1600-3200 & 3200-meter Relay)

Before Scratch Meeting
 1600-meters

	SCHOOL		RE-SEED	
1. Smith	(Cad.)	4:19	(1)	
2. Hunter	(Fr.)	4:22	(2)	
3. Bedford	(Cl.)	4:23	(3)	
4. Randolph	(Mid.)	4:29	(4)	
5. Finch	(Mid.)	4:30	(5)	
6. J. Card	(Fr.)	4:30	(6)	
7. Schafer	(Mid.)	4:30	(7)	
8. Arnold	(Beav.)	4:35	(8)	Section II
9. McCumber	(Cad.)	4:39	(9)	
10. Gross	(Col.)	4:40	(10)	
11. Blazejewski	(Carr.)	4:40	(11)	
12. McCollum	(USA)	4:40	(12)	
13. De Simpelare	(USA)	4:40	(13)	
14. Turnball (Hale)	4:40	(14)	
15. Carlstrom	(Harr.)	4:41	(1)	
16. Abney	(T.C.)	4:43	(2)	
17. Hall	(T.C.)	4:44	(3)	
18. Westbrook	(M.P.)	4:45	(4)	
19. Best	(Glad.)	4:45	(5)	
20. Chrivia	(Hale)	4:45		
21. Meyer	(Shep.)	4:45	(6)	
22. Turner	(Glad.)	4:48	(7)	
23. Truxton	(A.F.)	4:49		
24. Massey	(A.F.)	4:50		
25. Gardner	(Lk.V.)	4:50	(8)	Section I
26. Spencer	(Shep.)	4:51	(9)	
27. Haskin	(Harr.)	4:55	(10)	
28. Prawdzik	(E)	4:56		
29. Wildman	(M.P.)	4:56	(11)	
30. Kleinhardt	(E)	5:00	(12)	
31. Lewis	(C)	5:00		
32. Ensing	(B)	5:02		
33. Maturen	(Carr.)	5:02	(13)	
34. Berk	(Col.)	5:04	(14)	

(28 entrants)

- Scratch from Scratch Sheets are entered; we then determine the number of sections to be run.
 - 3200-1 section by MHSAA guidelines
 - 1600-1 section if 24 or less runners; two sections if more than 24 runners
 - 800-1 section if 20 or less runners; two sections if more than 20 runners; If 20 to 24 runners, 12 in the last section; if more than 24, 16 in the last section.
 - 3200-meterRelay – only one section @ Regionals. At Finals if 13 or less teams; two sections if 14 or more
- The second section is to be the fast section. Only a single row in each alley is to be permitted in the second section.
- Number the entrants in each section from one to whatever (14 in the above example).
- At the marshalling area, each entrant is given a section assignment and an individual number as entered in the "Re-Seed" column.
- Refer to sample for the number of lanes and alleys for your track. Give the entrants the alley assignments in each section.

ALLEY STARTS

NINE LANE TRACK

THREE ALLEYS

$$\begin{array}{r}
 20\ 23 \\
 \underline{2\ 5\ 8\ 11\ 14\ 17} \\
 22 \\
 \underline{1\ 4\ 7\ 10\ 13\ 16} \\
 21\ 24 \\
 \underline{3\ 6\ 9\ 12\ 15\ 18}
 \end{array}$$

ALLEY STARTS

EIGHT LANE TRACK

FOUR ALLEYS

$$\begin{array}{r}
 20 \\
 \underline{4\ 8\ 12\ 16} \\
 22\ 18 \\
 \underline{2\ 6\ 10\ 14} \\
 17\ 21 \\
 \underline{1\ 5\ 9\ 13} \\
 19 \\
 \underline{3\ 7\ 11\ 15}
 \end{array}$$

ALLEY STARTS

SIX LANE TRACK

THREE ALLEYS

$$\begin{array}{r}
 14\ 17\ 20 \\
 \underline{2\ 5\ 8\ 11} \\
 13\ 16\ 19 \\
 \underline{1\ 4\ 7\ 10} \\
 15\ 18 \\
 \underline{3\ 6\ 9\ 12}
 \end{array}$$

DUE BY: May 1

TRACK & FIELD HOST INFORMATION FORM

DO NOT USE OFFICIALS THAT DID NOT COMPLETE CURRENT YEAT RULES MEETING

REGIONAL NO. _____ **LOCATION** _____

FINAL Manager _____

School _____

Address _____ City _____ Zip _____

Telephone _____ Cell Phone _____ Home Phone _____

Email _____

- 1. Our Regional will be held: **Friday, May 18, 2018**
 Saturday, May 19, 2018

2. Will you use a FAT timing system? Yes___ No___ (if Yes, System Owner/operator _____
Contact # _____ Cost \$ _____)

3. Our meet officials recommendations include:

Name _____ ID# _____

REFEREE #1 Address _____ City _____ Zip _____

Telephone _____

Name _____ ID# _____

FIELD REFEREE #2 Address _____ City _____ Zip _____

Telephone _____

Name _____ ID# _____

STARTER #1 Address _____ City _____ Zip _____

Telephone _____

Name _____ ID# _____

STARTER #2 Address _____ City _____ Zip _____

Telephone _____

NOTE: Separate individuals are to be secured as Starters and Referees. Most officials will be approved as long as they are registered with the MHSAA and have attended a current year Rules Meeting. (Clerks need not be registered) Anyone connected in any way with a competing school should NOT be used as a Starter or Referee.

You may issue a contract "based on MHSAA approval."

FAX: 517-332-4071

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
East Lansing, Michigan 48823

TRACK MEET PERSONNEL DIRECTORY

DIVISION _____ REGIONAL _____ FINAL @ _____

MANAGER _____

(Name) (Home Telephone)

CELL PHONE _____ EMAIL _____

SUPERVISOR/CHAIRPERSON

PARKING _____

ADMISSION _____

CONCESSION _____

LOCKER ROOM _____

EMERGENCY _____

MEET WORKERS _____

FAT (timing) _____

FIELD PREPARATION _____

AWARDS & CEREMONY _____

MEET OFFICIALS _____

MHSAA CONCESSION SALES (Finals Only) _____

PROGRAM _____

PRESS STEWARD _____ TELEPHONE: _____ (Bus.)

TELEPHONE: _____ (Res.)

DO NOT RETURN TO MHSAA – FOR YOUR USE ONLY

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
 1661 Ramblewood Drive
 East Lansing, Michigan 48823

TO: 2018 Regional & Final Track and Field Meet Managers

FROM: Nate Hampton, Assistant Director

SUBJECT: REQUEST FOR DUPLICATE TROPHIES/MEDALS DUE TO TIES ONLY

Duplicate trophies will be provided to all teams **tied** for Championship (Regional), and Championship and Runner-Up (Final) at MHSAA Meets. Medals will be provided for all individuals **tied** for the medal after application of Rule 2-2 of the National Federation Track & Field Rule Book by using this form.

**(For additional medals not due to a tie: send check to MHSAA
 (medals are \$4 each-Regional & \$5 each-Final)**

RETURN all medals not awarded to the MHSAA office as soon as possible.

DIVISION _____ **REGIONAL NO.** _____ **FINAL** _____ **Held at** _____

Manager's Signature _____

DUPLICATE AWARD REQUEST due to ties only!
List only awards needed. Managers will award the medal(s) in their possession to one of the teams or individuals involved in the tie.

FAX TO: 517-332-4071

PLEASE TYPE OR PRINT

**TROPHY
 OR
 MEDAL**

	DIV.	PLACE	EVENT	BOYS /GIRLS	SCHOOL	ATHLETE(S) NAME
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SCRATCH SHEET INSTRUCTIONS

TRACK & FIELD MANAGERS OF REGIONAL AND FINAL MEETS

THESE ARE MASTER SCRATCH SHEETS WHICH YOU WILL USE TO DUPLICATE FOR YOUR MEET. (Two Girls and two Boys forms)

1. FIELD EVENTS AND PRELIMINARY RUNNING EVENTS
2. FINAL RUNNING EVENTS

DUPLICATE THESE FORMS AS NEEDED

FRIDAY MANAGERS ARE TO INSERT A TIME IN THE SPACE PROVIDED AT THE BOTTOM AND *CROSS OUT* ANY SATURDAY REFERENCE.

SATURDAY MANAGERS ARE TO *CROSS OUT* FRIDAY REFERENCES.

SUGGESTED DUPLICATE COLORS

GIRLS Field Event--- Yellow
GIRLS Final-----Tan / Beige
BOYS Field Event--- Green
BOYS Final----- Gray



BOYS REGIONAL SCRATCH SHEET

FIELD EVENTS AND PRELIMINARY RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES
Boys Discus	
Boys Shot Put	
Boys Long Jump	
Boys High Jump	
Boys Pole Vault	
Boys 100 M Dash	
Boys 110 M High Hurdles	
Boys 200 M Dash	
Boys 3200 M Relay* (4 x 800)	

*3200 M Relay will be run between Preliminaries and Semifinals.

DUE BY: _____ **FRIDAY NO EXCEPTIONS**
 _____ **SATURDAY**



GIRLS REGIONAL SCRATCH SHEET

FIELD EVENTS AND PRELIMINARY RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES
Girls Discus	_____ _____ _____
Girls Shot Put	_____ _____ _____
Girls Long Jump	_____ _____ _____
Girls High Jump	_____ _____ _____
Girls Pole Vault	_____ _____ _____
Girls 100 M Dash	_____ _____ _____
Girls 110 M High Hurdles	_____ _____ _____
Girls 200 M Dash	_____ _____ _____
Girls 3200 M Relay* (4 x 800)	_____ _____ _____

*3200 M Relay will be run between Preliminaries and Semifinals.

DUE BY: _____ **FRIDAY NO EXCEPTIONS**
 _____ **SATURDAY**



BOYS REGIONAL SCRATCH SHEET

FINAL RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES
Boys 800 m Relay (4 x 200)	
Boys 1600 M Run	
Boys 400 M Relay (4 x 100)	
Boys 400 M Dash	
Boys 300 M Intermediate Hurdles	
Boys 800 M Run	
Boys 3200 M Run	
Boys 3200 M Run	
Boys 1600 M Relay (4 x 400)	

DUE BY: _____ FRIDAY NO EXCEPTIONS
 _____ SATURDAY



GIRLS REGIONAL SCRATCH SHEET

FINAL RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES			
Girls 800 m Relay (4 x 200)	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 1600 M Run	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 400 M Relay (4 x 100)	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 400 M Dash	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 300 M Intermediate Hurdles	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 800 M Run	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 3200 M Run	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 3200 M Run	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
Girls 1600 M Relay (4 x 400)	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			

DUE BY: _____ FRIDAY NO EXCEPTIONS
 _____ SATURDAY

TRACK AND FIELD APPEAL FORM

THE APPEAL PROCESS

1. Appeal is to reverse a ruling or correct an error.
2. Protest is to express dissatisfaction with a decision or procedure.
3. The rules address the appeal process, not "the protest."

WHAT IS SUBJECT TO APPEAL?

1. Misapplication of a rule.
2. Clerical errors in placing (30 min. Limit).
3. Team scoring errors (48 hour limit).
4. Misapplication or failure to follow a procedure in the terms and conditions of competition announced in advance.

WHAT IS NOT SUBJECT TO APPEAL?

1. Judgment.
2. Decision by finish judges/timers that does not involve misapplication of a rule.

WHAT IS THE APPEAL PROCESS?

1. Head coach shall verbally inform meet monitor.
2. Head coach shall file in writing on the appeal form.
3. Include competitor name, school, number, and specific event.
4. The specific rule.
5. A brief description.
6. Give form to meet monitor.

IS JURY OF APPEALS REQUESTED TO

- REVIEW THIS ISSUE? NO
 YES

The Jury of Appeals shall have the final
Coach _____
authority.

PLEASE PRINT

EVENT _____ LANE _____

INDIVIDUAL _____ # _____

RULE REFERENCE _____

DESCRIPTION OF THE APPEAL:

Signature of Head

**INSTRUCTIONS FOR
TRACK & FIELD APPEAL FORM
TRACK AND FIELD MANAGERS
REGIONAL/FINAL MEETS**

**The reverse side of this form is a master
APPEAL FORM which you will use to
duplicate for use at your meet.**

Each coach is to receive one APPEAL FORM.

Duplicate on any color paper you desire.

**You may wish to have others available in
the Press Box and from the Meet Monitor.**