

METRO WEST CONFERENCE

TRACK & FIELD CHAMPIONSHIP MEET POLICIES and PROCEDURES

ENTRY PROCEDURES

- A. There shall be three entries per individual event available to each school. Each participating school may enter one relay team.
- B. The entry process shall be supplied to all coaches by the Championship Meet Manager at least one week prior to seeding. Only the official process shall be used.
- C. The entries will be returned to the entry manager by the means specified and by the time and date indicated in the entry process.
- D. All hand held times submitted to one/hundredth of a second will be rounded up to the next one/tenth of a second as required by Federation rules, and 0.24 seconds added to the rounded time. All times submitted without tenths will be rounded up to the next full second. (Example: An 800 time submitted as 2:02 will be rounded up to 2:03.00).
- E. Performances used by coaches in the entry process must have been made during the current season in a competition meet against other school(s). No relay performances (i.e. splits) are acceptable as an official time for an open event. Relay times must have been run in a meet and not be a coach's estimate from adding athlete's individual performances together.
- F. Coaches will be able to see the heat sheets only after they have submitted their scratch/substitution forms to the clerk. Any errors must be communicated to the entry manager prior to the coaches meeting.
- G. Heat and flight assignments shall be accomplished by National Federation Rules except where legally modified by these guidelines.

SCRATCHES

- A. The coaches will receive a scratch/substitution sheet as part of the entry process which they must submit to the designated area stated in the pre-meet information at least 15 minutes prior to the scratch meeting. All scratches/substitutions must be listed on this sheet. The entry process may allow for these to be submitted to the entry manager prior to the day of the meet.
- B. The coach may substitute an entry to replace the scratched entry. The substitute will be placed in the same heat and lane or flight as the scratched entry. Heats/flights will not be re-seeded.
- C. If an athlete scratches from an open event in either the prelims or finals that event counts as one of his/her four participations.
- D. If an athlete scratches from an event for which s/he has advanced from the prelims to the finals, further participation in the meet will not be allowed.
- E. An athlete who has been scratched due to an injury, illness or other emergency may be re-instated in other events in which s/he has been entered upon proper documentation of the circumstances, authorized medical clearance and the approval of the referee.

ENTRY PROCESS

Go to: www.wayzataresults.com

1. Find Metro West Championship on the menu and click entry link
 2. Click Register Athletes
 3. Click Register By Event - > "Roster Only"
 4. Click "Multi – Button View"
 5. Click "Varsity" next to any athlete who May or Will compete
- The system saves as you go so there is no submit or declare button.
Once you are done you can click the Blue Arrow next to "Roster Only".
To get a confirmation, click "Print Entries" under the word "Confirmed".
Deadline is two days before the meet at 8:00 p.m. (**Monday, May 15th**)

CONFERENCE HEAD COACHES

- A. Head Track Coaches shall be utilized as counsel for issues concerning the Conference Championship Meet that are not covered by these procedures, Metro West Conference policies/procedure, MSHSL T&F policies, or NFHS rules.
- B. Selection of officials shall be the responsibility of meet management.

OFFICIALS

A. During the competition, the seeding and heating responsibilities are delegated to meet management. Should circumstances cause the need to seed/heat in ways not covered by these procedures, the Games Committee shall be called together to make the necessary arrangements and decisions within its purview that are not delegated by rule to the referee.

B. Referees, Umpires and Head Field Judges will remain at the site thirty minutes after the final results are announced or until dismissed by the meet manager.

C. Umpires

1. There shall be umpires assigned to each turn to adequately observe the entire turn.
2. Umpires will judge each straightaway and the relay exchange zones.
3. At least one umpire, referee or starter will be located at the breakpoint in any races not run in lanes the entire race.
4. The umpires will officiate the straightaway races divided between the ends and sides.
5. The Head Umpire will station himself/herself in the infield.
6. Sufficient umpires shall be employed to ensure that all relay exchange zones are properly observed in all lanes.

D. Field Events

Each field event will have an appropriate number of assigned official(s). It is recommended that MSHSL/NSHS registered officials serve as head field event judges whenever possible.

PROTESTS

A. Protests relating to matters which develop during the conduct of the meet should be made at once and may not be made later than 30 minutes after the results have been officially announced per NFHS rule. Meet management will provide the process and paperwork needed for the filing of any protests.

B. On any disqualification the Referee shall attempt to inform the head coach involved before the official results are announced.

C. The Jury of Appeals/Games Committee will rule on any protest of the referee's decision that goes beyond the referee. It is understood that decisions about the start are solely those of the start team and, like any judgment call, are not appealable. The meet referees may be consulted on the rules of Track & Field.

HEATS, SECTIONS, FLIGHTS, QUALIFYING PROCEDURES & STAGGERS

A. General information for running events:

1. The championships shall be run on a 400m track of 8/9 lanes.
2. Running event preliminaries will be seeded and (8/9) will advance to finals. Flights in the throws will be divided equally into three flights with the best performances in flight three. The top (8/9) throws will advance to finals. Flights for the long and triple jumps will be determined by coach's preference but equal in number with the top (8/9) jumps advancing to finals. The event will be conducted cafeteria style within each flight. The time schedule will be strictly adhered to. The top (8/9) jumps will qualify for finals and compete in reverse order.
3. In determining the number of competitors assigned to events with two (2) sections (1600/ 3200). Meet management will look to divide sections into equal halves based on performance.
4. Names of relay members will be submitted on a relay card the day of the meet.
5. An athlete leaving a field event to go to another event must report to the event judge of the event they are leaving. The event judge must write down the time the athlete is leaving. The athlete must return to the event judge immediately upon completion of his/her race.

B. Stagers

1. The 800 meter will be a one-turn stagger.
2. The 1600m, 3200m will be run in alleys for one turn. It is recommended to use the two-waterfall super-alley method used at the MSHSL State Meet, if facility has this capability.
3. The 4x200m relay will be a four-turn stagger and run in lanes all the way.
4. The 4x100m relay will be a two-turn stagger and run in lanes all the way.
5. The 4x800m relay will be a one-turn stagger.
6. The 4x400m relay will be a three-turn stagger with number 2 runners breaking as they pass the cut line on the back straightaway. If the track is not measured and marked for a three turn stagger and exchange, a two-turn stagger will be used with the first runners in lanes and handing off in lanes. The second runners may move to the inside when they have appropriate space. Runners three and four will be shuffled in by team position of the incoming runners.
7. The 400m will be a two turn stagger and run in lanes all the way.
8. The 300m LH and 300m IM Hurdles will be a one-turn stagger and will be run in lanes all the way.

C. Qualifying Procedures for Individual Events run as Prelims (non-COVID years)

1. For an eight lane track

<u>No. of Entries</u>	<u>Method of Qualifying</u>
1 - 8	Finals only
9 - 16	Two heats - qualify one from each and the next six best times (F.A.T.).
17 - 24	Three heats - qualify one from each and the next five best times (F.A.T.).
2. For a nine lane track

<u>No. of Entries</u>	<u>Method of Qualifying</u>
1 - 9	Finals only
10 - 18	Two heats – qualify one from each and the next seven best times (F.A.T.).
19 - 27	Three heats – qualify one from each and the next six best times (F.A.T.).

D. In seeding the finals using the prelim results the fastest heat winner will be seeded first, the next fastest heat winner will be seeded second, and so forth until all heat winners have been seeded. After that, seeding will be based on best overall times (minus heat winners).

E. Shot Put, Discus Throw, Long Jump, and Triple Jump

1. Shot Put and Discus – Will consist of preliminaries/finals – competitors will be allowed (3) throws in prelims and (3) throws in finals. Preliminary sections shall be drawn by performance – (3) sections of eight competitors. Contestants will be sectioned in reverse order with the poorest performance first followed by better performances. Top (8/9) prelim performers will advance to finals and compete in reverse order of performance.
2. Long Jump and Triple Jump - Will consist of preliminaries/finals – competitors will be allowed (3) jumps in prelims and (3) jumps in finals. Each school shall have one slot in each flight. The event will be conducted cafeteria style within each flight. The time schedule will be strictly adhered to. Coaches will notify the entry manager by email (wayzataresults.com) of their flight preference by the deadline specified in the entry process. The top (8/9) preliminary performers will advance to finals and compete in reverse order of performance.

F. Pole Vault

1. The starting height will be 8 inches below the sixth best entered mark (This refers to the sixth best overall height entered, not the height of the sixth performer. Tied heights shall count as one mark). The starting height will be adjusted to the nearest 6" mark equal to or lower than the height determined by this process.
2. The bar will be raised in 6" increments until six competitors remain and then in 3" increments.
3. One run through without the cross bar will be allowed at the athlete's entry height if the entry height/passed heights meet the NFHS rules for allowable run-throughs.
4. Participants must wear helmets during practice, warm-ups and competition in the pole vault.

G. High Jump

1. The starting height will be 4 inches below the sixth best entered mark. (This refers to the sixth best overall height entered, not the height of the sixth performer. Tied heights shall count as one mark). The starting height will be adjusted to the nearest 2" mark equal to or lower than the height determined by this process.
2. The bar will be raised in 2" increments until six competitors remain and then in a 1" increment.

An athlete leaving a field event to go to another event must report to the event judge of the event they are leaving. The event judge must write down the time the athlete is leaving. We encourage all field athletes participating in running events to pre-check with the clerk of course for hip numbers and instructions then return to their event for further competition. It will be the athletes responsibility to report to the track at the time of their running event. The athlete must return to the field event immediately after his/her race/concurrent field event. If the athlete fails to report in a reasonable time they will forfeit or pass that attempt.

REPORTING

With a printed time schedule, contestants will be given one call prior to their event. All individuals and full relays must report to the Clerk of Course on the first call, fifteen minutes or (report time) prior to the event. Coaches please advise your athletes of this procedure.

In the field events, the contestants must report to the event, regardless of flight, prior to the start of competition. Contestants will be given 60 seconds to initiate a trial upon being called. In field events where competitors qualify from prelims to finals, either the athlete or coach must report to the head event official, when called, to either participate or pass. Athletes or coaches that fail to report shall be scratched from the event.

IMPLEMENTS WEIGH-IN AND INSPECTION

The discus and shot shall be weighed and inspected prior to competition. The assigned officials will mark those that are legal and impound those that do not meet the proper specifications.

SCORING

Scoring for all individual events will be: 10-8-6-5-4-3-2-1.

Scoring for all relays will be: 10-8-6-4-3-2-1.

FACILITIES

The track and all runways are Resilite. Chaska requires that athletes use 1/4" pyramid spikes (or less). The shot put and discus areas are concrete. Team camps should be set up at the north/east end of the track on the grassy area between the track and entry path.

Only competitors and meet officials will be allowed on the track or on the infield. Coaches are asked to remain outside the track surface except in designated coaching boxes or when presenting awards. In addition, athletes are not to enter the High School building unless determined by Meet Management due to inclement weather. Please communicate this to your athletes and abide by this request yourself.

WARM-UPS

No warm-ups are to be conducted on the track or infield after competition has begun. The warm up zone marked on the infield is to be used only by those athletes that have been clerked or are "on deck" to be clerked. The backstretch of the track may be used when competition is on the home stretch (100, 100/110 hurdles, 200).

SPECIAL INSTRUCTIONS

Any competitor will be disqualified if, in the opinion of the referee, he/she has in any way been aided by a coach, teammate, or anyone connected directly or indirectly with the team concerned. Such aid includes running alongside a teammate, being stationed at various points near the track, or being located near any field events for the purpose of aiding or coaching the competitors after the race or field event has started.

Competitors must wear a legal uniform unless, because of weather conditions, the Games Committee rules otherwise. No electronic devices are allowed in the area of competition beginning one hour prior to the start of the meet.

GAMES COMMITTEE/JURY OF APPEALS (head coaches from Chaska (host), Waconia, SLP & Orono)

A. The primary functions of the Games Committee are to establish procedures not covered in this manual and to act as the Jury of Appeals when decisions of the referees are protested. Its decision is final and without appeal; its scope is limited to deciding whether or not the referee correctly applied the rules in given situations.

B. The Games Committee shall consist of the head coaches from the host school, the head coaches of two other schools and the meet manager who shall act as the chairperson. Any protest involving the school members of the committee shall be heard and decision rendered only by members of the committee not from those schools. In the event that would disqualify all members of the committee, the Jury of Appeals will temporarily become the head coaches from the remainder of the conference schools.

TRAINER

A fully certified athletic trainer will be on duty throughout the entire meet.

AWARDS

- **Conference Championship Plaques** (Boys and Girls) will be awarded for winning teams at Conference meet.
- **Gold Medals** (inscribed with event, Champion, All-Conference and 2022) will be presented to first place finishers -- individual events and relays.
- **Silver Medals** (inscribed with event, 2nd place, All-Conference and 2022) will be presented to all second place individual finishers.
- **Silver Medals** (inscribed with event, 2nd place, Honorable Mention and 2022) will be presented to all second place finishers in relay events.
- **Bronze Medals** (inscribed with event, 3rd place, Honorable Mention and 2022) will be presented to third place individual finishers.
- **Ribbons** will be presented to 4th-8th place finishers in individual events and 3rd- 8th place finishers for relay events and will reflect the place, name of the event and 2023.

Awards will be given as the information becomes available. Athletes earning recognition are to report to the awards area at the conclusion of their race/field event or when called. Coaches will be given all awards not claimed by individual team members. Coaches will be responsible to distribute the awards to their athletes. Athletes should be wearing a school issued jersey or warm-up top. We will continue the tradition of the coach of the event champion awarding all places.

WORK ASSIGNMENTS

The meet manager will serve as administrator and supervisor for the Championship Meet, specifically overseeing the hiring of meet personnel to include:

Timing Contractor
Starter
Assistant Starter
Clerk(s) of Course
Running Referee
Field Referee
Head Finish Judge
Chief Umpire
Assistant Umpires
Field Event Head Judges

The host school Athletics Director shall be responsible for:

1. Securing an appropriate number of ticket sellers/takers and security personnel.
2. Contracting for the services of a certified trainer.
3. Set-up of the site including correct shot and discus sectors, legal landing pits for the horizontal jumps, legal upright standards, crossbars, and landing pits in the vertical jumps, and all other aspects of ensuring an appropriate venue for the meet. Included in this is the setup of additional flagging or marking for crowd control and for designated coaches' boxes as defined by the games committee.

EQUIPMENT

The following equipment for the Conference Championship Meet shall be provided or arranged by the host school with meet management.

1. Pits, standards and crossbars meeting current safety standards for high jump and pole vault.
2. Appropriate quantity and length of measuring tapes to meet field event measurement needs. Certified laser measurement systems may be used and are encouraged for events where applicable.
3. Inspector and field event judges flags sufficient for all umpires and head field event judges.
4. 132 cones to place every 1.5 meters on the inside lane line around the curves.
5. Eight batons without dents, tape or other items that can aid a runners grip.
6. Nine pair of starting blocks with sufficient spikes to hold in place without the use of block holders.
7. A headquarters/clerk of course area with a table and canopy.
8. Appropriate equipment to weigh and inspect throwing implements.
9. Sufficient clipboards, pencils and stopwatch for field event officials.
10. Equipment to put cross bar in place in pole vault.
11. A stepladder or measuring instrument for the pole vault.
12. .32 caliber starting shells.

TEAM RESPONSIBILITIES

There will be a head, certified, official for each of the field events, clerk of course and starter(s) as hired by the meet manager. Each school, however, will need to provide adult/student assistance (marking, pit grooming, implement retrieval and bar placement) to aid in effectively conducting the meet.

Chaska (host)	One adult (supervisor) and ten students for hurdle crew
Waconia	One adult (marker) one tape puller and two students for the shot put
Jefferson	One adult (marker) one tape puller and two students for the long jump
BSM	One adult (marker) one tape puller and two students for the triple jump
SLP	One adult (marker) and two students for the discus
Orono	Two students for the pole vault
New Prague	Two students for the high jump
Chanhassen	Two students to assist the clerks & two students to assist with blocks

All volunteers please report to assignments one half hour prior to the event start time.

EXCHANGE ZONES (only necessary if there are no umpires available)

4X800	All Exchanges	Chaska
4X200	Exchanges 1&3 Exchange 2	New Prague & Jefferson SLP & BSM
4X100	Exchange 1 Exchange 2 Exchange 3	Waconia & Chanhassen Orono & BSM SLP & Jefferson
4X400	All Exchanges	Chanhassen

SITE INFORMATION FOR ATHLETES AND COACHES

- Buses should park in the west lot of Chaska High School, specific assignments will be given upon arrival.
- Please camp on the grassy areas outside the track and entry path at the north/east end of the track.
- Please note the designated warm-up area for athletes on the track infield.
 - The track and infield should be void of athletes and coaches except for designated areas.
- A coaching box will be located near all field event areas.
- No FOOD or BEVERAGES (other than water) are allowed within the competition area.
- At the completion of the meet please ensure your camp area is cleared of all garbage and equipment.
- Results will be announced as they come in and will be posted on wayzataresults.com

ADMISSION/PROGRAMS

Admission will be charged -- \$8 for adults and \$5 for students.

CONFERENCE CHAMPIONSHIP ROTATION

The conference championships, relays and JV championships will be determined by the athletic directors prior to the start of each school year.

(Updated 12/1/2022)

