

2024-2025

Girls/Boys Track & Field

Manual for School & Manager's



2024-2025 IHSA Track and Field School & Managers Manual

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Revision History





Frequent Question:

We have an athlete who will be competing in AAU this winter as unattached. At what point would athletes need to switch to running for their school?

Answer: It all depends on when your track and field team at your school conducts its first tryout or practice. If your coach starts when the season starts, January 20, then every student in your school must cease all non-school track and field participation within 7 days of that date if they plan to be on the track and field team. In other words, it is not based on when the individual starts but rather when your coach conducts a tryout or practice with any number of athletes on or after the IHSA start date. If your coach begins on January 20, but one student athlete continues to participate with a non-school team up through March, then that student athlete would face a period of ineligibility (as determined by the executive director) before being allowed to participate in IHSA track and field competition.

IHSA TRACK & FIELD IMPORTANT DATES

September 4: 2024 Track & Field Advisory Committee Meeting

December 10: First date of Officials Online Part 1 exam/Rules Presentation begin through the IHSA School & Officials Center.

Track & Field Manual posted (School’s Center and Cross-Country Activity web pages).

January 20: Practice may begin

February 1: School Participation Team/Individual Entry Deadline. The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the button to add sports for the upcoming spring.

February 3: 1st Contest Date.

Online Rules Presentation/Officials Exams deadline.

Official’s availability calendar deadline

February 4: Probation and Suspension calculated

February 5: Officials Assignment process begins

March 3: Coaches can begin adding their roster to Athletic.net

School Sectional Assignments will be posted mid-March

Girls: <https://www.ihsa.org/Sports-Activities/Girls-Track-Field/State-Series-Information-Results>

Boys: <https://www.ihsa.org/Sports-Activities/Boys-Track-Field/State-Series-Information-Results>
(School’s Center and Cross-Country Sport/Activity web pages)

IHSA Will ASSIGN Three (3) licensed officials for each Sectional for those who made themselves available through their Officials Center availability calendar.

May10 (Girls) and May 17 (Boys) MIDNIGHT DEADLINE:

Track & Field Sectional Entries/Roster declarations - **Athletic.net**

AND

Coaches Data Form & Six Contest Verification via **IHSA Schools Center; Coaches Sport/Activity Tracker**



- May 13:** IHSA Girls Track & Field Online Seeding Meeting (failure to withdraw after this deadline \$500.00 penalty)
- May 14-16:** IHSA Girls Track & Field Sectional Meets
- May 20:** IHSA Boys Track & Field Online Seeding Meeting (failure to withdraw after this deadline \$500.00 penalty)
- May 21:** IHSA Girls State Final Practice/School Packet Pick-up begin Wednesday at 4:00 p.m.
- May 21-23:** IHSA Boys Track & Field Sectional Meets:
- May 22-24:** IHSA Girls State Meet
- May 28:** IHSA Boys State Final Practice/School Packet Pick-up begin Wednesday at 4:00 p.m.
- May 29-31:** IHSA Boys State Meet
- September 3:** 2025 Online Advisory Committee Meeting

2024-2025

School Information

Manual for School & Manager's





State Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2024-2025 IHSA Boys and Girls Track and Field Meet Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

A. Classifications in the IHSA Track & Field State Series will be determined according to IHSA Policy 17 (Classification System)

- Class 1A: 0-420.00
- Class 2A: 420.01--1232.50
- Class 3A: 1232.51-above

B. Students with disabilities will compete in events within the Wheelchair Division regardless of school classification. A disability is a physical, visual or mental impairment which substantially limits one or more major life activity.

Wheelchair Division: students who use a wheelchair for mobility or sports or those that have been classified as T/F 31-34, T51-54, or F51-57.

Students who qualify for the Wheelchair Division will compete separately for place and medals, but events for this division can be held simultaneously.

Students with disabilities wishing to participate in this Division must have a statement of disability on file with appropriate personnel responsible for student health issues at the student’s school. The IHSA reserves the right to request this documentation as part of the entry process.

II. DATES AND SITES

A. The Girls Sectional meets will be held on **WEDNESDAY, May 14; THURSDAY, May 15; or FRIDAY, May 16.** The IHSA T&F Administrator shall have the authority to schedule a sectional meet on Saturday when excessive travel is involved. There will be 14 sectionals in Class 1A; 11 sectionals in Class 2A and 11 sectionals in Class 3A.

B. The Boys Sectional meets will be held on **WEDNESDAY, May 21; THURSDAY, May 22; or FRIDAY, May 23.** The IHSA T&F Administrator shall have the authority to schedule a sectional meet on Saturday when excessive travel is involved. There will be 14 sectionals in Class 1A, 11 sectionals in Class 2A and 11 sectionals in Class 3A.

C. The Girls State Final Meet will be held at Eastern Illinois University, Charleston, on **Thursday, May 22 (Class 1A Prelims); Friday, May 23 (Class 2A & 3A prelims); Saturday, May 24 (Class 1A-3A Finals).**

D. The Boys State Final Meet will be held at Eastern Illinois University, Charleston, on **Thursday, May 29 (Class 1A prelims); Friday, May 30 (Class 2A & 3A prelims); and Saturday, May 31 (Class 1A-3A Finals).**

Available Sectional sites with all-weather facilities and the capability of completing Sectional meets not later than Friday will be selected. Therefore, before a Meet Referee and Manager suspend a Sectional meet past Friday, permission to do so must be secured from the administrator in the IHSA Office in charge of Boys and Girls Track and Field.

Assigned Sectional Meet Referees will be supplied a phone number to contact the IHSA Administrator closer to the event. It will be posted prior to the Sectional in the IHSA Officials Center in each Meet Referees personal site.

Suspended meets or events will continue from the point of interruption. The horizontal and vertical jump eventss, shot put or pole vault may be moved indoors, if facilities are available.

III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ONLINE ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION, AND REGIONAL/SECTIONAL ONLINE LIST OF PARTICIPANTS

A. The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the words “Entry Form” to add sports for the upcoming year. Spring Sports Entry Deadline is Feb. 1.

B. Online School Entries

All Official Representatives must login to the IHSA School Center; click on “Sport & Activity Tracker”; click on “enter your teams or individuals”. There you will select the sports and activities your school will participate in during the 2024-2025 school term. IHSA uses this information to assign schools to Sectionals after February 1.

C. Late Online School Entries:

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered a late entry. **To be considered** for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.



D. Coaches Data Form (Available March 30, 2025): Schools must declare their **coaching staff through the IHSA Schools Center Sport/Activity Tracker.** Coach Data Form (page 2) Adding Coaching Staff; (page 3) Six Contest Verification (Team entries only): You must check the Six Contest Verification box, before Certify & Submit (page 4) schools are verifying that the school's boys or girls interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Track & Field season. This allows teams to compete for team honors (trophy) during the state series meet in accordance with IHSA By-law 3.054.

Individuals or Wheelchair Athletes: Schools with only individuals competing **do not check the Six Contest Verification box.** Individual entries are not eligible to compete for team honors (trophy).

Coaches Data Form (Available March 30, 2025): Schools must declare their **coaching staff through the IHSA Schools Center Sport/Activity Tracker.** *If a school doesn't list its coaching staff, IHSA will provide one Head Coach wristband in the name of the Head Coach listed in the IHSA Schools Center. No other wristbands will be issued for that school. Assistant coaches not listed will have to purchase a ticket for admission. All State Final Qualifiers are required to have a coach represent their athletes at all IHSA State Finals. A state final school packet will not be given to any school who doesn't have a Head Coach representing their school.*

E. REQUIRED RULES VIDEO (Head Coaches of every participating school and Officials): The Track & Field **Online Rules Video begins December 10-February 3.** Each participating school must have their **HEAD COACH** view and receive credit for the 2024-2025 Track & Field rules video. To receive credit, the coach/official must view the video in their respective IHSA School/Officials Center. Refer to the Track & Field Manual for Schools for detailed instructions.

NOTICE: If you coach at two different schools or are a coach and an official, you must contact Cheryl Lowery at the IHSA Office (clowery@ihsa.org), once you have been given credit for watching the presentation once so she can verify and manually give you credit for the other position you hold. Our server runs an update every evening, **if you view the presentation and it doesn't give you credit (within 24 hours) the first time, contact Cheryl Lowery at the IHSA Office.**

F. Breach of Contract By-Law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal **must fax or email a letter to Cheryl Lowery at clowery@ihsa.org** at the IHSA Office, notifying IHSA of the school's

withdrawal from Track and Field prior to the List of Participants deadline.

If a school withdraws after the List of Participants deadline and/or does not show up for competition, the school will be charged a **\$500 penalty.** If applicable, the school will be charged for any additional financial loss sustained by the offended school(s) or the Association because of such breach.

G. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

In accordance with By-law 3.050, schools are subject to entering eligible student-athletes.

H. Affirmative Action Policy: Only boys may participate in the boy's competition in the state series and only girls may participate in the girl's competition in the state series, except as provided in the Illinois High School Association Affirmative Action Policy.

I. Sectional Online List of Participants/Entry Declarations and Coaching Staff: Please review the instructions in the Manual for Schools for complete instructions. Each school entering the state series (whether entering a team or individuals, or entries in the Wheelchair Division) must submit its Online List of Participants/Entry Declarations via Athletic.net. These entry declarations must be completed in Athletic.net **by 11:59 p.m. Sunday, May 11 (Girls)/May 18 (Boys).** A **\$500.00 penalty** fee will be assessed for failure to withdraw before the LOP deadline, and the school will be locked out from entering through the School's Center during the next school term.

Sectional Online List of Participants Declarations

*If a school does not submit all or part of the Sectional Online List of Participants by the deadline, the IHSA administrator for Track & Field may permit late LOP entries with a \$100 penalty fee. The IHSA administrator for Track & Field may waive the \$100 penalty fee for extenuating circumstances. Other penalties for failing to complete the Sectional Online List of Participants by the deadline could include, but not be limited to being ruled ineligible to coach and/or athletes being ruled ineligible to compete in the State Series. Entered schools that do not submit their Sectional Online List of Participants are consequently ruled ineligible for the State Final Series and will be withdrawn from the state series. A **\$500.00 penalty fee** will be assessed for failure to withdraw before the LOP deadline, and the school will be locked out from entering through the School's Center during the next school term.*



COACHES DATA FORM: Schools are required to complete the Coaches Data Form in the Sport/Activity tracker in the IHSA Schools Center which opens on March 30, 2025. If a coach on your coaching staff doesn't appear in the drop-down menu in the Coach Data Form, a coach(es) is missing a part of their Staff Compliance requirement: Staff Compliance Requirements:

- 1) Designated as Head Track & Field Coach or Assistant Coach
- 2) Designated coaching certification (ASEP/ISBE/NFHS)
- 3) Designated completion date for the PES Examination
- 4) Designated completion date for the Concussion Risk Management Exam (every 2 school terms)
- 5) Hate Speech/Harassment Video (every 2 school terms)

Concussion Risk Management Program and the Hate Speech/Harassment Videos are required by Illinois State law requires all staff and officials to pass a Concussion Risk Management Examination and view the Hate Speech/Harassment Video examination every two school terms, prior to working with students.

The Online List of Participants/Entry Declarations must be completed through **Athletic.net**. Each participating school may enter no more than two individuals per individual event and no more than 1 relay team per relay event when completing their List of Participants/Entry Declarations. No more than eight (8) Girls/Boys to be entered as runners or as alternates in the relays. **COACHES WILL ENTER THEIR INDIVIDUALS AND RELAY TEAMS VIA THEIR ATHLETIC.NET ACCOUNT. At the seeding meeting, prior to all event seeds or heat sheets being distributed, for relay events only, coaches can opt to change a relay time to a slower seed time than what was automatically populated by Athletic.net. Individual event seed times/marks automatically populated by Athletic.net may not be adjusted. SPACES LEFT BLANK WHILE COMPLETING THE ONLINE LIST OF PARTICIPANTS/ENTRY DECLARATIONS MAY NOT BE FILLED IN AFTER THE ENTRY DEADLINE. INDIVIDUALS--IN CASE OF A POSSIBILITY THAT AN INDIVIDUAL ATHLETE WILL BE CLEARED BY THEIR DOCTOR, PUT A NAME IN EVERY AVAILABLE BLANK. A SUBSTITUTION CAN BE MADE AT THE SEEDING MEETING ON A PERSON-BY-PERSON BASIS. IT IS HIGHLY RECOMMENDED TO PLACE AN ATHLETE'S NAME IN EACH BLANK.**

Coaches may change or decrease the total number of **individual** entries submitted online during the virtual sectional seeding meeting. Name Changes to relays are NOT permissible after the List of Participants/Entry Declarations deadline. Changes to individual entries must be made prior to 6:45 p.m. on the day of the virtual seeding meeting (before the results of the seeding are released to coaches). No substitutions or changes shall be permitted in any events after the Sectional Seeding

Meeting, except in individual events, in cases of a substitution made at the scratch meeting, prior to the start of the meet, made because of school disciplinary reasons, a death in the athlete's immediate family, or a disabling illness or injury to an entered contestant. Each substitute situation must be certified by either the high school principal or attending physician to the Sectional manager.

When Athletic.net populates a state series entry's best time of the year, manual times are given to the higher tenth (Example 10.42 manual must be entered as 10.5), and then the NFHS conversion method of adding .24 is applied. For example, 10.42 manual would be converted to F.A.T. as follows: 10.42 becomes 10.5, then .24 is added which brings the converted seed time to 10.74).

The online List of Participants will provide space for each participating school to enter its athletes into each event and to list the accurate names of the Girls/Boys entered in the Sectional meet. No more than eight (8) Girls/Boys to be entered as runners or as alternates in the relays. **COACHES WILL ENTER THEIR INDIVIDUALS, RELAY TEAMS AND SEEDING TIMES ONLINE. SPACES LEFT BLANK WHILE COMPLETING THE ONLINE LIST OF PARTICIPANTS MAY NOT BE FILLED IN AFTER THE ATHLETIC.NET ONLINE LIST OF PARTICIPANTS ENTRY DEADLINE. INDIVIDUALS--IN CASE OF A POSSIBILITY THAT AN INDIVIDUAL ATHLETE WILL BE CLEARED BY THEIR DOCTOR, PUT A NAME IN EVERY AVAILABLE BLANK. A SUBSTITUTION CAN BE MADE AT THE SEEDING MEETING ON A PERSON-BY-PERSON BASIS. IT IS RECOMMENDED TO PLACE AN ATHLETE'S NAME IN EACH BLANK.**

IHSA will utilize the name spellings and year in school data from the Athletic.net Declarations for the State Final program. If you notice an error, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office.

No school shall enter competitors in a Sectional meet unless it intends for its qualifiers to participate in the State Final Meet if they qualify to advance.

IMPORTANT NOTE TO SECTIONAL MANAGERS: You must print relay heat sheets for each event for each school entered in your sectional from the computer program your meet utilizes. This is what your Clerk of the Course will use to determine if the runners that check in the day of the event are eligible to compete for each school. Without these printed lists, your clerk will not know who is eligible (as a result being included on the Athletic.net declarations).

J. HEAD COACHES' RULES INTERPRETATION PRESENTATION (December 10, 2024-February 3, 2025)

The Track and Field online Rules Interpretation Presentation is **REQUIRED** for **ALL** schools entering a team or an individual(s). Every **HEAD COACH** and all officials must view to receive credit for the 2024-2025



Track and Field Rules Interpretation Presentation. To receive credit, the HEAD coach/official must view the presentation through their respective IHSA School/Officials Center by logging in to their account. While at times the online rules video may be accessible in other IHSA web locations, **the only site where a school or an official can receive credit is by logging in to their school/official center and viewing it through their Sport & Activity Tracker.**

will be re-opened for your coach to view the online presentation.

- 1) Go to www.ihsa.org
- 2) Click on "Schools & Officials Center"
- 3) Enter the Coaches "User ID" and the Coaches password
- 4) Click on "T Activity Tracker", Click on "Rules Video" to begin presentation
- 5) View the Online Rules Presentation and get credit by following the instructions in the presentation.
- 6) If you exit the video presentation prior to being instructed to do so, you will not receive credit and must watch the video again.
- 7) If you experience trouble getting credit for the Rules Meeting after you have viewed the complete presentation, please contact Cheryl Lowery at the IHSA Office to verify and issue a manual credit for the Rules Meeting.

IMPORTANT NOTICE CONCERNING REQUIRED ONLINE RULES MEETINGS:

It is important to make sure your Schools and Officials Center is up to date with contact information. Please double check:

(To make changes to this information, the School Administration should click on the "Staff Logins & Roster" link and click the name of the staff member needed to be edited and make necessary changes.)

Coaches: Login to the Schools Center to make sure you are listed as the coach for your school and your email address is current. If you are receiving emails and your school is not going to participate in the Track & Field State Series, this is a "Red Flag" that the IHSA believes that your school is entered and planning to participate. To avoid penalties, you must have your official representative withdraw your school by emailing traig@ihsa.org by the Online List of Participants deadline.

Officials: Login to the Officials Center to make sure your email address is current.

This information is required for IHSA to effectively communicate with its coaches and officials. If you are receiving notifications from our office, please do not ignore them. You are receiving communications because you are entered into the state series, and we require/expect for you to meet all deadlines to remain eligible.

NOTICE: If you are a coach at two different schools or are a coach and an official, you must contact or email Cheryl Lowery (clowery@ihsa.org) at the IHSA Office. She will give you dual credit. You must be listed as the coach at both schools in the respective Schools Center for the schools you are coaching to receive dual credit.

Rules Meeting Presentation Troubleshooting (once you have tried and have failed).

- a. Try again on a different computer, preferably in a different location (home instead of school, etc.) Sometimes these files download badly. Going to a different computer/location is the easiest way to get a fresh start.
- b. Go back to where you clicked on the link to start the presentation, and INSTEAD click on the link below to view the LITE version, which has no video content. Flash video can be an issue for some computers, and the lite version takes this out of the equation.
- c. You must click/watch every page to advance the presentation to get credit.
- d. If you experience trouble getting credit for the Rules Meeting after you have viewed the complete presentation, please contact Cheryl Lowery via email clowery@ihsa.org or call the IHSA Office to verify and issue a manual credit for the Rules Meeting.

Track and Field Online Rules Meeting Presentation Instructions:

Once the deadline passes your school will be placed on probationary status, if the online rules meeting presentation isn't reviewed by your head coach. For probationary status to be lifted from your school you must:

Submit a \$50.00 penalty fee to the IHSA Office (you must contact Tammy Craig to process Visa, MasterCard or Discover credit card payments or school checks payable to the IHSA will be acceptable forms of payment). Upon receipt of payment, the schools center

IV. HOST FINANCIAL ARRANGEMENTS

A. Host school shall pay for all local expenses. Each host school shall receive a guarantee of **\$1,750** and must submit results via internet to the IHSA Office. IHSA will pay for the assigned officials through ArbiterPay. The host school shall receive 20% of the net income: If admission is not charged, the host school shall forfeit the



guarantee. In addition, Sectional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook.

B. All Sectional meet expenses in Item XI-A-1 will be paid by the host school. Host schools must either provide shells for the starter or plan to pay them for their shells that they provide to start the sectional meet.

C. Neither the IHSA nor local meet management will assume responsibility for any other expenses of any kind for any meet except those expenses specified above.

D. Digital Tickets: Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional level of the State Series. Any exceptions must be approved by the IHSA Office.

E. Ticket Prices & Procedures: The following State Series ticket prices have been set by the IHSA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

SECTIONAL

Digital Ticket: \$8.00 per session

Cash Ticket: \$9.00 per session

STATE FINAL

Cash Ticket: \$12.00 per session

GoFan digital ticketing is not available at this State Final. Eastern Illinois University may provide digital tickets for sale. The IHSA has no control over any convenience fees charged for these digital tickets.

F. The Sectional meet revenue shall include the television and radio rights fees collected by the Sectional manager as provided for in Item IX-F.

G. Rights Fees for TV and Radio:

1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2) Radio Fees which shall be charged are:

a) Sectional = No Charge

b) State Final = \$50.00

3) Policies regarding royalty requirements for each Local Manager are contained in the current edition of the IHSA Official Handbook. (See policies 31.)

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Mid-March, schools who have entered to participate in the IHSA Track & Field State Series will be assigned to their sectional. The assignments will be posted on the IHSA Track & Field Activities pages under the State Series Information and results link. If your

school doesn't appear in the assignments, your school is not entered to participate.

Class 1A Series 14 Sectional Meets

Class 2A Series 11 Sectional Meets

Class 3A Series 11 Sectional Meets

B. Online Sectional Seeding Meetings: All Seeding Meetings will be conducted virtually through a platform of the host's choice (ie.: Zoom, Microsoft Teams, Google meets, etc.) on **Tuesday** prior to the Sectional Meet.

The Online seeding process should be seamless as Athletic.net will have already pulled each entry's best time/distance/height for the entire season.

1) The Virtual Sectional Seeding Meeting shall not be held during the regular school day.

2) It IS **NOT** mandatory for the head coach (or another school representative) to attend the Virtual Sectional Seeding Meeting. However, all schools are encouraged to have a representative present at their respective virtual seeding meeting. If a head coach (or another school representative) is not in attendance at the seeding meeting, those athletes must be **FAIRLY SEEDED** despite their coach's absence from the seed meeting. Coaches not in attendance forfeit their opportunity to question decisions made at the seeding meeting.

3) Calling the Sectional Host and indicating that your school will not attend the virtual seed meeting is greatly appreciated by Sectional Managers.

4) It is the responsibility of the Head Coach to contact the Sectional Host immediately if for any reason they experience an emergency that would not allow them to get to the seeding meeting on time. Sectional managers will provide participating coaches with a phone number to be used in case of such emergency. **IF YOU DO NOT RECEIVE A PHONE NUMBER THEN YOU SHOULD ASK FOR ONE.**

C. Items to be considered at the Sectional Seeding Meeting are as follows:

1) Heats and sections shall be assigned for the track events and flights for the field events. The Sectional Manager shall email each coach attending the Sectional Seeding Meeting with a printed copy of the heats, sections and flights before concluding the Sectional Seeding Meeting. Seed only the participants listed from the official Athletic.net entry list for your sectional.

2) The supported computer software to manage and score sectional track and field meets is the Hy-Tek Meet Manager Software.

3) Times automatically populated by Athletic.net for seeding purposes in all individual track events at the Sectional Seeding Meeting will be official times achieved at metric distances during the current IHSA Track and Field season. In a relay event, only an official time achieved at the metric distance during the current IHSA Track and Field season will be populated by Athletic.net



for seeding purposes. At the seeding meeting, prior to all event seeds or heat sheets being distributed, for relay events only, coaches can opt to change a relay time to a slower seed time than what was automatically populated by Athletic.net. Individual event seed times/marks automatically populated by Athletic.net may not be adjusted.

4) Marks automatically populated by Athletic.net for seeding purposes in the field events will be metric distance marks achieved during the current IHSA Track and Field season.

5) Indoor results from the same IHSA T&F season may be used for seeding purposes at the sectional meet.

6) If a boy/girl is entered in an excessive number of events at the Sectional seeding meeting, the local manager shall scratch the entries based on the highest number as listed in the Table seen below. For example: If a girl/boy is entered at the seeding meeting in events No. 4 (3200-M. Run), No. 8 (800-M. Run), No. 16 (200 Meter Dash), No. 9 (Long Jump) and No. 18 (Triple Jump), the highest numbered event is No. 18; therefore, the competitor would be scratched from that event since the competitor is allowed to enter four (4) events at the seeding meeting.

Event Number	Event
1	4 X 800 Meter Relay
2	4 X 100 Meter Relay
3	Discus Throw
4	3200 Meter Run
5	100/110 Meter Hurdles
6	High Jump
7	100 Meter Dash
8	800 Meter Run
9	Long Jump
10	4 X 200 Meter Relay
11	400 Meter Dash
12	Pole Vault
13	300 Meter Hurdles
14	1600 Meter Run
15	Shot Put
16	200 Meter Dash
17	4 X 400 Meter Relay
18	Triple Jump

7) Schools are required to complete the online List of Participants/Entry Declaration through Athletic.net by the IHSA deadline, prior to the Sectional Seeding Meeting. Coaches **may not for any reason** change the names in relays that were submitted by the deadline. Coaches **may make** changes to their names in **individual events**. The final and official seeding into heats and sections for the track events and into flights for the field events will be completed at the Sectional Seeding Meeting with coaches virtually present, AFTER all

allowable changes to the original entries have been made.

8) An individual entry left blank during the online entry process cannot be filled at the virtual sectional seeding meeting.

9) Any allowable changes or substitutions must be presented by the coach no later than 15 minutes prior to the start of the seeding meeting and prior to the release of the final heat sheets to the coaches in attendance. Attempting to make changes or substitutions after viewing the heat sheets is not allowed (except to satisfy 15a through 15e below).

10) Coaches may change or decrease the total number of individual entries submitted online at the beginning of a sectional seeding meeting.

11) If any question should arise on the legality of an entry under existing rules at the Sectional meet, the Sectional Games Committee must render a decision (no IHSA rules may be set-aside or ignored).

12) Participants will be assigned to heats/sections and flights in the track and field events on the basis of: (1) best times and marks; and (2) the composite opinion of the coaches present at the meeting. If there is a discrepancy, (2) is to take precedence over (1). **All times and marks must be verifiable through official performances posted by meet hosts to Athletic.net during this IHSA track and field season.**

13) Sectional Games Committee will be responsible for making the decision whether reseeding at the scratch meeting is needed, due to scratches. After the Scratch Meeting, only the Clerk of the Course and the Meet Referee may reseed if they deem it necessary.

14) **No substitutions shall be permitted in any event after the Sectional Seeding Meeting**, except in cases of a substitution made (in an individual event only) because of school disciplinary reasons, a death in the athlete's immediate family, a disabling illness or injury to an entered contestant which must be certified to by either the high school principal, Official IHSA Representative or attending physician (or the school's certified trainer) to the Sectional manager. **This substitution option does not apply to relay runners, nor does it apply after the meet has started.** Relay lists may not be changed after the List of Participants deadline for any reason; therefore, coaches are encouraged to list eight names at the time of completing their Online entries.

Note: In accordance with the Track and Field Rules, a school may scratch competitors from individual events to make them eligible to run on relay teams. HOWEVER, such scratches should be made before the Sectional meet begins.

THESE RULES MUST BE FOLLOWED WHEN REPLACING AN INJURED ATHLETE

a. Any allowable substitutions must be made just prior to the Sectional meet at a scratch meeting held for that purpose.



b. An athlete already entered in 4 individual events may not be used as a substitute for an injured athlete.

c. The substitute shall replace the contestant in the heat/section and lane assignment determined at the Virtual Sectional Seeding Meeting and the event shall not be reseeded only to accommodate the substitute.

d. The injured contestant being replaced (substituted for) shall not compete in any other events in the Sectional meet.

e. No such substitutions are allowed after the meet starts.

15) Sectional managers should adhere to a reasonable time schedule.

16) The decision(s) of the Meet Referee and Jury of Appeals shall be final in matters pertaining to the National Federation Track and Field Rules. Neither the IHSA Office nor the Board of Directors will review Meet Referee and Jury of Appeals decisions whether alleged errors are due to faulty judgment or misinterpretation of the rules (unless the Jury of Appeals has clearly exceeded its authority and elected to ignore rules).

17) All schools participating in the sectional meets are required to make available to the sectional host, one qualified volunteer to be assigned by the sectional host to work the meet. Adequate and

place finishers in all running events in Track & Field and the Wheelchair Division will be allowed to advance to the state finals from that meet. No one will advance to the state finals by way of meeting the adopted qualifying standard based on a manual time. The IHSA T&F Administrator will make every effort to identify a sectional host that will use an F.A.T. system. Decisions related to a failure of an F.A.T. system during a sectional meet will be made by the IHSA Track and Field Administrator on a case-by-case basis. Consideration to any F.A.T. failure could only be considered if there were official back up times available from meet management. Without such back up times to consider only the top two finishers will advance from that event to the State Meet.

- A simple definition of an F.A.T. system is one used to place and time the runners in any race which starts and stops automatically. Any timing system that requires an individual to start the system manually and/or others to stop the system, no matter how sophisticated is not a F.A.T. system.

C. If at all possible, in priority ranking, Sectional meets will be conducted: (1) On 400-Meter all-weather tracks; (2) On 400-Meter tracks. 8 lane tracks are preferred over 6 lane facilities. The use of Fully Automated Timing (F.A.T.) is required.



timed final with the fastest seed times being placed in the final heat.

The use of F.A.T. is required for all sectional meets. Only Sectional Meets using the required F.A.T. will be allowed to advance competitors to the State Meet based upon a time acquired in the sectional finals. If practical, Field Events-Preliminaries and Finals should be run consecutively. Competitors in the Wheelchair Division shall be integrated into the field event preliminaries with competitors without disabilities. The Triple Jump should follow the Long Jump as soon as one pit is available.

G. Girls and Boys Sectional Finals -Order of Events

- 4 x 800-Meter Relay Finals
- 4 x 100-Meter Relay Finals
- 3200-Meter Run (If two sections are required, they will be conducted consecutively at this point in the meet)
- 100/110-Meter High Hurdles Finals
- 100-Meter Wheelchair Division
- 100-Meter Dash Finals
- 800-Meter Wheelchair Division
- 800-Meter Run Finals
- 4 x 200-Meter Relay Finals
- 400-Meter Wheelchair Division
- 400-Meter Dash Finals
- 300-Meter Low Hurdles Finals
- 1600-Meter Run Finals
- 200-Meter Wheelchair Division
- 200-Meter Dash Finals
- 4 x 400-Meter Relay Finals

Wheelchair participants will compete at the sectional to which their school is assigned. At the meet director's discretion, if there are sufficient lanes the Wheelchair Division may be run as one consolidated heat. The Wheelchair Division will have 100-Meter, 200-Meter, 400-Meter, 800-Meter track events and shot put and discus.

H. Weather Conditions: It is the responsibility of the local Sectional Manager and Meet Referee to make every effort to complete the Sectional meet on the date scheduled. It may become necessary to suspend an event or the meet due to severe storm or unusual weather conditions that cause competition to become hazardous. Since time is of the essence, suspended meets or events should be reconvened as soon as the safety of the competitors is assured. If after a reasonable delay, the Meet Referee and Manager must suspend further competition for that day, Friday night meets may be suspended until Saturday.

IHSA State Final Time Schedule

All times are dependent on the weather. IHSA will use the IHSA Twitter account to notify schools of any changes in the time schedule due to bad weather.

Practice Schedule: Wednesday, May 20 (Girls), May 28 (Boys)

4:00 p.m. - 7:00 p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

4:00 p.m. - 10:00 p.m.: Dorm Registration and check in at Taylor Hall.

4:00 - 7:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium)

7:00 p.m.: State Final Manager, Head Officials and Games Committee meeting in the Lantz Building Varsity Room.

**Thursday, May 22 (Girls), May 29 (Boys)
1A Semifinals**

8:00 - 10:00 a.m.: 1A Schools only, may use track and field facilities at O'Brien Field for practice and warm-up.

8:00 a.m. - 6:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium).

10:00 a.m.: Long Jump, Triple Jump to follow the Long Jump

10:30 a.m.: High Jump

11:00 a.m.: Pole Vault, Shot Put, Discus to follow the Shot Put

11:50 a.m.: National Anthem

12:00 p.m.: 1A competition begins in all running events.

Class 1A Track Order of Events-Semifinals

- 4 x 800-Meter Relay
- 4 x 100-Meter Relay
- (10-Minute Warm Up for Hurdles)
- 100-Meter High-Hurdles/110-Meter High-Hurdles
- 100-Meter Dash
- 800-Meter Run
- 4 x 200-Meter Relay
- 400-Meter Dash
- 300-Meter Low Hurdles
- 1600-Meter Run
- 200-Meter Dash



4 x 400-Meter Relay

Practice Schedule following the Boys Class 1A Meet: The Special Olympics Unified State Final Championships will be held immediately following the Class 1A Boys State Preliminaries. Approximately 7:00 p.m. the Boys Class 2A/3A schools will be allowed on the track for practice (weather permitting). Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Friday, May 23 (Girls), May 30 (Boys) 2A, 3A Semifinals

7:00 a.m. - 8:30 a.m.: 2A and 3A schools only, may use track and field facilities at O'Brien Field for practice and warm-up.

7:00 a.m. - 1:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium). Unclaimed packets will be left at the southwest gate of O'Brien Field.

8:00 a.m.: Long Jump, Triple Jump to follow Long Jump

8:30 a.m.: High Jump

9:00 a.m.: Pole Vault, Shot Put, Discus Throw to follow Shot Put

9:50 a.m.: National Anthem

10:00 a.m.: The semifinals will be run in two parts. Part 1 will be Class 2A events and Part 2 will be Class 3A events. Class 2A track and field events will begin at 8:00 a.m. Class 3A track events will begin at approximately 2:00 p.m., or later in case of delays. Class 3A field events should refer to the complete schedule for approximate starting times. The schedule of field events indicates the approximate starting times to be used as a guide.

Format for Girls/Boys field events: The Pole Vault will utilize both runways for flights 1 and 2, Flight 3 will begin as soon as flight 1 is completed. Sixty (60) minutes of warm-up will be permitted prior to the start of each flight.

Both runways will be utilized in the Long Jump and Triple Jump for flights 1 and 2 with the 3rd and 4th flights following on the first available runway. The Triple Jump will follow the Long Jump. Both circles in the Shot Put and Discus will be used with flights 1 and 2 starting at the same time with the 3rd and 4th flight to follow on the first available ring.

In the Long and Triple Jump: The wind direction will determine the layout of the runways. When practical, competitors will jump with the wind.

The final designations for number of flights, runways and times will depend on the number of qualifiers. Coaches must be alert for the time schedule and flight assignments that will be included in their school packets.

If there are more than 9 qualifiers in a specific event within the Wheelchair Division, those students will

compete in semifinals on Friday. Athletes in the Wheelchair Division competing in field events will be integrated into flights in Class 2A on Friday but will be placed within the Wheelchair Division for awards and advancement to the finals. Athletes competing in the Wheelchair Division in Track events will compete in heats immediately preceding the equivalent heat in Class 2A on Friday. For example, a semifinal in the Wheelchair Division. In the 100-Meter will be run immediately preceding the 100-Meter dash run in the 2A class.

Class 2A Field Events

8:00 a.m.: Long Jump, Triple Jump to follow the Long Jump

8:30 a.m.: High Jump

9:00 a.m.: Pole Vault, Shot Put, Discus Throw to follow the Shot Put

Class 2A Track Order of Events-Semifinals (Class 2A semifinals in the Track events will begin at 10:00 a.m.)

- 4 x 800-Meter Relay
4 x 100-Meter Relay
(10-Minute Warm Up on Hurdles)
100-Meter High-Hurdles/110-Meter High-Hurdles
100-Meter Dash Semifinals, Wheelchair Division (if necessary)
100-Meter Dash Semifinals
800-Meter Dash Semifinals, Wheelchair Division (if necessary)
800-Meter Run
4 x 200-Meter Relay
400-Meter Dash, Wheelchair Division (if necessary)
400-Meter Dash
300-Meter Low Hurdles
1600-Meter Run
200-Meter Dash, Wheelchair Division (if necessary)
200-Meter Dash
4 x 400-Meter Relay

Class 3A Field Events (Times Approximate And Dependent on the end of the 2A Events - Be prepared to go early!)

12:00 p.m.: Long Jump, Triple Jump to follow the Long Jump

12:30 p.m.: High Jump

12:30 p.m.: Pole Vault

1:05 p.m.: Shot Put, Discus Throw to follow the Shot Put (approx. 2:45 p.m.)

Class 3A Track Order of Events-Semifinals (Class 3A Semifinals in the Track events will begin at approximately 2:00 p.m.)

- 4 x 800-Meter Relay
4 x 100-Meter Relay
(10-Minute Warm Up for Hurdles)
100-Meter High-Hurdles/110-Meter High-Hurdles
100-Meter Dash
800-Meter Run
4 x 200-Meter Relay
400-Meter Dash



- 300-Meter Low Hurdles
- 1600-Meter Run
- 200-Meter Dash
- 4 x 400-Meter Relay

Note: The times for the semifinals are approximate. The Games Committee will determine when a break may be taken if the events are running ahead of schedule.

Practice Schedule: Following the 2A/3A meet– 7:00

p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSAA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSAA severe weather safety guidelines. (If it roars, go indoors!).

Saturday, May 24 (Girls), May 31 (Boys)-Finals in all events

7:00 a.m. – 8:45 a.m.: The track is open for warm-ups to all finalists.

9:15 a.m.: Parade of Competitors (followed by Competitor Oath and recognition of head officials, honorary referees, and National Anthem)

If there are nine or fewer students qualifying from Sectionals for a specific event within the Wheelchair Division, then that event will take place on Saturday.

If entries require preliminaries for Athletes in the Wheelchair Division competing in field events, the athletes will be integrated into flights in Class 2A on Friday. Those that qualify for the finals will be placed within the Wheelchair Division for finals and awards on Saturday. Athletes competing in the Wheelchair Division in Track events will compete in heats immediately preceding the equivalent heat in Class 2A on Friday (if entries require preliminaries). Those that qualify for the finals will be placed within the Wheelchair Division for finals on Saturday in heats immediately preceding the events for athletes without disabilities. The Wheelchair Division will have 100-meter, 200-meter, 400-meter, and 800-meter track events, and shot put and discus.

Field Events Finals – 1A followed by 2A followed by 3A

1A

- 10:00 a.m.: Pole Vault
- 10:00 a.m.: Shot Put
- 10:00 a.m.: Long Jump
- 10:00 a.m.: High Jump
- Triple Jump - To follow the Long Jump
- Discus - To follow the Shot Put

2A (Approximate start times – be ready to go)

- 10:00 a.m.: Pole Vault
- 10:45 a.m.: Shot Put
- 10:00 a.m.: Long Jump
- 12:00 p.m.: High Jump
- Triple Jump - To follow the Long Jump
- Discus - To follow the Shot Put

3A (Approximate start times – be ready to go)

- 11:30 a.m.: Shot Put
- 11:00 a.m.: Long Jump
- 12:00 p.m.: Pole Vault
- 2:00 p.m.: High Jump
- Triple Jump - To follow the Long Jump
- Discus - To follow the Shot Put

Track Events

- 10:00 a.m.
 - Class 1A 3200-Meter Run, Section No. 1
 - Class 2A 3200-Meter Run, Section No. 1
 - Class 3A 3200-Meter Run, Section No. 1

- 11:00 a.m.
 - Class 1A 4 x 800-Meter Relay
 - Class 2A 4 x 800-Meter Relay
 - Class 3A 4 x 800-Meter Relay

- 11:40 a.m.
 - Class 1A 4 x 100-Meter Relay
 - Class 2A 4 x 100-Meter Relay
 - Class 3A 4 x 100-Meter Relay

- 12:10 p.m.
 - Class 1A 3200-Meter Run, Section No. 2
 - Class 2A 3200-Meter Run, Section No. 2
 - Class 3A 3200-Meter Run, Section No. 2

- 1:10 p.m.
 - Class 1A 100-Meter High-Hurdles/110-Meter High-Hurdles
 - Class 2A 100-Meter High-Hurdles/110-Meter High-Hurdles
 - Class 3A 100-Meter High-Hurdles/110-Meter High-Hurdles

- 1:35 p.m.
 - Wheelchair Division - 100 Meter Dash
 - Class 1A 100-Meter Dash
 - Class 2A 100-Meter Dash
 - Class 3A 100-Meter Dash

- 1:55 p.m.
 - Wheelchair Division - 800 Meter Dash
 - Class 1A 800-Meter Run
 - Class 2A 800-Meter Run
 - Class 3A 800-Meter Run

- 2:25 p.m.
 - Class 1A 4 x 200-Meter Relay
 - Class 2A 4 x 200-Meter Relay
 - Class 3A 4 x 200-Meter Relay

- 2:55 p.m.
 - Wheelchair Division - 400 Meter Dash
 - Class 1A 400-Meter Dash
 - Class 2A 400-Meter Dash
 - Class 3A 400-Meter Dash

- 3:15 p.m.
 - Class 1A 300-Meter Low-Hurdles
 - Class 2A 300-Meter Low-Hurdles
 - Class 3A 300-Meter Low-Hurdles

- 3:35 p.m.
 - Class 1A 1600-Meter Run
 - Class 2A 1600-Meter Run
 - Class 3A 1600-Meter Run

- 4:05 p.m.
 - Wheelchair Division - 200 Meter Dash
 - Class 1A 200-Meter Dash
 - Class 2A 200-Meter Dash
 - Class 3A 200-Meter Dash

- 4:20 p.m.
 - Class 1A 4 x 400-Meter Relay
 - Class 2A 4 x 400-Meter Relay



Class 3A 4 x 400-Meter Relay
 5:00 p.m.
 Awards

B. In addition, any individual or relay team who equals or surpasses the qualifying standard in the finals of their respective Sectional Meet, for the Class they represent, at any Sectional Meet using F.A.T., shall advance to the State Final Meet in their Class. Also, any athlete in the throws and/or horizontal jumps equals or surpasses the qualifying mark in the preliminaries shall advance to the State Final Meet.

If a new event is added in the state series, first and second place winners from each of the sectional meets shall advance to the State Final Meet.

VII. ADVANCEMENT OF WINNERS

A. First and second place winners in all events from each **Sectional** meet shall advance to the State Final Meet.

C. The 2025 F.A.T. qualifying standards are as follows:

2024-2025 Proposed IHSA State Qualifying Standards						
Event	1A Girls	1A Boys	2A Girls	2A Boys	3A Girls	3A Boys
LJ	5.00m (16-5)	6.35m (20-10)	5.10m (16-9)	6.47m (21-3)	5.43m (17-10)	6.80m (22-4)
PV	2.76m (9-1)	3.70m (12-2)	2.97m (9-9)	3.88m (12-9)	3.20m (10-6)	4.16m (13-8)
HJ	1.52m (5-0)	1.85m (6-1)	1.54m (5-1)	1.87m (6-2)	1.57m (5-2)	1.93m (6-4)
SP	10.79m (35-5)	14.37m (47-2)	10.66m (35-0)	14.88m (48-10)	11.17m (36-8)	15.82m (51-11)
TJ	10.18m (33-5)	12.54m (41-2)	10.56m (34-8)	12.95m (42-6)	11.09m (36-5)	13.48m (44-3)
DISC	33.45m (109-9)	43.05m (141-3)	33.42m (109-8)	44.42m (145-9)	35.20m (115-6)	47.09m (154-6)
4 X 800	10:35.51	8:33.28	10:14.34	8:20.60	9:39.14	7:59.23
4 X 100	:52.12	:44.33	:50.59	:43.51	:48.92	:42.62
3200	12:26.55	10:12.64	11:47.44	9:57.04	11:11.19	9:27.68
100 HH 110 HH	:16.86	:16.26	:16.62	:15.61	:15.48	:15.26
100	:12.95	:11.24	:12.64	:11.05	:12.42	:10.94
800	2:28.15	2:01.53	2:25.12	2:00.71	2:18.94	1:57.40
4 X 200	1:51.76	1:33.09	1:48.87	1:31.33	1:44.81	1:29.72
400	1:01.94	:51.92	1:00.75	:51.17	:59.38	:50.44
300 LH 300 IH	:49.72	:42.73	:48.74	:41.55	:46.88	:40.40
1600	5:36.90	4:37.35	5:24.58	4:32.20	5:11.78	4:21.89
200	:26.96	:23.03	:26.29	:22.59	:25.56	:22.30
4 X 400	4:19.68	3:33.66	4:13.85	3:30.40	4:05.32	3:24.94

Rationale: When determining event standards, the past process of using a five-year average of 21st place from all sectionals for 1A & 3A, and a five-year average of 16th place from all sectionals for 2A was followed when possible. However, as a result of some analysis of qualifier projections using past years, there were some cases where the system was adjusted by using a different average sectional time/distance/height (i.e. 18th place instead of 21st place), or by using a different average number of years (i.e.: 4 years instead of 5 years), or simply by maintaining the prior year's standard. The Assistant Executive Director working with the Track & Field advisory committee has reserved the right to make these types of adjustments if it is obvious that this would be necessary to protect the integrity of the meet.

Athletes with Disabilities Wheelchair Track & Field Qualifying Standards:

Event	Wheelchair Athletes
	Boys Girls
SP	1.83m (6-0) 1.22m (4-0)
DISC	4.75m (15-0) 2.44m (8-0)
100	:40 :45
800	6:00 6:30
400	3:00 3:15
200	1:25 1:35

Note: The field event qualifying standards above show both the metric distances/heights along with the

English distances/heights in parenthesis. The metric measurements will be used in determining qualifying



marks for all field events. The English measurement conversions in parenthesis are only listed for convenience and are not necessarily exact conversions. Therefore, at the sectional meets, the metric distances/heights are what will be used to determine if a qualifying standard has been met by a competitor. In other words, the English conversions listed in parenthesis will not be used or considered to determine if a qualifying standard was met.

Qualifying standards Information:

1) In track events only, the qualifying standard (recorded with an F.A.T. system) must be equaled or surpassed in the final races. Times recorded in preliminary or semifinal races may not be used to qualify for the State Final Meet. The use of an F.A.T. system is required to qualify from a Sectional Meet to the state Meet based upon time.

2) In Sectional meets preliminaries shall be held in the Long Jump, Triple Jump, Shot Put and Discus Throw. Nine (9) contestants plus ties for ninth shall advance to competition in the finals as stated in NFHS Rules. Any competitor who equals or surpasses the above qualifying standards for their Class shall advance to the State Final in the Long Jump, Triple Jump, Shot Put and Discus Throw.

3) The High Jump and Pole Vault should be run as finals. The qualifying standard for the High Jump and Pole Vault must be a measured height unless the height achieved is considerably more than the qualifying standard.

4) The qualifying standards for the field events are metric measurements.

D. Sectional Meets: At sectional meets only, preliminaries and or semifinals; in the 100 and 200-Meter Dashes and the 110/100-High Hurdles WILL NOT BE CONDUCTED. These events will be seeded and conducted as a timed final.

E. Sectional Meets: Divisions conducting the following events will conduct them as finals at Sectional Meets: 4 x 800-Meter Relay, 4 x 100-Meter Relay, 3200-Meter Run, 800-Meter Run, 4 x 200-Meter Relay, 400-Meter Dash, 300-Meter Intermediate Hurdles, 1600-Meter Run, 4 x 400-Meter Relay.

The winners will be chosen based on the best time made and only one set of medals and points will be awarded in each event.

F. Sectional Meets: The local manager will determine the number of sections to be run by the number of entries.

G. Sectional Meets: At all Sectional meets, preliminaries and finals in the Field Events should be run off consecutively, if practical.

H. Sectional Pole Vault: It is preferred that the Pole Vault be conducted at the assigned sectional site at the time of the sectional meet. However, due to increasing difficulties in obtaining sectional sites capable of conducting Pole Vault, the Pole Vault may be conducted

at a different location prior to the Sectional (preferably the day before the sectional meet). If this is necessary, all schools competing must be:

1) Notified of the new location and time of the event.

2) The event must be conducted at a time that would not prohibit the competitors from competing in any other event at the Sectional meet.

3) A licensed Track & Field Official must be present to officiate during the event (supplied by the Sectional Manager).

4) All competitors must have a Certified Coach (By-Law 2.070) accompanying them.

5) **Note:** During the regular season coaches will be required to complete the Pole Vault weight verification card at all meets. Athletes will not be required to weigh in at these regular season meets, but the coach must verify that the athlete has been weighed and is using a legal pole as determined by the weight of the vaulter. This card can be found online at IHSA.org. A weigh in will occur during the IHSA State Series, this will include all sectional meets.

6) In the case of inclement weather, the pole vault and high jump may be moved to an indoor location. This decision will be made by the Meet Referee.

7) All schools conducting the pole vault must use the pole vault box pad defined in NFHS Track and Field **Rule 6-9-33**. The pad must meet the ASTM Standard F2949. The pole vault will not be conducted without this pad present.

I. Sectional Meets: Relay Races – It is the clerk’s responsibility to verify that all relay participants are listed on each school’s original online list of entries for that event. Copies of the relay lists of participants (including alternates) must be provided by the Sectional Meet Manager developed from the IHSA Official Online entries.

J. State Final Meet: If a school has qualified a relay team for the State Final, the names of the eight (8) runners who are entered in the relay must appear on the online List of Participants submitted to the Sectional Meet Manager and the IHSA Office.

If a school qualifies a relay team for the State Meet, the four (4) designated runners in the semis or finals must be from the eight (8) runners who were listed on the online List of Participants submitted to the Clerk of Course at the Sectional meet.

K. State Final Meet: A competitor may participate only in those individual events in the State Final meet for which they have qualified in Sectional competition.

L. State Final Meet: In the track events, nine (9) competitors or teams will qualify for the finals to be run on Saturday except in the 800-Meter Run, 1600-Meter Run and 4 x 800-Meter Relay where 12 will qualify for the finals. The 3200-meter run will be run in sections on Saturday.

M. State Final Seeding: In seeding the semifinals in running events at the state final meet, the top qualifier in each event from the sectional will be placed in the last heat, and the other top qualifiers from the sectionals will be placed in the heats by time. Seeding for the final in



each running event shall be as follows: 1) Heat winners, according to their times, 2) all other qualifiers, according to their times. Qualifiers from the same school in an event will not be separated.

N. Qualifying For Finals at the State Meet: At the state final, in the semifinals of all running events, (In both the Athletes Without Disabilities Division and the Wheelchair Division if needed) the winner of each heat advances to the finals, and the remaining qualifying positions will be filled on the basis of time.

O. State Final Meet Ties: In case of a tie in the semifinals of the 100-Meter Dash, 100 or 110-Meter High Hurdles, and the 200-Meter Dash that would qualify more than nine (9) competitors for the Finals; Rule 4-5-4 will be followed. The tying competitors shall compete again for the available lane(s).

In case of a tie in the semifinals of the 300-Meter Hurdles, 400-Meter Dash, 4x100-Meter Relay, 4x200-Meter Relay, and the 4x400-Meter Relay, that qualify more than nine (9) competitors or teams for the Final; two final sections shall be run, and the final places will be determined on the basis of time. The runners or teams with the best qualifying times will be placed in the second section with at least three (3) runners or teams in the first section.

In case of a tie in the semifinals of the 800-Meter Run, 1600-Meter Run, and the 3200-Meter Relay that would qualify more than twelve (12) competitors or teams; all tying competitors or teams will be assigned to the final race. Positions of the tying competitors or teams will be drawn and assigned as indicated in the State Final Seeding.

NOTE: If competitors have identical times recorded to 1/100th of a second, then timing to 1/1000 of a second will be used to break all ties to determine advancement and to determine final places.

P. State Final Meet: In a relay event, no substitute is permissible after a false start. Alternates listed on the relay team card are not charged with participation in a relay event unless they become a competitor in the relay.

Q. State Final Meet: The Games Committee, in conjunction with the Head Field Referee, Head Pole Vault and Head High Jump judges shall announce the starting heights in the High Jump and Pole Vault for the preliminaries Tuesday before the State Meet on the IHSA Web Site. Competitors will be permitted to warm up at a lower designated height, but this must be done before the time scheduled for the start of the event.

R. State Final Meet: The Games Committee shall approve definite qualifying heights for the Pole Vault and High Jump and only those competitors who clear the qualifying height in the preliminaries shall compete in the finals. The qualifying height is subject to the number and strength of entries.

S. State Final Meet: In the Shot Put, Discus (in both the Athletes Without Disabilities Division and the Wheelchair Division), Long Jump and Triple Jump, twelve (12) competitors plus ties for twelfth place will advance from the Preliminaries to the Finals as stated in NFHS Rules.

T. State Final Meet: In the Pole Vault and High Jump, a minimum of nine (9) competitors will advance from the Preliminaries to the Finals.

U. State Final Meet: In both the semifinals and finals in the throws and horizontal jumps, measurements shall be made after each trial.

In the Finals, in the throws and the horizontal jumps, a measurement and announcement will be made after each trial.

VIII. TOURNAMENT RULES

Host schools must have an AED available and on site at all IHSA post season contests.

A. The current edition of the National Federation Official Track and Field Rules will be followed insofar as those rules apply to the events in which there is competition, unless otherwise specifically indicated in these Terms and Conditions or in other IHSA documents.

Note: Starting Blocks: Blocks that are adaptable to the track surface without potential damage to the surface may be used by contestants; otherwise, starting blocks provided by the management must be used by the competitors.

B. In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to always have a qualified coach and/or faculty representative present during a meet and be available for assignment as might be required by the local meet manager. If a school does not have a qualified coach and/or faculty representative present at the Sectional site or the State Final site during warm-ups or competition that school's competitors shall not be permitted to participate.

Note: Schools are reminded that only coaches and faculty representatives who meet the provisions of IHSA By-laws 2.020, 2.070-2.079 and who are listed on the school's "List of Participants" shall be permitted to serve in those capacities at the Sectional and State Final meets.

C. Participation Limitations:

1) As stated in IHSA By-law 5.152, an individual contestant shall be permitted to participate in a maximum of four (4) track and/or field events.

2) A contestant officially becomes a competitor when the competitor or the relay team of which he/she is a designated runner reports to the Clerk of Course or to the Judge for a field event.

a) The eight (8) runners listed for each respective relay obtained from the Online List of Participants by the Sectional Manager are the only eligible runners in the respective relay. There can be no change in the names of runners in a respective relay after the online List of Participants has been submitted (it is permissible to change any time, including a relay time, at the seeding meeting). The Sectional Manager will not make any changes in relay runners at the seeding meeting. Nor will there be any changes from the list of runners submitted on the online List of Participants allowed at the State Final in the event the school's relay team advances from the sectional to the State Final.



b) At the Sectional seeding meeting, a school may change or scratch its entries in the individual events.

c) The Sectional Manager will submit the runner information for each qualifying relay in addition to all individual event qualifiers when they upload the official results to Athletic.net.

3) If an individual contestant exceeds participation limitations in the Sectional or State Final meet, he/she shall forfeit all individual and team points earned in any events in which they competed and in accordance with the rules, he/she shall be disqualified from further competition in the state series.

D. Uniform: Competitors shall wear school issued or school approved track and field uniforms that meet the IHSAA interpretations that follow:

1) NFHS Rule 4-3-1 – One or two-piece bodysuits, similar in color can be worn. Stripes down the side of the uniform will not be an issue. Once a running event or a field event has begun, there can be no disqualification for improper uniform. Competitors must compete in a school issued or school approved uniform that complies with NFHS Rule 4-3-1. It is the responsibility of the meet referee, starter, clerk of the course, and/or the respective field event head judge to inspect competitor uniforms prior to the start of the race or field event. They are not to knowingly allow a competitor in an illegal uniform to participate in the race or field event. If a field event judge or clerk of the course is uncertain whether a uniform complies with NFHS Rule 4-3-1, the clerk of the course or judge shall obtain a ruling from the meet referee or starter before starting the event. Referee, Starters, Clerks of the Course, and field event judges must be aware that schools may have multiple uniforms that they issue to their athletes. Athletes from the same school may participate in the same event in different school issued uniforms. If a competitor changes from an inspected uniform to jersey, shorts, undergarment(s), and/or any other unapproved items, and competes in the meet in an illegal uniform, the athlete is disqualified from the event and the meet for unsportsmanlike conduct.

2) NFHS Rule 4-3-2: In relay races, the clerk of the course, referee or starter shall not disqualify a team if the uniform worn by all runners is not identical. The color of the shorts for all relay runners and the color of the track jersey (singlet) for all relay runners must be similar. The printing, design and/or lettering on the track jersey (singlet) must be such that each relay runner's school can be easily identified, and that as a person views the four track jerseys (singlets) together, they appear similar, and the relay runner's team is easily identified.

3) Contestants wearing jewelry will be permitted to compete. Narrow headbands to keep the hair from interfering with the contestant's vision will be permitted. Contestants with painted bodies or faces as well as costumes, adornment or items deemed unsafe will not be permitted to compete nor participate in awards ceremonies. Medical alerts must be worn so they are visible.

4) Watches may be worn by competitors during track and field competition.

E. Field Events: Local Managers shall not permit a contestant to participate after the event judge has declared an event closed. In the field events, trials must

be taken in order listed. If accommodations must be made because of a conflict, the competitor must consult with the head event judge in advance of, not after, the listed order of participants.

If a conflict has forced a competitor to miss his/her scheduled trial(s) in the High Jump or Pole Vault, he/she shall be given an allowance not to exceed five minutes after competition has been completed for his/her flight at the last height attempted in his flight. If he/she reports after this five-minute period, he/she shall be considered as having passed that height. In all other field events, he/she shall have a five-minute allowance after the trials in his/her flight have been completed.

In the Pole Vault and High Jump, the one-minute allowance for a trial, as prescribed in the NFHS Rule Book will start when the crossbar has been properly positioned for each jump/vault. In the Long Jump, Shot Put, Triple Jump and Discus Throw, the one-minute time allowance in the NFHS Rule Book for the trial will begin when their name is called for the trial. In the Long Jump, Shot Put, Triple Jump and Discus Throw, the judges shall measure and announce the distance after each successful throw in the preliminaries and finals.

*In the Shot Put and Discus Throw a throwing sector of 34.92 degrees will be used.

In the Wheelchair Division the following modifications will apply.

Students will be allowed to compete in throwing events from their wheelchair or from a throwing-specific chair ("field chair"). The field chair must comply with the **Adaptive Track & Field USA (ATFUSA) and World Para Athletics (WPA)** rules, or must comply with the following standards:

The field chair sitting surface including the cushion must not exceed 75 cm in height

If the field chair has a holding bar, it must be fixed (no articulating joints)

No part of the field chair may be outside the circumference of the circle

For shot put and discus, the wheelchair or field chair must remain stationary during the competition. The athlete may have an individual hold the chair during the throw to prevent movement. The wheelchair or field chair may be anchored with straps to stakes in the ground. The stakes and straps may be in or outside the throwing circle. The athletes may use non-elastic straps to anchor them into the chair. Athletes may compete with one or both feet on or off the ground. If the athlete competes with a foot on the ground, the foot must be inside the circle and the athlete's buttocks may not rise off the seat of the chair until the implement lands.

The size and weight of the discus and shot for the Wheelchair Division shall be the same as used for all other female or male participants.

F. Running Events:

1) The 400-Meter Dash (in both the Able-Bodied Division and the Wheelchair Division), 200-Meter Dash, 300 Hurdles 4 x 100-Meter Relay and the 4 x 200-Meter Relay shall be run in lanes all the way. The start will be from staggered positions figured for one, two and four turns, respectively.

2) In the 4 x 400-Meter Relay, the first runners shall start from positions staggered for three (3) turns and shall run the first leg in lanes. After the first baton



exchange, the second runner will run one additional curve staying in his respective lane and may cut for the pole position provided he is one full running stride ahead (approximately 7 feet) as provided in Rule 5-13-2. The lanes for the remaining exchanges will be determined by the "off the curve" system mentioned in Rule 5-10-11.

3) The 800-Meter Run (in both the Athletes without Disabilities and the Wheelchair Division) and the 4 x 800-Meter Relay will be run in alleys. In races run in alleys, seeding will be non-serpentine from the outside in.

4) In the 110-Meter High Hurdles and the 300-Meter Intermediate Hurdles, the space between each hurdle shall be as prescribed in Rule 5-3-8.

5) The 100-Meter Dash (in both the Athletes without Disabilities and the Wheelchair Division), and 100 and 110-Meter Hurdles will be run in straight lanes with the runner competing and finishing in the same lane they started in.

6) The 1600 and 3200-Meter Runs will start from the International (waterfall) start line. These races will not be started in alleys during the state series.

7) Wheelchair Division Athletes must compete in a manually operated wheelchair and must propel themselves. Students may use a wheelchair or track (racing) chair for competition. It is recommended that athletes use a track (racing wheelchair) for racing events. If a track chair is used, it must meet the following specifications:

- a. A wheelchair has a maximum of four wheels.
- b. The diameter of the two largest wheels (including inflated tire) does not exceed 28 inches
- c. For a track chair, the third wheel's diameter does not exceed 20 inches (including inflated tire) and is not smaller than 10 inches.

Only one push rim shall be attached to each large wheel.

d. The chair's seat, including cushion, shall not exceed 25 inches in height.

e. The athlete, when in a racing chair (on or off the track) shall wear an approved bicycle or wheelchair racing helmet.

f. The hub of the wheelchair's front wheels must be completely behind the vertical plane of the starting line at the beginning of the race.

g. If an unsafe situation or mechanical failure should occur during the race, a competitor may be assisted back into his/her chair by a bystander to continue racing, if requested by the athlete. No forward assistance or momentum should be provided.

h. The finish is determined by the hub of the front wheels breaking the vertical plane of the finish line.

NOTE: If not specifically mentioned in this document the chair shall comply with Adaptive Track & Field (ATFUSA) and World Para Athletics (WPA).

G. Reporting To Clerk of Course: At the State Final Meet

1) All contestants in each running event shall report to the Clerk's Tent at the first call for that event. Hip numbers for the electronic timing system will be given to all competitors when they report. Race instructions shall be given to competitors in all heats after they have received their hip numbers.

2) A running event is considered closed when the Head Clerk has taken the final roll call in the Clerk's tent. Contestants must report to the tent upon hearing the first call. There will be only a first call and a final call. The final roll call will take place at or around the final call and after final instructions have been provided by the clerk's staff. Contestants who fail to be present for the final roll call shall not be allowed to participate in the event. The Head Clerk, who will ultimately take the final roll call, will have the authority to determine if a contestant will not be allowed to run resulting from a late check-in. It is clearly the responsibility of the coach and athlete to report on time. The Head Clerk's decision in this regard cannot be appealed.

3) The Assistant Referee/Conflicts (field events/running events) will have the responsibility to oversee these conflicts and will have the final authority on disqualifications related to conflicts. These disqualifications cannot be appealed.

H. Official Times at State Final Meet:

1) The Official Times at the State Final meet shall be the F.A.T. (Fully Automatic Times) recorded in 1/100 seconds and if needed, any MT (Manual Times) will be recorded in 1/10 seconds after rounding up to the next highest (slowest) tenth of a second, as required in the Track and Field Rules. These Official Times will be used for advancement, seeding and placement in an event. If in the semifinals there is a tie for the last qualifying position(s) for advancement, F.A.T. times to 1/1000 and manual times to 1/100 will be used. For example, such times will be recorded as 11.24(6) and 11.24(7). These times will be officially recorded as 11.24. If F.A.T. times are not available for all heats or sections of a race, the Manual Times will be the Official Times used for advancement, seeding and placement in an event.

2) Place results by the finish judges will not become official until the F.A.T. picture of the race, if available, has been reviewed by designated officials immediately after each race.

I. Games Committee: A Sectional Games Committee must be appointed for each Sectional meet. The Sectional Games Committee shall be comprised of the Sectional manager and four (4) head coaches present at the Sectional Seeding meeting. The Sectional Games Committee shall render a decision on questions that might arise on the day of the Sectional meet regarding the legality of an entry under existing rules. In accordance with Rule 3-2-4, the Sectional Games Committee shall act as the final Jury of Appeals for all final appeals of officials' decisions. At the State Final Meet, the Jury of Appeals shall act in accordance to National Federation Rule 3-5.

Note 1: All appeals of officials' decisions shall be submitted in writing to the Jury of Appeals by the head coach within 30 minutes of posting the results of the event.

Note 2: In ruling on such final appeals of officials' decisions, the Jury of Appeals shall determine if a rule has been misapplied (judgment calls are not appealable). The Jury of appeals shall not set aside or



waive the provisions of any Track and Field Rule or IHSA State Series Term and Condition.

Note 3: The decision(s) of the Meet Referee and Jury of Appeals shall be final in matters pertaining to the National Federation Track and Field Rules. Neither the IHSA Office nor the Board of Directors will review officials' or Jury of Appeals decisions whether alleged errors are due to faulty judgment or misinterpretation of the rules.

Note 4: No IHSA or NFHS rule may be set-aside or ignored by the Games Committee/Jury of Appeals.

J. Conduct: Unsportsmanlike conduct by coaches or contestants or the use of profane language by coaches or contestants will not be tolerated and shall be penalized under the provisions of IHSA By-laws 3.140, 6.011 and 6.012 and in accordance with the Track and Field Rules.

1) In accordance with the provisions of IHSA By-law 6.033 and the Track and Field Rules, the decisions of the Meet Referee and Games Committee shall be final.

K. Scoring:

1) Sectional Meets: In the Sectional meets; **eight (8) places** will be counted in determining the winning team. **This will only impact scoring. Medals will only to be awarded to the top six (6).** First, second, third, fourth, fifth and sixth places will count 10, 8, 6, 5, 4, 3, 2 and 1 points, respectively. Points in the relay events will be scored the same as each of the individual events. **In addition, schools entering only individuals will not score team points. In the traditional sectional meet, team points will be awarded only to schools that are entered as a team and have competed a minimum of 6 times during the current season.**

2) State Final Meet: In the State Final meet, nine (9) places will be counted in determining the team order. First, second, third, fourth, fifth, sixth, seventh, eighth and ninth places will count 10, 8, 7, 6, 5, 4, 3, 2 and 1 points, respectively. Points in the relay events will be scored the same as each of the individual events.

Schools entering only individuals will not score team points. Team points will only be awarded to schools that are entered as a team and have competed a minimum of 6 times during the current season.

3) Combined Championship:

a. The Combined State Championship will consist of schools, regardless of class, with athletes competing in the Track and Field State Championship along with students competing in the Wheelchair Division. Team points will be awarded to competitors in the Wheelchair Division and combined with the points earned by their teammates in the Track & Field State Finals to determine a Combined State Champion. A Combined State Championship will only be awarded if the following conditions are met:

b. During the 2024-2025 season, there must be at least eight participants in the Wheelchair Division advancing to the State meet.

c. If the condition is met, athletes in the Wheelchair Division may be eligible to earn points toward the Combined State Championship as follows:

1) There must be at least three competitors entering an event in the Wheelchair Division.

2) Students in the Wheelchair Division may compete in up to four events but may only earn points in

two events. Each student's top two results will be eligible to count for the Combined State Championship score.

3) Points awarded in the Wheelchair Division will be based on the number of participants as provided in the following chart:

# Comp.	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
2	4	3							
3	6	4	3						
4	7	5	4	3					
5	8	6	5	4	3				
6	9	7	6	5	4	3	2		
7	9	7	6	5	4	3	2		
8	10	8	7	6	5	4	3	2	
9	10	8	7	6	5	4	3	2	1

c. Any school with a student competing in the Track and Field State Championship along with students competing in the Wheelchair Division will be eligible for the Combined State Championship. The six-contest requirement (Section III.D) will not apply to participants in the Wheelchair Division.

d. The score applied to determine the Combined State Championship will be the total of all points for students competing in the Track and Field State Championship with students competing in the Wheelchair Division. Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet for the Combined State Championship.

e. The Combined State Championship is an officially recognized IHSA State Championship.

f. Whether or not a Combined State Championship is awarded, students with disabilities will be eligible for Individual awards.

4) Scoring of Ties: In the Sectional and State Final meets, after the tie breaking procedures have been applied, if individuals or relay teams are tied for any of the places for which points are scored, the points earned by the tied competitors or teams shall be split. Ties in the High Jump and Pole Vault shall be broken as provided in NFHS Rule 6-3-2b. Ties in the Long Jump and Triple Jump shall be broken as provided in NFHS Rule 6-3-2a. Ties in the Discus Throw and Shot Put shall be broken as provided for in NFHS Rule 6-3-2a. **Also, in all running events, ties for second place at sectional meets must be broken per NFHS Rule 3- 8-3 in order to determine who will advance to the State Meet.**

Note: In the State Final meet, in breaking ties for the first eight places in the High Jump and Pole Vault, the provisions of NFHS Rule 6-3-2b shall apply. However, if any ties are broken based on the number of "misses", only those "misses" recorded during the finals shall be considered.

L. State Final Records:

1) Any records established in the State Final Meet will be considered as the Class 1A, 2A, 3A, Wheelchair Division and/or all-time state high school outdoor record for the event. Marks established in meets other than the State Final Meet will not be considered for approval as a class or state high school record.



2) Records established in the Pole Vault, High Jump, Shot Put, Triple Jump and Long Jump at the State Final Meet will also be recognized as state records in situations where any of these events are held indoors.

3) National Interscholastic Records must conform to the provisions outlined in Rule 10 of the current Track and Field Rules Book.

Note: The Metric Records in Boys and Girls began in the 1980 Boys State Final Track and Field Meet.

M. Special State Final Meet Provisions:

1) The Discus Throw and Shot Put will be from concrete surfaced rings. The High Jump, Pole Vault, Triple Jump and Long Jump areas are surfaced with all-weather material. The track is surfaced with all-weather material. The indoor facilities at Lantz Fieldhouse are surfaced with a "Mondo Super X" type substance. Contestants will be permitted to wear spikes no longer than one-quarter inch (1/4") or rubber-soled shoes.

2) Seeding for the High Jump for Saturdays State Finals will be achieved by using the finalists' sectional performances (not by using the performances from the Thursday or Friday prelims).

3) **School Packets: State Final Qualifier Packet**
Pick-up Times: IHSA Staff will be available during the following times for packet pick up. Class 2A and 3A teams who plan to attend the 1A state final must pick up their team packets (bib numbers are your only ticket for free access to O'Brien Field):

Wednesday: 4:00 p.m.–7:00 p.m. at the south ticket window on the west side of O'Brien Field

Thursday: 8:00 a.m.–6:00 p.m. at the south ticket window on the west side of O'Brien Field.

Friday: 7:00 a.m.–1:00 p.m. at the south ticket window on the west side of O'Brien Field. Unclaimed packets will be available at the north ticket window on the west side of O'Brien Field.

4) **Relay Designation:** The four (4) designated runners who will participate in the relay shall be designated when the relay team is called and reports to the Clerk of Course.

5) **Thursday Practice and Warm-up at Eastern:** Please refer to the State Final Instructions in the back of the School and Managers Manual for details. Schools shall observe any restricted areas that might already be prepared for use only during the State Final meet.

6) **Awards Presentation:** Immediately following the Finals in an event, competitors shall report to the award stand for the awards presentation in that event. Competitors also must be at the awards stand during this time for the Official Photograph of the event award winners.

N. Pole Vault Requirements

1) Contestant Weigh-In

a. **Sectional:** A weigh in will occur during the IHSA State Series, this will include all sectional meets. Each contestant in the pole vault shall be weighed on site in advance of the competition. Contestant shall weigh in wearing their school issued uniform, and any clothing in addition to the school issued uniform that will be worn while vaulting, i.e. shoes and helmet. The combined weight of the person, all clothing, shoes, and helmet will be the "competitor's weight" used to determine compliance with NFHS Rule 6-8-15 inclusive. Competitors must be weighed in prior to the start of the

event. The "competitor's weight" shall be listed on the flight card for pole vault. Judges shall check the manufacturer's pole rating with the "competitor's weight" prior to each vault.

b. **Pole Vault State Final:** Each contestant in the pole vault shall be weighed in advance of the competition in the prelims only. Contestants will not be weighed in on Saturday of the state finals. Contestant shall weigh in wearing their school issued uniform, and any clothing in addition to the school issued uniform that will be worn while vaulting i.e., shoes and helmet. The combined weight of the person, all clothing, shoes, and helmet will be the "competitor's weight" used to determine compliance with NFHS Rule 6-5 inclusive. At the State Finals every pole vaulter will weigh in at the hospitality tent, located in the southeast corner of O'Brien Field. The "competitor's weight" shall be listed on the flight card for pole vault. Judges shall check the manufacturer's pole rating with the "competitor's weight" prior to each vault.

2) Pole Vault Coaches Area

a. **Sectional:** An area will be designated for pole vault coaches.

b. **State Final:** An area designated at the retaining fence on the east side of O'Brien Field near the respective landing pit(s) pole vault coaches competing in the respective flight/finals shall be designated at the retaining fence on the east side of the O'Brien Field near the respective landing pit(s).

Note: During the regular season coaches will be required to complete the Pole Vault weight verification card at all meets. Athletes will not be required to weigh in at these regular season meets, but the coach must verify that the athlete has been weighed and is using a legal pole as determined by the weight of the vaulter. This card can be found Online at IHSA.org. A weigh in will occur during the IHSA State Series, this will include all sectional meets.

3) High Jump Coaches Area

State Final: An area will be designated for High Jump Coaches near the High Jump Area. Only a coaches' wristband with a High Jump pass will grant a person access to the High Jump Coaches' area. Only schools with a High Jump qualifier will receive a High Jump pass in their school envelope. The High Jump pass is not eligible for admission into the state Final meet. The High Jump pass is only eligible for coach to gain access into the High Jump area.

IX. TOURNAMENT POLICIES

A. Passes for the State Final Meet:

1) A contestant number will be issued to each competitor who qualifies for the State Final, and it will admit contestant to the facility. The athlete must be wearing the number before gate keepers will allow entry into the stadium.

2) Rules for Coaches Wristband/Pass

a. Coach must be on the List of Participants in the IHSA Schools Center

b. Coaches must meet all requirements (Listed on LOP; credit for PES, Concussion Exam and Hate Speech//Harassment Policy video).



c. and each school must indicate how each coach is certified to coach and select how they are certified to coach in each coaches IHSA Schools Center

Note: Only coaches who are listed on the online List of Participants will be issued a coach's wristband according to this formula: 1-5 qualifiers, school receive two (2) coaches passes; 6-10 qualifiers, school receives three (3) coaches passes; 11-above qualifiers, school receives four (4) coaches passes. No more than four (4) Coach Passes will be issued to any school.

B. Mechanical Noisemakers: All mechanical noisemaking devices shall be excluded from the facilities (this would include the vuvuzela, the horn common at World Cup soccer events).

C. Signs and Banners:

The display of signs, banners, placards, or similar items at IHSA state series events is permitted, provided:

- a. They are in good taste and reflect good sportsmanship in their message and use.
- b. They reflect identification and encouragement to participants and their school/community.
- c. They are not displayed on the field of play or in a manner which interferes with competition.
- d. They do not obstruct the view of participants or spectators; and,
- e. They are not safety hazards.

D. Damage to Property and Equipment: If contestants or people from any school entered in a state series meet are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

E. State Final Practice:

1) On **Wednesday afternoon, 1A** competitors will be permitted to warm-up on the track from **4:00 p.m. until 7:00 p.m.**, and between **8:00 a.m. and 10:00 a.m.**, on **Thursday morning and from 5-7:00 after the Class 1A meet the track will be open for practice (Girls Meet).** On **Thursday night** after the Special Olympics Unified Track & Field Championships (boys meet), the track will be open for **2A and 3A competitors** for practice. On **Friday morning** the track will be open for **2A and 3A** competitors from **7:00 a.m. until 8:30 a.m.** On **Saturday morning** the track will be open from **7:00 a.m. until 8:45 a.m.** for warm-ups. The track will be cleared after these special warm-up times. Contestants shall not use the space inside O'Brien Field for warm-up or practice on the days of the **State Final** except at the above designated times. The track will be cleared promptly at 7:00 p.m. on Wednesday and Thursday after all special warm-up times.

NOTE: Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. **Coaches will be responsible for the safety of their athletes/staff.** Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

2) Contestants warming up at other than the above times during the meet may use the southeast area behind the tennis courts and the area behind the East bleachers or Lantz Field house but shall not use unauthorized or off-limit areas.

3) **Field Event Warm-up:** The Head Judge in each field event will conduct a maximum 15-minute warm-up prior to the beginning of competition in each flight in the field events. Competitors who report promptly to the Head Judge may participate in this warm-up. Exception: The discus competition will be permitted a 20-minute warm-up period. **The pole vault competition will be permitted a 60-minute warm-up period.**

F. Media Coverage & Rights Fees for Broadcasting

1) State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.

2) For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

3) Broadcasting

a) Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA's broadcast application form.

b) If a State Series contest/event is broadcast on the NFHS Network, then there is no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.

c) If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.

d) Broadcast application forms can be accessed by Googling "IHSA Broadcast Applications" or directly at IHSA.org/News-Media/News-Media-Center/Broadcast-Applications

e) Flash photography is not allowed by anyone. Anyone who does not abide by these provisions will not be permitted to film or videotape at the meet.

4) All media requirements for the State Final meet shall be handled through the IHSA Office.

5) Local tournament managers shall be responsible for reporting state series information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

G. Tobacco Products

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.



H. Use of Inhalers

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois School Code.

I. Alcoholic Beverages and IHSA State Series

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

J. Prayer at IHSA State Series Contest: Prayer at an IHSA event that takes place over the public address system is not allowed.

2) Team: Trophies will be presented to the first, second and third place teams at the State Final meet. If the required criteria are met there will also be a Combined Team Championship. The Combined Team Championship (if conducted) will provide additional identical team trophies to the top three teams. Only schools entering a "Team" that has competed in a minimum of 6 contests will be awarded team points (no team points will be awarded to schools with only individual entries). Medallions will be presented to the State Final qualifiers from the first, second and third place teams. Eighteen (18) medallions will be provided to qualifying competitors, two (2) coaches, one (1) Superintendent, one (1) Principal and one (1) Athletic Director. In case of ties, duplicate team awards shall be presented. **Non-Competitor's medals are included with the competitors' medals at the time of the awards presentations. Administrator's medals will not be packaged in separate boxes as they were in the past. If you wish for your coaches and administrators to receive a team medal, then do not give them away to someone else. All medals you have to disperse will be hanging from the trophy at the trophy presentation.**

a. State Final place winners are to appear at the awards stand and receive their medallions only in their school issued uniform or school issued warm-up suit.

3) Duplicate Awards for schools who are part of a Coop or have lost medallions or want to order more medallions: Please use the form in your Manual for Schools.

X. AWARDS

A. Sectional

1) Individual: At the Sectional meets, medals will be awarded to the first six (6) place winners in each individual event and relay event in both the Athletes without Disabilities Division and the Wheelchair Division.

2) Team: A plaque will be presented to the school winning the team championship at the Sectional meets.

3) Duplicate Awards: An order form for Duplicate Awards can be found in the Manual for Managers posted Online through the IHSA Schools Center.

B. State Final

1) Individual: At the State Final meet, medallions will be awarded to the first nine (9) place winners in each individual event in both the Athletes without Disabilities and the Wheelchair Division and relay event. In case of ties, duplicate individual awards shall be presented.

a. State Final place winners are to appear at the awards stand and receive their medallions only in their school issued uniform or school issued warm-up suit.

b. In all events, to be eligible for awards, individuals are required to report (and compete) to their event finals at the scheduled time, unless specifically excused by the IHSA Assistant Executive Director responsible for Track and Field.

XI. OFFICIALS

A. Appointment and Fees

1) Sectional: A minimum of (2) officials will be assigned to each Sectional Meet by the IHSA Office (Meet Referee, Starter). A third official (Assistant Starter) will be assigned if available. The Meet Referee, Starter and Assistant Starter for each sectional will be paid by the IHSA through ArbiterPay at the following rates: **Meet Referee \$95.00, Starter \$95.00, Asst. Starter \$73.00** through their ArbiterPay account, on Monday following the meet.

Host schools must either provide or pay the Starter for shells at the Sectional Meet. Make prior arrangements with your assigned Starter.

2) State Final Meet: Seven (7) officials will be assigned to the State Final Meet by the IHSA Office. The Field Referee, Meet Referee, Clerk of Course, the Class 1A, 2A and 3A Starters for the State Final meet shall receive a flat fee of **\$510.00**. The Assistant Starter shall receive a flat fee of **\$390.00** through their ArbiterPay account, on Monday following the meet.

a. Mileage Reimbursement Policy: At sectional and state final meets the IHSA appointed officials will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by said officials to the IHSA Office within 30 days of the contest. The IHSA appointed officials will receive 45 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. The eligible officials are as follows: Sectional Meets-Referee, Starter and Assistant



Starter. At the State Final meets- Meet Referee, Field Event Referee, Head Starters (3), Assistant Starter, Coordinator of Officials and Meet Manager. **Note:** Mileage is determined to and from the official's home to the site of the competition unless prior approval has been given from the administrator in charge of the sport/activity.

b. Mandatory Officials Meeting: There will be a mandatory meeting for the Head State Finals Officials at 7:00 p.m. on Wednesday at the State Final site.

c. Head Officials Housing: The IHSA has a block of rooms set aside for the five (5) Head Officials (mentioned above) in the dorms. The IHSA Office will be direct billed from EIU Housing for rooms. Head officials who incur an overnight lodging expense to attend the mandatory officials meeting are entitled to up to three (3) nights of lodging. Head officials must notify Cheryl Lowery at the IHSA Office, upon receipt of their State Final Officials Contract whether they will require housing reservations.

3) State Final Volunteer Officials: Girls Meet dates: **May 21-23; Boys Meet Dates: May 29-31.**

Volunteers who are IHSA licensed officials at the State Meets: You must go online through the officials' center to indicating you want to volunteer, which day(s) and shirt size. You will not receive a form in the mail.

Volunteers who are non-licensed officials at the State Meets: All non-licensed officials who volunteered at last year's meet(s) will be sent an email in early January. If your email address has changed from last year, please notify Cheryl Lowery clowery@ihsa.org of your new email address.

People who have never volunteered at the State Track Meets: If you would like to volunteer this year at either the girls or boys state final, a Volunteer Registration form is available through the IHSA Girls and Boys Track Webpages, download and complete the form and email **or fax it to Cheryl Lowery (clowery@ihsa.org).**

4) State Final Volunteer/Spectator Housing: All persons who work the respective state final meets are responsible for their own housing. A listing of motels in the Charleston-Mattoon area can be found on the track and field page(s) in the IHSA Web Site at www.ihsa.org. In addition, Eastern Illinois University will make dormitory rooms available both weekends.

However, you must make housing reservations as soon as you know you will be volunteering for the meet. EIU housing will reserve rooms on a first come first served basis. Website: <http://castle.eiu.edu/ihsa/> or Call EIU Housing at (217) 581-5111.

- **2025 Housing please refer to the EIU Housing website for updated pricing.**
Costs - per person not per room (Tax included, Double room rates assume two people in the room):
Residence Halls: Discounted room rate only applies to consecutive nights.

You must provide your own linens; they will not be provided by EIU. Beds are Twin XL.

- **Housing Check-In Location:**
Teams: Lawson Hall
Officials and Spectator Check-in: Stevenson Hall
Lodging check-in begins at 3:00 p.m. on Wednesday and 11:00 a.m. on Thursday & Friday
-



Attention Schools entered in IHSA Track and Field State Series:

This manual should be used as a guide for Track Coaches. The School's Center will keep them informed of required deadlines and procedures pertinent to Track & Field. Please review and/or distribute this manual to the proper person at your school who will be responsible for its administration.

It is important to make sure your IHSA Schools Center is up to date with staff contact information. Please double check. Login to the Schools Center to make sure you are listed as the coach for your school and your email address is current. If you are receiving emails and your school is not going to participate in the Track & Field State Series, this is a "Red Flag" that the IHSA believes that your school is entered and planning to participate. To avoid penalties, you must have your official representative withdraw your school by emailing clowery@ihsa.org by the Online List of Participants deadline.

Sectional On-Line List of Participants Declarations: If a school does not submit all or part of the Sectional Online List of Participants by the deadline, the IHSA administrator for Track & Field may permit late LOP entries with a \$100 penalty fee. The IHSA administrator for Track & Field may waive the \$100 penalty fee for extenuating circumstances. Other penalties for failing to complete the Sectional Online List of Participants by the deadline could include, but not be limited to being ruled ineligible to coach and/or athletes being ruled ineligible to compete in the State Series. Entered schools that do not submit their Sectional Online List of Participants are consequently ruled ineligible for the State Final Series and will be withdrawn from the state series. A \$500.00 penalty fee will be assessed for failure to withdraw before the LOP deadline, and the school will be locked out from entering through the School's Center during the next school term.

Coaches Data Form via IHSA Schools Center; Coaches Sport/Activity Tracker

State Series Coach Data Form: Complete the coach data form located in the [IHSA Schools Center/Sport/Activity Tracker](#).

Page 1: Instruction page;

Page 2: Coach Declarations;

Page 3. **Six-Contest Verification:** Schools are verifying that the school's boys or girls' interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Track & Field season. This allows teams to compete for team honors (trophy) during the state series meet in accordance with IHSA By-law 3.054.

Page 4: Certify & Submit. **IMPORTANT:** If you do not Certify and Submit, reminders will continue to be emailed.

Coaches Data Form (Available March 30, 2025): Schools must declare their **coaching staff through the IHSA Schools Center Sport/Activity Tracker.** If a school doesn't list its coaching staff, IHSA will provide one Head Coach wristband in the name of the Head Coach listed in the IHSA Schools Center. No other wristbands will be issued for that school. Assistant coaches not listed will have to purchase a ticket for admission. All State Final Qualifiers are required to have a coach represent their athletes at all IHSA State Finals. A state final school packet will not be given to any school who doesn't have a Head Coach representing their school.

Terms and Conditions: The Terms and Conditions are located on the respective IHSA Track Web Page and in this manual. Please read them carefully. They are the rules governing the IHSA Girls and Boys Track and Field State Meet Series.

Sectional Assignments: Schools which have entered have been assigned to Sectional meets on the following geographical basis: (1) Distance from the center; and, (2) Location of schools willing and selected to host a Sectional meet. Schools may not participate in a Sectional meet other than the one to which they are assigned. The current Track & Field Assignments are posted under State Series Information and Results on the IHSA Web Site on the respective Girls and/or Boys Track & Field web pages.

Online Rules Meeting Requirement: Head coaches ARE required to watch the yearly online Rules Meeting by the deadline. The rules meeting can be found in the Sport and Activity Tracker in Schools Center. Once the deadline expires, the coach will not have access to the video. Probation/Suspension reports will be run and posted in the IHSA Schools Center. \$100.00 penalty for the Rules Presentation to be activated after the deadline.

Track and Field Online List of Participants/Entry Declarations: This must be completed through Athletic.net. Complete instructions are included in this manual.



Coaches Checklist: A checklist for coaches is enclosed in this manual for use in completing those tasks through the Sectional level that are necessary on behalf of their student-athletes.

Information about the Policies and Procedures for Seeding that will be followed for Sectionals is posted on the Girls and Boys Track & Field websites.

Sectional Meet Personnel: The track & field terms and conditions require all schools entered in the state T&F series to provide one qualified individual to work at the schools assigned sectional meet. If your Sectional Manager assigns (or asks) your school to provide meet personnel, please carry out this responsibility on behalf of your school and the entire IHSA Track and Field State Series. We trust you will provide experienced and trained personnel who will perform their assigned duties in a fair and efficient manner at the Sectional meet. We trust that you will do everything you can to assist the Sectional Manager to conduct a successful meet. The Sectional Manager and the Illinois High School Association appreciates your cooperation and assistance in this important matter.

Note: Each principal/official representative is reminded that in accordance with the provisions of IHSA By-law 2.020 an accredited faculty representative must be appointed who will be always present and responsible for their athletes and personnel during their participation at the Sectional and/or State Final meets. Any athlete who arrives at the State Meet without a coach will be disqualified from competition.

State Final Volunteers:

Non-licensed people interested in volunteering to work at the IHSA State Track & Field Championships should email clowery@ihsa.org

Licensed officials should volunteer through their Officials Center.

The IHSA State Series in Track & Field has been a benchmark event for High School competition. That's what our State Final Meets have been over the years. With your help we will continue our great tradition!

Sincerely,

A handwritten signature in black ink that reads "Kraig W. Garber". The signature is written in a cursive, flowing style.

Kraig Garber
Assistant Executive Director



The IHSAA has partnered with Athletic.net to efficiently manage regular-season standings, meet results, the IHSAA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications and more.

Athletic.net's industry leading platform provides schools with desktop, tablet, and mobile options to keep their team information accurate. Information submitted to Athletic.net is automatically made available to the IHSAA. Coaches are highly encouraged to download the Teams by Athletic.net app to help manage their team and report meet results. The app is the fastest way to report meet results to the IHSAA and the Athletic.net Scoreboards. **Results can also be sent to local media outlets using the Send Stats feature.**

ATHLETIC.NET APP DOWNLOAD

Get started by downloading the <https://www.athletic.net/getapp> and logging in with the same email/password you use for Athletic.net. **If you don't have access to your team in Athletic.net, email: support@Athletic.net with your school name and sport you need access for.** Once a coach has access to their team admin page, they can give other individuals access to their page to help keep their team information accurate.

1. Download the Teams by Athletic.net app to:

- Enter or edit your roster, schedule, results, and stats
- Send direct or group messages to your team
- Get 'delivered' and 'seen' message confirmations
- Share photos, videos, and file attachments
- Sync your team's schedule with your iOS or Google calendar

2. Update Your Roster: <https://support.athletic.net/category/h5xhvrqf3x-roster>

3. Update Your Schedule: Please remove any contests that should not be on your roster. Athletic.net is compatible with over 80 different stat companies.

4. Remember to report results after every meet to keep the rankings accurate. The fastest way to report results is through the Teams app. For directions on entering scores through the Athletic.net Coach Admin.

5. STATS: In addition to Athletic.net own mobile, tablet, and desktop too. Companies across multiple sports. Statistics entered populate the IHSAA and Athletic.net statewide statistical leaderboards.

ATHLETIC.NET SUPPORT

Who can I contact with Questions? Coaches may contact Athletic.net at 800-329-7324 x1 or support@Athletic.net with any questions. Support articles and videos on how to login, post scores and more are available at support.Athletic.net.

SEASON TIMELINE

January 20:

Season Begins: Schools must establish an Athletic.Net account for their team and complete their team competition calendar. During the regular season, meet hosts will be expected to import meet results to Athletic.Net.

February 14--(Tentative):

Sectional dates, sites and assigned schools will be entered and/or available for viewing on Athletic.Net as they are reported to IHSAA from the Sectional managers.

May 11 Girls/May 18 Boys-- Due Sunday @ midnight:

1. List of Participant Declarations (LOP) Deadline: Boys and Girls List of Participant Declarations (LOP) by using Athletic.Net, coaches must enter their roster and sectional entries for the state series.

2. IHSAA Track Coach Data Form Deadline: All eligible coaches must be listed in the IHSAA Schools Center



IMPORTANT: Coaches Certification: There will be a link for the coaches' data form in the Sport/Activity Tracker. Coaches who meet the by-law requirement and are in good standing will appear in the drop-down menu of the Coach Data Form. **Athletic.net does not have the ability to verify coach eligibility, therefore coaches' names must be entered into the IHSA Schools Center "Coach Data Form".** All member schools are required to have eligible coaches representing them at all IHSA State Final venues. Participants who have no eligible coach will not be eligible to participate and cannot pick up the State Final team packet.

May 12 Girls/May 19 Boys:

Sectional Hosts & TSOs Gain Access to LOPs. By 4:00 p.m., hosts and Timing System Operators (TSOs) will be notified by email of access to each team's entries in Athletic.Net

May 14-16-Girls/May 21-23 Boys:

1A, 2A, & 3A Boys and Girls Sectionals will be Conducted. Boys and Girls Sectional races for all three classes will be conducted across the state. Hosts or TSOs will import results on Athletic.Net.

May 22-24 Girls/May 29-31 Boys State Meet:

Class 1A Prelims are conducted on Thursday/Class 2A & 3A Prelims are conducted on Friday. Championship/Finals for all 3 Classes will be conducted on Saturday.

State Final Meets conducted. All State Final Preliminary and Final Results will be posted on athletic.net

Overview

The Athletic.net links listed below will provide AD's, coaches, and meet managers and timers necessary instructions on how to complete the corresponding task. For additional questions, please use the "Contact Us" link at the bottom of the home page at athletic.net.

Attention Coaches: Please make sure your Athletic Director has access to your athletic.net account. They will need it, if you are hosting to obtain the rosters for your Regional and or Sectional.

Tutorials

HOW TO SET UP AN ACCOUNT:

<https://support.athletic.net/article/2ngw43npwr-creating-your-account-on-athletic>

HOW TO COMPLETE YOUR TEAM ROSTER:

<https://support.athletic.net/article/g3l6e4jp3z-uploading-a-roster>

HOW TO ESTABLISH YOUR MEET: CALENDAR:

<https://support.athletic.net/article/brvetv3jcz-adding-a-meet-to-your-calendar>

SUBMITTING LIST OF PARTICIPANT DECLARATIONS (SECTIONAL ENTRIES):

https://support.athletic.net/article/z11f8f1jja-submitting-entries-for-a-meet?utm_campaign=header&utm_source=header&utm_medium=search

HOW HOSTS CAN UPLOAD MEET RESULTS: <https://support.athletic.net/article/f242hq8ok6-uploading-results-overview>

ATHLETIC.NET ACCEPTS THE SCORING PROGRAM FORMATS LISTED IN THIS LINK:

<https://support.athletic.net/category/wmk4c67szn-accepted-formats>

QUICK START GUIDE FOR EVENT MANAGERS/TIMERS:

<https://support.athletic.net/article/lil5s5h41q-quick-start-guide-for-event-managers-timers>



Please use the following checklist to assist you in completing various tasks and making sure you have submitted various forms by deadlines that are important to your school's participation in the IHSAA Girls and Boys Track and Field State Meet Series.

Prior to the Sectional Seed Meeting

- () Read carefully the IHSAA Track and Field Series Terms and Conditions.
- () Review all portions of the IHSAA Track and Field Manual that pertain to your school's participation in the IHSAA Track and Field State Meet Series.

Coach Data Form:

- () **Declaration of Coaches Requirement:** On or before the List of Participants deadline, coaches are to submit their certified coaches through the Coach Data Form in the Sport and Activity Tracker within the IHSAA Schools Center.

If a school doesn't list its coaching staff, IHSAA will provide one Head Coach wristband in the name of the Head Coach listed in the IHSAA Schools Center. No other wristbands will be issued for that school. Assistant coaches not listed will have to purchase a ticket for admission. All State Final Qualifiers are required to have a coach represent their athletes at all IHSAA State Finals. A state final school packet will not be given to any school who doesn't have a Head Coach representing their school.

Meet Entries

- () **Athletic.net Online List of Participant Declarations:** Please give Athletic.net account access to your Athletic Director or school administrators so that they can input/upload necessary information if needed.

https://support.athletic.net/article/z11f8f1jja-submitting-entries-for-a-meet?utm_campaign=header&utm_source=header&utm_medium=search

- **COOP Schools:** The **host coach** of the Coop must have access to the combined school athletic.net account so the meets for this year become part of your athletes results.
- Please do your best to clean up your roster in Athletic.net before or while you are completing your online entries. Ensure that your athlete's names are spelled correctly, remove athletes that were duplicated in your roster, etc.
- Girls sectional event entries must be completed on Sunday, May 11 by 11:59 p.m. through each school's Athletic.net account. The List of Participant/Declarations WILL NOT be completed through Schools Center.

- Boys sectional event entries must be completed on Sunday, May 18 by 11:59 p.m. through each school's Athletic.net account. The List of Participants WILL NOT be completed through Schools Center.
- Schools can enter up to 2 athletes per individual event and 1 relay team per relay event.
- As in past years, individuals cannot enter more than 4 track and field events.

Seeding Meeting

- The seeding meeting must be conducted virtually through a platform of the host's choice (i.e. Zoom, Microsoft Teams, Google Meets, etc.).
- The seeding process should be seamless as Athletic.net will have already pulled each entry's best time/distance/height for the entire season when the coach completes his/her LOP declarations.
- The Manual for Schools and Managers includes a timeline and instructions for how the host will conduct the virtual seeding meeting.
- At the Online Sectional Seeding meeting, prior to all event seeds or heat sheets being distributed, **for Relay Events Only**, coaches can opt to change a relay time to a slower seed time than what was automatically populated by Athletic.net. **Individual event** seed times/marks automatically populated by Athletic.net **may not be adjusted**.

Pease Do not enter a competitor in any event, unless they will participate in the State Final meet.

- () Participate in determining the Games Committee for your Sectional meet. The Games Committee shall also serve as the Jury of Appeals. It should include the Sectional Manager and four (4) head coaches selected from among the head coaches present at the Sectional Seed Meeting. No rules may be set aside by the Games Committee or Jury of Appeals.
- () Review the role and duties of the Meet Referee, Games Committee and Jury of Appeals.
- () Coaches and administrators wishing to submit advisory committee proposals must do so through a link that can be found in the Quick Links section of their IHSAA Schools Center account.
- () **Important!** Review the Sectional heat sheet to make sure all your school's participant information is accurate.
- () Often schools hosting Sectional Meets must depend on the cooperation and assistance of the coaches from participating schools to provide knowledgeable, experienced, trained adults to assist with the officiating and conduct of the Sectional meet. The terms and



conditions require each school entered in the T&F state series to provide one qualified volunteer from your school to help conduct the Sectional Meet. Please follow through with this important responsibility and make certain that the volunteer you provide the host is qualified. Track & Field is unique in this respect. We must be able to count on each other at times to provide the best opportunities for our athletes. Again, the terms and conditions require each participating school to provide one qualified volunteer to help the sectional host conduct the sectional meet.

Athletic.net immediately following the Sectional Meet. If you notice an error, contact Cheryl Lowery immediately (clowery@ihsa.org).

For the State Final Meet

- () Review the State Final Procedures posted on the IHSA girls and boys track activity pages.
- () Make housing reservations for the competitors from your school. For reservations, contact Director of Housing, Eastern Illinois University, Charleston, IL 61920. Phone: (217) 581-5111. Reservations are on a first-come, first-served basis. Do Not wait until the last minute in case other events are happening within Charleston and surrounding areas during the state final meets.
- () You may refer parents and fans from your community to the IHSA Web Site for information pertinent to this year's IHSA Track & Field State Finals.
- () Practice (State Final): Team Packet Pick-up will be at the South Ticket window on the west side of O'Brien Field (parking lot side). **Competitors do not need their bibs for Wednesday night practice.**

IHSA Staff will be available at O'Brien Stadium during the following times for packet pick up. Class 2A and 3A teams who plan to attend the 1A state final must pick up their team packets (bib numbers are your only ticket for free access to O'Brien Field

Wednesday: 4:00 p.m.-7:00 p.m.
Thursday: 8:00 a.m. - 6:00 p.m.
Friday: 6:30 a.m. - 1:00 p.m.

Athletes will be issued one bib for the entire weekend. Instruct athletes to keep their bib number, until they are no longer competing in the State Meet.

Practice at the State Final:

Schools may use the track and field facilities at O'Brien Field for practice and warm-up. **EIU Athletic Trainers/medical supplies will not be available during practice and warm-up sessions.** These practice sessions are not the responsibility of the IHSA nor of EIU. Athletes and coaches use the facilities to practice at their own risk. **Coaches will be responsible for the safety of their athletes/staff.** Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

NOTE: Practice Schedule following the Boys Class 1A Meet: The Special Olympics Unified State Final Championships will be held immediately following the Class 1A Boys State Preliminaries. Approximately 7:00 p.m. the Boys Class 2A/3A schools will be allowed on the track for practice (weather permitting).

Following the Seeding and Prior to the Sectional Meet

- () In accordance with the Terms and Conditions, no name changes can be made to your school's relay entries. Only changes pertaining to typographical spelling errors and/or in an individual entry may be made in accordance with the substitution provisions. The Principal/Official Representative must verify in writing to the Sectional Manager that the substitution is because of school disciplinary action, a death in the athlete's immediate family or a disabling illness or injury (not allowed after the meet begins).
- () If you have been asked/assigned to provide qualified adult personnel to serve as assistant officials or meet personnel for the conduct of the Sectional meet, make sure you select and/or train these persons so they will be knowledgeable about the job they are to perform. Be sure you give instructions to these volunteer officials or meet personnel so they will know where and when they are to report for duty and/or a pre-meet meeting with the Meet Referee, etc.

At the Sectional Meet

- () Scratches may be made in accordance with the Track and Field Rules.
- () Make sure you and your competitors do not leave the Sectional Site until at least one-half hour after the last event in which your school participated; until all final appeals have been decided in the events in which your school has participated; or, until you have received the official results for each of the events in which your school entered competitors.
- () Before leaving the Sectional Site, make sure to review results to verify that winners and additional qualifiers from your school, who have qualified for the State Final Meet, are correctly shown.

Following the Sectional Meet

- () Notify the IHSA Office immediately if any of your school's State Final qualifiers has a disabling injury or illness that will prevent him/her from participating in the State Final meet, or if a competitor will not be permitted to participate in the State Final meet due to school disciplinary reasons.
- () Sectional Meet Managers or their timing system operator must upload the complete results to



For Additional State Series Awards

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
- 4.) From the Invoice, mail invoice to the awards company with payment for awards.

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

- | | |
|--|--|
| <input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's | <input type="checkbox"/> Coop School |
| <input type="checkbox"/> Dual Campus | <input type="checkbox"/> Lost-Replacement |
| <input type="checkbox"/> Broken-Replacement | <input type="checkbox"/> State Awards: Music Sweepstakes |

Sport or Activity: _____ Year: _____ Qty.: _____ Place: _____

Gender: Girls Boys Co-Ed

Classification:

- 1A 2A 3A 4A 5A 6A 7A 8A No Classification
 A AA MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D) _____

Level of Competition: Regional Sectional Super-Sectional State

1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:

- | | |
|--|--|
| <input type="checkbox"/> Team Plaque | <input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser |
| <input type="checkbox"/> Team Trophy | <input type="checkbox"/> Laser Trophy Plate |
| <input type="checkbox"/> Medal/Medallion | <input type="checkbox"/> Replacement Trophy Plate w/o lasering |
| <input type="checkbox"/> Sweepstakes Medallion | <input type="checkbox"/> Bat, Tennis, Golf Club Replacement |

Ind. Event Medals (indicate Event name): _____
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Ordered By (Print): _____

Job Title: Principal A.D. Off. Rep. Coach

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



For Additional State Series Awards

- ◆ Once this form is completed and returned to the IHSAA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process awards orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- ◆ Gold State Champion-top figure (#1)
- ◆ Gold State Champion-side figure (#1)
- ◆ Gold State Runner-up-top figure (#1)
- ◆ Gold State Runner-up-side figure (#1)
- ◆ Gold State 3rd/4th Place-top figure (#1)
- ◆ State 3rd/4th Place Gold-side figure (#2)
- ◆ Gold Girls Soccer-side figure 3rd/4th (#3)
- ◆ Gold Music Lyre-side figure 3rd (#3)

Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES) Shipping not included:

Finish	State Medallion	Reg./Sect Medal
Goldtone (1 st)	\$4.50	\$3.75
Nickel Silver (2 nd)	\$4.50	\$3.75
Copper (3 rd & 4 th)	\$4.50	\$3.75

State Medallions and Reg./Sect. Medal Shipping Costs:

- 1-5 = \$6.00
- 6-12 = \$9.00
- 13-24 = \$12.00
- 25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

Plate Replacement Pricing:

Plate Engraving charge for State Final Trophy	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping

TOURNAMENT MANAGERS: DO NOT USE THIS FORM. The order form for STATE SERIES TIES is provided in the Manual for Schools (manager section) for each sport.

Acrylic artwork enhanced to show artwork

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Sport _____
 School _____
 Off. Rep./A.D. _____
 Phone _____ Email _____
 Address _____ City/Zip _____

Method of Payment: _____ Check Number: _____ Purchase Order No. (if necessary): _____

Description	Gender (check one)			Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Class	Qty .	Price per Item	Amount
	<i>Girls</i>	<i>Boys</i>	<i>Coed</i>						
11"x8" Walnut Trophy								\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization							\$ 5.00 ea.	
								Order Total	

A&M Products
 Contact: Andy Austin
 Address: 575 Elm Place, P.O. Box 266
 Princeton, IL 61356
 Phone: (815) 875-2667
 Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

Acrylic artwork enhanced to show artwork

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
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Please make copies of the second page for additional personalization's.

2024-2025

Sectional Host Information

Manual for School & Manager's



www.ihsa.org



Girls & Boys Track & Field Sectional Manager Information

The Illinois High School Association appreciates that your school is willing to host an IHSA Girls and/or Boys Sectional Track & Field Meet. You have been designated as the person who will serve as the local Meet Manager. The IHSA is grateful for your help in conducting a successful Sectional Meet.

The Manual for Schools and Managers includes a section dedicated to the Meet Manager to assist you in completing many responsibilities you have as a local Sectional Meet Manager. You have a big task ahead and we hope this manual will be helpful. Following the Sectional Meet, if managers have suggestions for improving the manual, please email your suggestions (kgarber@ihsa.org).

SECTIONAL DATES, TIMES AND LOCATIONS

All Sectional Hosts will be sent a request to host form seeking information regarding your Sectional. It is important for the data to be returned to IHSA to allow us to assign officials who are available on the date you have selected. Please stick with this date once the Officials Assignments have gone out. When you change a date, the officials may not be available to your site.

SECTIONAL TICKET SALES

GoFan is the official digital ticketing partner of the IHSA, and the IHSA is exclusively using GoFan digital tickets at many rounds of the State Series. A digital ticket is a ticket that is purchased and redeemed directly on a smartphone. As sectional track and field hosts, you must use GoFan to sell tickets for admission to your sectional meet. For more information regarding GoFan please click on the following link: <https://www.ihsa.org/documents/forms/current/GoFan.pdf>.

SECTIONAL OFFICIALS

IHSA will assign the referee and starter for each sectional. They will be licensed officials from the Availability List compiled from the data obtained from licensed officials.

VOLUNTEERS

Item V-C-18 in the terms and conditions makes it clear that all participating schools must honor any requests made by the host school relative to securing adequate help in conducting the sectional track & field meets. The terms and conditions **require** that each school be prepared to provide one qualified volunteer at the request of the meet manager. I anticipate that participating schools will be happy to help make the meet a success by providing one qualified volunteer. I would like to be informed immediately of any school(s) that fail to meet this obligation when requested by the host management to do so.

Athletic.net List of Participants Declarations/Relay Cards: Sectional Managers are required to use the data provided to them from Athletic.net. The Sectional Declarations will be viewable to Sectional Hosts through Athletic.net immediately following the List of Participant Declaration deadline. IHSA is attempting to make this process as easy on our managers as possible. Each school's List of Participants becomes "Official" once the deadline expires on Sunday @ 11:59p.m. This is the only list to be used in conducting the Sectional hosted by your school. Schools that fail to submit their List of Participant entries through Athletic.net (either entirely or partially) by the Sunday deadline, MAY be able to submit them late with permission from Kraig Garber along with a penalty fee of \$100 paid to the IHSA. Sectional managers must not just allow late entries in without involving the IHSA.

SEEDING MEETING

The seeding meeting must be conducted virtually through a platform of the host's choice (i.e. Zoom, Microsoft Teams, Google Meets, etc.).

The seeding process should be seamless as Athletic.net will have already pulled each entry's best time/distance/height for the entire season when the coach completes his/her LOP declarations.

At the Online Sectional Seeding meeting, prior to all event seeds or heat sheets being distributed, **for Relay Events Only**, coaches can opt to change a relay time to a slower seed time than what was automatically populated by Athletic.net. **Individual event** seed times/marks automatically populated by Athletic.net **may not be adjusted**.

The Manual for Schools and Managers includes a timeline and instructions for conducting your virtual seeding meeting.

RELAY CARDS (MANDATORY)

Sectional Managers are reminded that they **must** prepare relay cards prior to the date of the sectional meet. Relay cards must be created using the information provided electronically from Athletic.net. The relay cards can be as simple as a regular 8 1/2 x 11 sheet of paper, using your computer and printer. Create one sheet for each relay team showing the runners originally listed by the coach from the Athletic.net List of Participants. Only these runners can be allowed to compete in that event for that team in Sectional Competition. **The relay cards must be provided to the Clerk of Course prior to the start competition.**



Remember, no substitutions or additions are allowed to be made to the original list of relay members at any time after the Sunday 11:59p.m. declarations deadline.

REQUESTING TO HOST A SATURDAY SECTIONAL

We are allowing meets to be conducted on Wednesday-Friday of the Sectional week. Tournament Manager's must receive permission from Kraig Garber to allow Sectional meets to be held or postponed to a Saturday. Permission will only be granted under extenuating circumstances.

CONDUCTING POLE VAULT

If your site is not equipped to conduct Pole Vault, you should work with a nearby facility (IHSA Member School, Junior College, University, etc.) to conduct the event outdoors, unless weather becomes a factor. You may conduct the event the day before or earlier in the day at the alternate site. You must start the event at the alternate site at a time that will not interfere with the competitor's opportunity to compete in any other event at the Sectional Meet. Be sure to secure a licensed IHSA Track & Field Official (required of the Sectional host), and other personnel necessary to assist in the safe conduct of the event. Each competitor must be accompanied by a qualified coach (By-Law 2.070). All competitors in Pole Vault must weigh-in before they compete. Pole Vault Weight Verification Cards are included in this manual to use for the meet you are hosting.

Schools must use the pole vault box pad per NFHS Track & Field Rule 6-9-33 that meets the ASTM Standard F2949. Also, athletes are not allowed to use variable weight poles in high school competition.

FIELD EVENTS

Distances and heights for all field events shall be measured in metric units. Please ensure that your measuring devices provide a means to measure in metrics. Performance measurements should always be rounded to the nearest lesser centimeter. If you would like to include an English to Metric conversion chart in your sectional program, there is a link to one in the resources section of the girls or boys track and field webpage. Additionally, throwing implements may be weighed in metric units as well.

ATHLETIC.NET RESULTS REPORTING

Each Sectional Tournament Manager/Computer Operator is required to upload the complete set of results to Athletic.net. There is no Sectional Winner Report. If you are designating someone to upload your results, they must have access to your Athletic.net account. For instructions for how to upload meet results, please use this link:

<https://support.athletic.net/article/f242hq8ok6-uploading-results->

[overview?utm_campaign=header&utm_source=header&utm_medium=search](#)

WEATHER CONDITIONS

Sectional host schools are selected on the basis of their all-weather facilities and their capability of completing a Sectional Meet no later than Saturday. Sectional Meets must be scheduled for Wednesday, Thursday or Friday night to allow for a "rain" date on Friday or Saturday. Unsafe weather conditions might make it necessary to suspend a Friday night Sectional Meet until Saturday, but remember, there is no guarantee the weather will be better the next day. It is the responsibility of the local Sectional Manager and Games Committee to make every effort to complete the Sectional Meet on the date scheduled. It may become necessary to suspend an event or the meet temporarily due to a severe storm or unusual weather conditions that cause competition to become hazardous. However, the competitors and coaches should be asked to remain at the site to wait for clearing of weather conditions. Since time is of the essence, suspended meets or events should be reconvened on the same day as soon as the safety of the competitors is assured.

BEFORE POSTPONEMENT OF SECTIONAL MEETS

Before rescheduling a meet, the **Meet Referee and Tournament Manager must be granted permission to do so from Kraig Garber, IHSA Assistant Executive Director for Track and Field (kgarber@ihsa.org).**

Your cooperation and assistance in this important matter will be appreciated. My sincere best wishes to you for a successful Sectional Meet. Once again, thanks for hosting!

Sincerely,

Kraig Garber
Assistant Executive Director



All Sectional Seeding Meetings will be conducted virtually. There will NOT be any in-person meetings. To conduct the live portion of the virtual meeting, Sectional Hosts may use any virtual meeting platform (i.e.: Zoom, Microsoft Teams, Google Meets, etc.) available to them. It is important for the Hosts to communicate the platform that they will use well in advance of the seeding meeting to ensure that attending school coaches and IHSA Officials are able to access the meeting using such platform.

The 3 IHSA Officials assigned to your Sectional Track Meet will be posted on each respective Sectional Host's Tournament Management section in the IHSA School's Center Web Site. Administrative passwords must be used to log in to the Tournament Management Section of the IHSA Schools Center.

Tuesday, May 13 (Girls) and May 20 (Boys) - 6:45 PM or 15 minutes prior to the start of your seeding meeting Coaches can only see their own entries through Athletic.net, and they do not have the ability to see other schools' entries.

- During this time-period, coaches must email the meet manager any scratches and changes to their original entry list. This can only be done during this time-period (prior to seeing the heat sheets for this meet).
- At the Online Sectional Seeding meeting, prior to all event seeds or heat sheets being distributed, **for Relay Events Only**, coaches can opt to change a relay time to a slower seed time than what was automatically populated by Athletic.net. **Individual event** seed times/marks automatically populated by Athletic.net **may not be adjusted**.
- An athlete's top seed time/distance/height will be automatically populated from official regular season meet results through the Athletic.net sectional entry process. Therefore, coaches cannot request that seed times/distances/heights be adjusted during this time-period.
- Individual entries left blank at the time of the on-line entry deadline, may not be filled in during this time-period forward.
- Relay team members may not be changed at any time, for any reason from this time-period forward because they have 4 built-in alternates.
- The only changes permitted during this time-period are person for person changes to individual events and event scratches. No substitutions are allowed following the publication of all meet entries for your sectional except as permitted in T&C item V-C-14.

7:00 PM Role Call:

- The Host must identify and document who is present at the Virtual Sectional Seeding Meeting.
- Through Athletic.net, the host will publish all team entries on the Athletic.net Meet Page.
- **Log in to Athletic.net > Locate and click your Sectional Meet in the 2025 Calendar > Click**

Manage Meet > Click Settings > Click Additional Meet Options > Check the box that says "Publish Entries on Meet Page."

- Coaches can look over all entries at that time while the Meet Manager, Meet Referee, and/or Timing System Operator build the heat sheets for the meet.

Note: Please refer to the Seeding Procedures document located on the IHSA T&F page for specific seeding instructions.

As a result of the sectional entry seed performances coming from official meet results uploaded to Athletic.net by the regular season meet hosts, challenges to seed performances are not warranted.

IMPORTANT: Remember that only sectional meets using FAT systems will be allowed to qualify individuals based on times. No competitor achieving the IHSA qualifying standard based on a manual time will be allowed to advance to the state finals (unless he/she finishes 1st or 2nd). If any timing system other than an FAT system is used to time the sectional meet, then only the 1st and 2nd place finishers will advance to the state final meet. If an FAT timing system fails during the meet for any event, the meet manager must contact Kraig Garber to discuss the situation and ask if it will be allowed to convert manual times recorded at the finish line by officials assigned as back up timers to FAT times to qualify competitors for the state finals. Qualifying for field events will remain as it has been in the past (1st and 2nd place qualify as well as those competitors meeting the state qualifying standard).

As per the terms and conditions (T&C Item V-C-1), schools are not required to attend the virtual seed meeting. Please seed all teams that have entries included in Athletic.net. All properly entered athletes must be seeded fairly, regardless of whether the coach is in attendance.

7:15 PM:

- After all meet events are seeded, **email** the final heat sheets and meet schedule to head coaches or each school's official representative.
- Meet Manager should introduce themselves, the meet referee and starter and allow the officials to address the coaches concerning the following:
 - Uniforms
 - All competitors must wear school approved or issued uniforms.
 - Undergarments are not considered when applying the uniform rule.
 - Checking In
 - Athletes must check in to each event that they are entered. If in two events, athletes must check in to both events. If they leave one event for another, they must check out with one judge and check in with the other. Athletes must tell the judge they are leaving and when they will be back (it is suggested that no athlete



be away for more than 10 to 15 minutes). No event will be held up because an athlete failed to return to that event.

- b. Athletes will report when flights are called. When a running event is called all heats of that event must report to the Clerk of the Course. All four runners should report when their relay is called. Contestants that fail to report prior to the Clerk of the Course closing the entries in running events, or after the judge starts competition in the field events shall not be allowed to participate in that event.
- c. Running events take preference over field events.
3. Disqualification: The referee shall notify the athlete and/or coach relative to any disqualifications.
4. Coaches Box - Pole Vault: Where will it be located?
5. Restricted areas - Coaches and non-participating athletes
 - a. Where will coaches, athletes and spectators not be allowed? (Track and infield?)
 - b. **The areas occupied by the Timing System Operator (TSO) & F.A.T. equipment are restricted to meet management, timing personnel and meet officials. Coaches, spectators, athletes and news media are not authorized access to F.A.T., Anemometer or Video Timing Equipment. All such inquiries must be directed to the Meet Referee.**
 - c. Explain where team uniform removal is prohibited.
 - d. Explain where no electronic communication devices are allowed. This rule applies not just to the use of such devices, but to the possession as well.
6. Markings
 - a. On the track (Make sure you have marked a 1-meter step start line)
 - b. On the runways
 - c. On the apron
7. Appeals
 - a. Refer to rule 3-5-4 for the list of situations that cannot be appealed.
 - b. If you appeal you must state the rule, and what you are appealing in writing. All appeals go to the referee. The Jury of Appeals may not set aside any rule in considering any appeal.
8. When a field event is over, no more practice is allowed. Everyone must stay off of the jumping pits, landing areas and throwing circles. Per NFHS Rule 6-2-6, there will be no warm-up without supervision (coach or the adult supervising the event) and the venue has been declared open by the meet director.
9. Relays:
 - a. Handoffs - Make sure both runners stay in their lanes for the 4x100 and the 4x200. After handing off, stand still or jog straight ahead.

Listen to the instructions of the Starter and/or the Clerk 4x800, 4x400.

- b. The 4x100 & 4x200 relays no longer have a 10-meter acceleration zone and 20-meter exchange zone. These relays now have a 30-meter exchange zone. Tracks marked for the old rule will use the small acceleration zone triangle as the front of the 30-meter exchange zone.
10. All field events will be measured in metric units. Heights and distances will be measured to the nearest lesser centimeter.
11. Inspection and Weigh-in of implements (it is recommended that each site have the gauge used to measure the dimensions of the shot and discus). Implement weights shall be in metric units.
 - a. Shot Put: Boys-min. 5.443kg/Girls-min. 4.0kg
 - b. Discus: Boys - 1.6kg/Girls - 1.0kg
 - c. Make sure shot and discus are clean for the weigh in and are of legal weight and legal dimensions. Many of the same implements used at sectional meets are impounded at the state finals for not passing the implement inspection at the state finals.
12. Captains and Coaches meeting will be held after the scratch meeting.

MEET MANAGER Address the following:

1. Go Fan Digital Ticket Information
2. Time schedule
3. Inclement weather- Remember: When thunder roars, go indoors!
4. Trainer availability (if any)
5. IHSA sectional shirts
6. Parking - cars - busses
7. Pole Vault weigh-in and pole check
8. Coaches Instructions to athletes-on and off the field
9. Location of the AED
10. IHSA Heat Policy from the Manual for Schools and Managers.
11. Ask for volunteer officials from each school to help fill in where needed. All schools entered in the IHSA T&F State Series are required to provide one qualified volunteer when asked to do so by the meet host (T&CV-C-18). The head coach will serve in place of the volunteer provided by his/her school if the volunteer fails to appear at the sectional meet for his/her assigned duty.
12. Elect games committee (Jury of Appeals) and IHSA sectional Representative.
13. Remind computer scorer of the following:
 - a. Upload meet results to Athletic.net

8:15 PM: Answer any questions before adjourning.

**Prior to the Virtual Seeding Meeting**

- () Prepare a copy of the seeding meeting agenda document located in this T&F Managers Manual to help you conduct a quality meeting. Please follow all steps in the order in which they are outlined in the seeding meeting agenda.
- () Virtual Seeding Meetings can occur on a virtual platform of the sectional hosts' choosing (i.e. Zoom, Microsoft Teams, Google Meets, etc.).
- () Time and date of Virtual Seeding Meeting (**must be held on the Tuesday preceding your Wednesday, Thursday or Friday meet**) and information about local meet arrangements sent to all schools assigned to Sectional meet. Schools reminded that coaches attendance at the Virtual Seeding Meeting is NOT MANDATORY (still highly recommended). **Virtual seeding meetings shall not be held during school hours.** EVERY EFFORT MUST BE MADE TO SEED ALL ATHLETES FAIRLY.
- () Publicity: Contact local media regarding Sectional meet.
- () **Online List of Participants:** Each school assigned to a Sectional is required to complete their online List of Participants through Athletic.net. Deadline for schools to submit the online List of Participants through their Athletic.net account is Midnight Sunday, preceding the Sectional Seeding Meeting. As a host, you will be given co-host capabilities in Athletic.net. This will allow you the ability to view and manage entries for your sectional seed meeting and meet.
- () Crew of officials and workers for Sectional meet have been appointed and arrangements have been made with **Meet Referee** to have a pre-meet meeting with officials at least one hour prior to the beginning of the meet.
- () Let clowery@ihsa.org IHSA know the name and City/St (if out of state) of your official scorer so they can be added to your meet on athletic.net. This will allow them to directly download your entries and set up your meet.
- () Ensure that the Timing System Operator has the list of schools attending your Sectional that cannot score team points. The IHSA will create this list and send it to you prior to your seeding meeting.

During the Seeding Meeting

- () **SEED ALL TEAMS THAT HAVE SUBMITTED ENTRIES (THROUGH ATHLETIC.NET).** Seeding must include teams that do not have a coach present at the seeding meeting.

- () Make any necessary requests for volunteer officials of all participating schools as per terms and conditions item V-C-18. All participating schools are **REQUIRED** to provide at least one qualified volunteer to help conduct the sectional meet.

After the Seeding Meeting and Prior to the Sectional Meet

- () Heat sheets prepared, track prepared for Sectional meet and all equipment is available and ready. Ensure that all field event measuring devices are equipped to measure in metric units.

Before the Start of the Sectional Meet

- () Conduct the NFHS Rules/Sportsmanship meeting between referee, starter, coaches and captains 15 minutes prior to the start of the meet.

During the Sectional Meet

- () Do not release any time or place information to coaches, competitors or the media until the results are final.
- () Disqualified competitors must be listed as disqualified or DQ and no places, times or distances should be listed.

Immediately Following the Sectional Meet

- () Meet Referee reconciles all information included in the results to confirm State Final Qualifiers immediately following Sectional meet.
- () Sectional Managers or Timing System Operators must upload verified results to Athletic.net. The following link will provide you with an overview of how to use Athletic.net to upload your Sectional results: https://support.athletic.net/article/f242hq8ok6-uploading-results-overview?utm_campaign=header&utm_source=header&utm_medium=search
- () Financial Report must be completed on the IHSA Web site online through the Schools Center (Tournament Management Section), not later than ten days after your Sectional meet. This is an interactive form. Retain one copy for your files.

Keep the following Items with you after the meet in case of questions from the IHSA Office.

- **A Copy of the complete official results**
- Contacts for each AD and Coach of schools that attended your sectional
- Contact information for the Meet Officials and Timing System Operator
- List of Schools Ineligible for Team Honors



When managing a track and field meet, there are many safety precautions that should be considered prior to the meet taking place. One area of particular concern is that of the throwing events. Listed below are safety precautions that should be addressed for spectators, coaches & participants, and officials before/during warm-ups and the actual throwing competition.

SPECTATORS, COACHES, & MEDIA BEFORE THE EVENT

- ❖ Establish a spectator/coach/Media boundary line or barricade that is clearly behind the throwing sector and cage. Post signs that direct spectators/coaches to always stay behind the line or barricade.
- ❖ Check to make sure that the throwing cage provides a safe barrier and that any cage doors are set.
- ❖ Establish boundary lines or barricades well beyond all sides of the throwing sector to prevent wandering spectators/coaches/participants/media from entering the throwing sector. Post signs that warn spectators/coaches/participants/media to stay out of the throwing sector area.
- ❖ Before warm-ups begin, ask the head official or other designee to identify expectations for safe event spectating and coaching.
- ❖ Establish an event participant viewing area that is clearly behind the throwing sector and cage. Post signs that direct event participants to stay within the designated viewing area unless it is their turn to enter the throwing cage to warm up or throw in competition.
- ❖ Ensure throwing circles are dry and clear of objects.
- ❖ Establish the expectation that only one thrower may be in the throwing cage at a time.
- ❖ Establish the expectation that throwers must not throw towards anyone.
- ❖ Establish the expectation that during warm-ups, they should not collect their implements until everyone has thrown, and then collect together.

Officials Before the Event

- ❖ The head official should meet with his/her crew to review safety protocols for spectators, coaches, media, participants, and officials to ensure that everyone is on the same page.
- ❖ Before warm-ups, the head official should convey to participants his/her safety expectations during warm-ups and competition.

During Warm-ups and Throwing Competition

- ❖ During competition, throwers may collect their implement between throws. The next thrower may not enter the throwing circle until directed by the event official (after the prior thrower has collected his/her implement and is back in the event participant viewing area).
- ❖ During Warm-ups and Throwing Competition
- ❖ It is recommended that all officials and volunteers remain behind the cage and throwing sector.
- ❖ The head official or his/her designee should monitor the warm-ups to ensure that participants are abiding by the safety protocols.
- ❖ The head official or his/her designee should ensure that the spectators, coaches, and media are abiding by the safety protocols.
- ❖ If/When officials and event volunteers are in the throwing sector during warm-ups or competition, they should always face the throwing cage.
- ❖ Prior to a throw during warm-ups or competition, one official/volunteer in the throwing sector should be designated to verbalize or signal to any other official/volunteer in the throwing sector that a thrower is in the circle.

Thank you for your attention to this matter.

Kraig Garber
Assistant Executive Director, IHSA

Appendix B**2008 NFHS Track and Field Rules****Page 81****Appendix B – 34.92-Degree Throwing Sector Set-up**

The 34.92 degree throwing sector is an isosceles triangle having two equal sides, with the base of the triangle always being .6 of the length of either side. The sector may be prepared by using three tapes and three people or one tape, two people and stakes to clearly designate measurements.

3-3 System: Example Shot Put

1. Measure out from center of the circle with two tapes. (Diagram A)
2. Pull two tapes tight and then separate them by 12 meters at the 20 meter mark on each tape. (Diagram B)
3. One person holds the two tapes which will locate the sector lines in the center of the circle. (Diagram B)
4. Second person pulls tight on one of the sector line tapes and holds the zero mark of the cross measuring tape at the 20-meter mark. (Diagram B)
5. Third person pulls tight on the other sector line tape and holds the 12-meter mark of the cross measuring tape at the 20-meter mark. (Diagram B)
6. Sector lines are centered on the stopboard and permanent pins or stakes are placed at the ends of sector lines. (Sector lines can be extended if longer throws are anticipated.) (Diagram C)

Diagram A

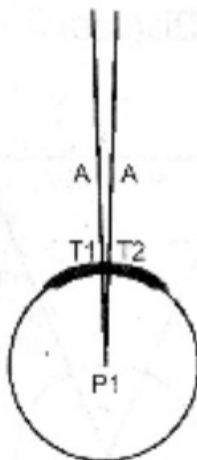


Diagram B

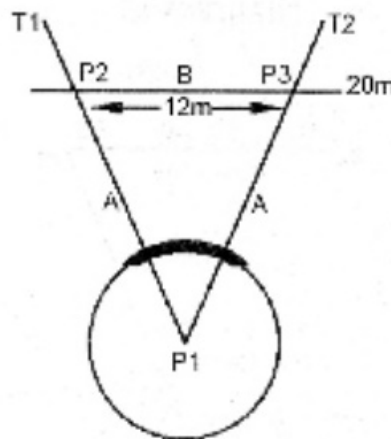
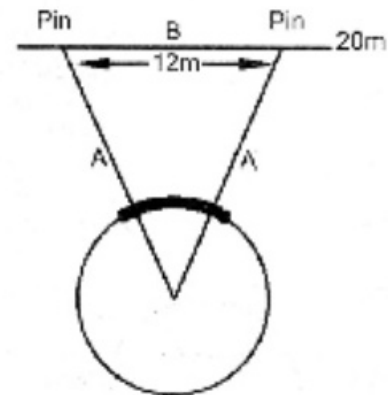


Diagram C



A=Sector line B=Cross measurement P=Person T=Tape

Sectors for the discus and hammer are set up in a similar manner, keeping the ratio of cross measurement length to sector line length at 0.6. For example, one might use sector lines of 60 meters and a cross measurement of 36 meters for the discus and 70 meters and 42 meters for the cross measurement for the hammer.

IHSA DISCUS INSTRUCTIONS

1. We will be using the National Federation rules for this competition.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warmups are allowed without a coach or an official present.
4. No electronic devices are allowed in the competition area.
5. Competitors must wear their school issued uniform
6. The normal tie breaking procedures will be used for this event (NFHS Rule 6-2-19; 6-3).
7. You may enter the circle from either direction. You may exit and reenter the circle without penalty.
8. You must pause before you start your attempt.
9. No taping on any part of the hands or fingers will be permitted unless there is an open wound that must be protected by the tape. Gloves are not permitted.
10. During your attempt, you may not touch the top or outside of the ring. You may touch the inside of the ring.
11. The implement must land inside of the 34.92 degree sector lines. Landing on or outside of the sector lines will be a foul.
12. After the implement lands, you must exit out the rear half of circle. Please notice the side markers. Exiting on or in front of markers will be a foul.
13. You are allowed 60 seconds to attempt a throw after being called up (failing to meet the time limit is a foul).
14. You will have three attempts in the prelims. There are () flights. () will advance to finals and be given three more attempts.
15. If you want to intentionally foul, please step on the RING right away to indicate so.
16. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
17. Measurements will be to the nearest lesser centimeter
18. Your competition order will be: () Good Luck.

IHSA HIGH JUMP INSTRUCTIONS

1. We will be using the National Federation rules for this competition.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warmups are allowed without a coach or an official present.
4. No electronic devices are allowed in the competition area.
5. All competitors must wear their school issued uniform.
6. You will continue jumping until you have three (3) consecutive misses.
7. An unsuccessful attempt is when:
 - a. The bar is dislodged during an attempt
 - b. A jumper touches the ground or landing area beyond the plane of the bar or it's extension
 - c. All parts of the body must go over the bar
 - d. After a successful attempt a competitor falls and knocks over the standard.
 - e. The bar is hit and falls off at any time, in or out of the pit.
8. A jumper has 60 seconds to initiate a jump after being called - Three or fewer jumpers left = 3 minutes to jump - One jumper left = 5 minutes to jump (failing to meet the time limit is a foul).
9. The normal tie breaking procedures will be used for this event (NFHS Rule 6-3).
10. Measurements will be to the nearest lesser 1/4 centimeter.
11. After competition begins the bar shall not be lowered except to resolve a first place tie.
12. Reasonable time will be allowed to participate in another event. Competitors must check out with the head field event judge before leaving. Competitors will be encouraged to jump before they leave. The bar must be raised if an excessive amount of time passes.
13. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
14. The starting height for this meet is _____; the bar will be raised by _____ centimeter each time.
15. Your competition order will be: () Good luck.

IHSA LONG JUMP INSTRUCTIONS

1. We will be using the National Federation rules for this competition.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warm ups are allowed without a coach or an official present.
4. No athlete may run on the runway in the opposite direction of the pit during warmups or competition.
5. No electronic devices are allowed in the competition area.
6. All competitors must wear their school issued uniform.
7. No marker may be placed on the runway.
8. During your attempt you may not touch beyond the foul line or its extension.
9. During your attempt, you must land within the pit.
10. Your head must stay in the superior position during your attempt (i.e. no somersault allowed).
11. After you land, you must exit out the pit beyond your mark. If you exit in front of your mark nearest the foul line, it will be a foul.
12. Measurements will be made to the nearest lesser ¼ centimeter from the mark nearest the foul line.
13. Each jump will be measured perpendicular to the FOUL line or its extension.
14. A participant will have 60 seconds to attempt a jump after called up (failing to meet the time limit is a foul).
15. You will have three (3) attempts in the prelims. There are () flights. () will advance to the finals and be provided three more attempts.
16. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
17. In the finals the jumping order will be reversed with the best jumper jumping last.
18. The normal tie breaking procedures will be used (NFHS rule 6-2-19; 6-3)
19. Open Pit - Jumper may jump out of order BUT a STARTING and ENDING time MUST be declared. Finals must be in reverse order so there is no open pit in finals.
20. Reasonable time will be allowed to participate in another event. Competitors must check out with the head field event judge before leaving. Competitors will be encouraged to jump before they leave.
21. Your competition order will be: () Good luck.

IHSA TRIPLE JUMP INSTRUCTIONS

1. We will be using the National Federation rules for this competition.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warm ups are allowed without a coach or an official present.
4. No athlete may run on the runway in the opposite direction of the pit during warmups or competition.
5. No electronic devices are allowed in the competition area.
6. All competitors must wear their school issued uniform.
7. No marker may be placed on the runway.
8. During your attempt you may not touch beyond foul line or its extension.
9. During your attempt, you must use the R, R, L or L, L, R pattern, and you must land within the pit.
10. Your head must stay in the superior position during your attempt (i.e. no somersault allowed).
11. After you land, you must exit out the pit beyond your mark. If you exit in front of your mark nearest the foul line, it will be a foul.
12. Measurements will be made to the nearest lesser 1/4 icentimeter from the mark nearest the foul line.
13. Each jump will be measured perpendicular to the FOUL line or its extension.
14. A participant will have 60 seconds to attempt a jump after called up (failing to meet the time limit is a foul).
15. You will have three (3) attempts in the prelims. There are () flights. () will advance to the finals and be provided three more attempts.
16. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
17. In the finals the jumping order will be reversed, the best jumper jumping last.
18. The normal tie breaking procedures will be used (NFHS rule 6-2-19; 6-3)
19. Open Pit - Jumper may jump out of order BUT STARTING and ENDING time MUST be declared. Finals must be in reverse order so there is no open pit in finals.
20. Reasonable time will be allowed to participate in another event. Competitors must check out with the head field event judge before leaving. Competitors will be encouraged to jump before they leave.
21. Your competition order will be: () Good luck.

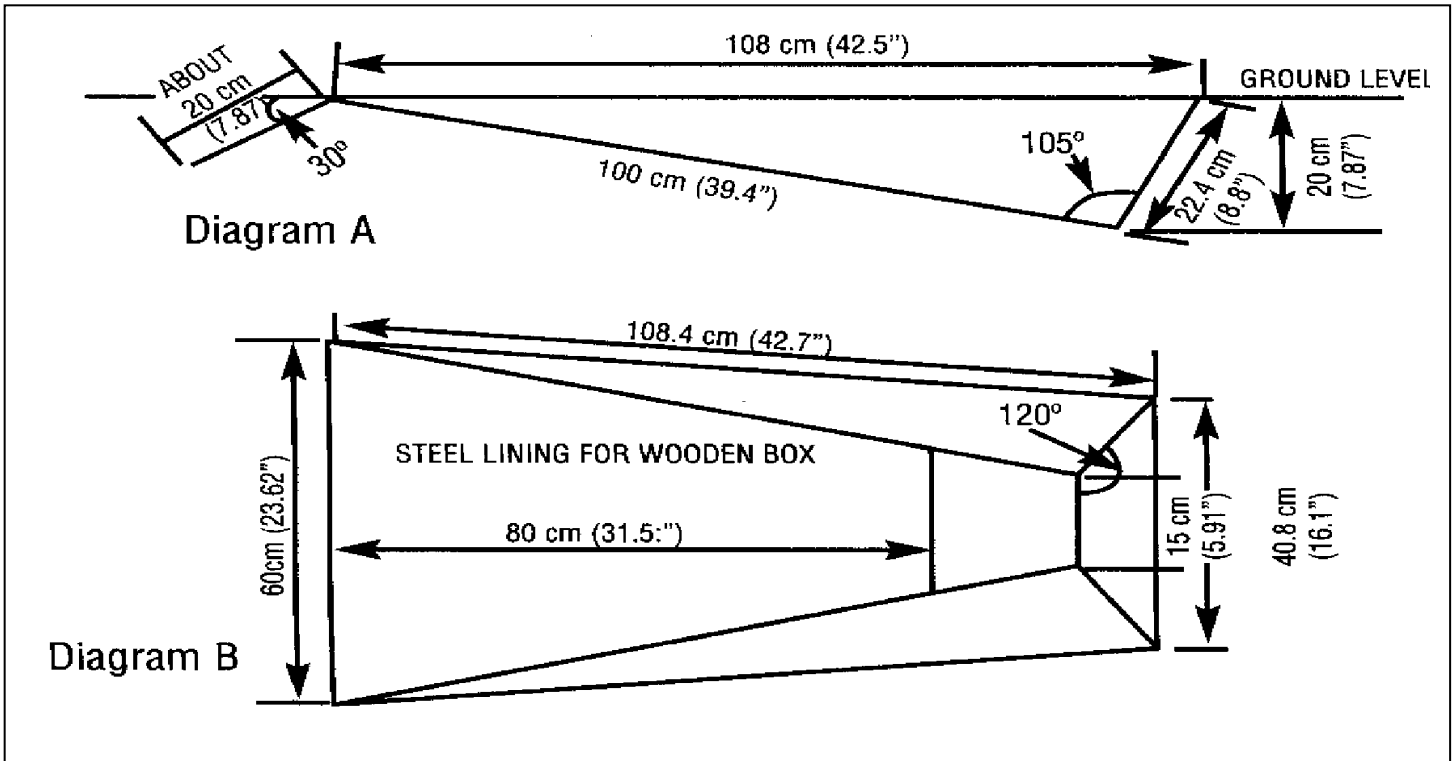
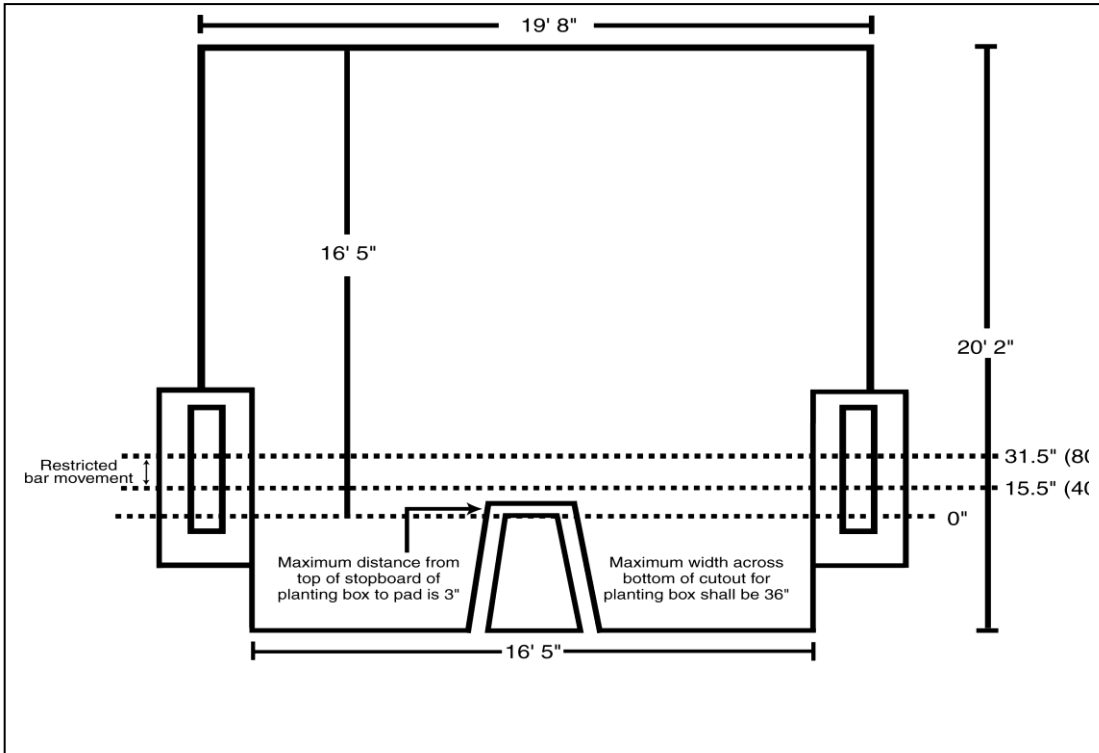
IHSA Pole Vault Instructions

1. We will be using the National Federation rules for this competition. Schools must use the pole vault box pad per NFHS Track & Field Rule 6-5-22 that meets the ASTM Standard F2949.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warm ups are allowed without a coach or an official present.
4. No athlete may run on the runway in the opposite direction of the pit during warmups or competition.
5. No electronic devices are allowed in the competition area.
6. All competitors must wear their school issued uniform.
7. The manufacturers must include the pole rating on each pole; the pole rating must appear as a minimum of 3/4 inch in a contrasting color located within or above the top handhold position; also, a 1 inch circular band indicating the maximum top handhold position (as determined by the manufacturer) must also be present on each pole. No other method of marking max pole weight is allowed.
8. No marker may be placed on the runway.
9. You will continue jumping until you have three (3) consecutive misses.
10. A foul will be called if you touch the ground or landing area beyond the "0" plane of the box (or its extension) on an approach.
11. A foul will be called if during the vault you raise your top hand to a higher point on the pole or your lower hand is raised above your upper hand.
12. A foul will be called if the vaulter's feet leave the ground in an attempt and fails to clear the crossbar. However, if the approach is aborted and an attempt is not made (even if the vaulter's momentum cause his/her feet to leave the ground), it shall not be counted as a missed attempt.
13. A jumper has 60 seconds to initiate a jump after being called - With three or fewer jumpers left = 3 minutes to jump - With one jumper left = 5 minutes to jump (failing to meet the time limit is a foul).
14. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
15. Standards must be set between 18-31.5 inches (45.7-80 cm) beyond "0" plane
16. The normal tie breaking procedures will be used for this event (NFHS Rule 6-3).
17. The starting height for this meet is _____; the bar will be raised by _____ inches each time.
18. Measurements will be made to the nearest lesser 1/4 centimeter.
19. Your competition order will be: () Good Luck.

IHSA Shot Put Instructions

1. We will be using the National Federation rules for this competition.
2. Safety is our first concern. No athlete may compete with blood on their uniform.
3. No warm ups are allowed without a coach or an official present.
4. No electronic devices are allowed in the competition area.
5. All competitors must wear their school issued uniform.
6. The normal tie breaking procedures will be used for this event (NFHS Rule 6-2-19; 6-3).
7. You may enter circle from either direction. You may exit and reenter the circle without penalty.
8. You must pause before you start your attempt.
9. No taping on any part of the hands or fingers will be permitted unless there is an open wound that must be protected by the tape. Gloves are not permitted.
10. Shot may not drop below or behind the shoulder during your attempt. Keep elbow up.
11. During your attempt, you may not touch the top or outside of ring. You may touch inside of the ring.
12. The implement must land inside of the 34.92 degree sector lines. On or outside of the sector will be a foul throw.
13. After the implement lands, you must exit out the rear half of circle after MARK is called. Please notice the side markers. Exiting on or in front of markers will be a foul.
14. You are allowed 60 seconds to attempt a throw after being called up (failing to meet the time limit is a foul).
15. You will have three attempts in the prelims. There are () flights. () will advance to finals and be given three more attempts.
16. If you want to intentionally foul, please step on RING right away to indicate so.
17. Your call up order will be: Up, On Deck, On Hold, Then called up again. Your 60 seconds will start at that time. Please respond immediately to my calls.
18. Measurements will be made to the nearest lesser 1/4 centimeter.
19. Your competition order will be: () Good Luck.

Pole Vault Diagrams





Padding meeting the ASTM Standard (F2949) shall be required for the purpose of risk minimization. Schools interested in purchasing such padding are encouraged to contact:

Steve Lawrence, Regional Sales Representative,
Aluminum Athletic Equipment Company
Email: steve@aaesports.com,
Phone: Steve at (cell) 815-685-9827



HY-TEK/SYDEX/ATHLETIC.NET INSTRUCTIONS FOR TIMING & SCORING OPERATORS AND MEET MANAGERS

Managers; Please give these instructions to your Scoring/Timing Operators for reference.

Install the meet management program you plan to use; SYDEX or HY-TEK, by following the start-up instructions supplied with the program. If the program is an older version it may be beneficial to contact the program website or call for any upgrades that will assist in the operation of the specific program:

Athletic.net: Kim Motylewski Email:

kim.motylewski@athletic.net

SYDEX (www.sydexsports.com, **Phone No.:** 800.733.4023)

HY-TEK (<http://www.hy-tek.com/track-and-field-software.html>, **Phone No.:** 866.456.5111)

PRE-MEET SET-UP:

Both programs work very similar once loaded and running.

NOTE: *The files that will come from Athletic.net will already have your school abbreviations within the data that you download. Do not change any of the school abbreviations.*

HY-TEK: YOU MUST BE USING VERSION 2.0C OR LATER

Please double check the following steps when importing files from the IHSA Schools Center. Each step must be **FOLLOWED** for a successful import

- 1.) Open a new database; name your meet
- 2.) Set-up your meet with all events
- 3.) Login to the IHSA Schools Center with one of the following USER ID and passwords: Swimming & Diving Tournament Manager; Off. Rep., Athletic Director USER ID & Password to access the IHSA School Center State Series Hosting & ScoreZone link
- 4.) File Save As

5.) THE MOST COMMON STEP MISSED WHEN SCORING OPERATORS CONTACT IHSA ABOUT TROUBLE WITH IMPORTING:

!!!!Click on Hy-Tek Import File, uncheck "match on event numbers" as an option on importing!!!!

- 6.) Make sure the extension is a .sd3 (change if necessary)
- 7.) The document must be a text file (change if necessary)
- 8.) Save File
- 9.) Import IHSA File into Hy-Tek

You can use all or some of the following preferences to customize your meet as you wish, * minimally)

- 1.) *Athlete/Relay Preferences
- 2.) *Seeding preferences
- 3.) Report preferences
- 4.) *Entry/Scoring preferences
- 5.) Division/Region Name(s)
- 6.) Language preferences
- 7.) Options
- 8.) Set-up the events

9.) Set-up meet records/ IHSA qualifying standards (optional)

10.) Add teams participating at your sectional

SYDEX:

- 1.) Add team names
- 2.) Meet entry; use Full Results for your meet and proceed to include all information regarding your meet, including;
- 3.) Date of meet
- 4.) Name of the meet
- 5.) Place meet is to be contested
- 6.) Scoring
- 7.) Teams
- 8.) Events
- 9.) Seeding preferences for each event
- 10.) Meet records/IHSA qualifying standards (optional)

AT THIS POINT YOU SHOULD BE READY TO IMPORT THE ENTRIES FROM ATHLETIC.NET.

The following link provides instructions on how to import Athletic.net meet entries into Hy-Tek.

https://support.athletic.net/article/ghwtjofwr-importing-meet-entries-hy-tek-meet-manager?utm_campaign=header&utm_source=header&utm_medium=search

MAKING CHANGES:

- 1.) This is completed at the seed meeting when each team is given the opportunity to make any changes in their participants, in accordance with the IHSA Terms and Conditions, and/or entry marks.
- 2.) Click on the appropriate event and edit accordingly.

SEEDING THE EVENTS:

- 1.) This is the easiest part when using either of the meet manager programs since you have already established how each event is to be seeded.
- 2.) Hy-Tek: click on Seeding from the main menu and follow the prompts.

The above information hopefully helps meet managers working with the meet manager programs mentioned in the smooth running of a IHSA Sectional Track and Field Meet. It is strongly suggested that the meet manager practice the seeding process before the final seeding is attempted with the actual participants. Use made up names and entry marks to assure the meet parameters are set appropriately for your meet and in accordance with the IHSA Terms and Conditions for the operation of a sectional meet.

Note: if you are using an outside agency with FAT be sure to inform them that we use Athletic.net for the State Series events, so that they can familiarize themselves with the platform if they aren't already familiar.

Athletic.net instructions

Please follow these instructions when submitting results for the IHSA state meet series:

- AthleticRUNMEET:** Results will be auto-published to AthleticNET and there will be no need to upload a results file. Timers must mark all events as complete, cancel any that do not have results, and mark the meet as OFFICIAL.
 - If you need to update a result, please make those changes in RUNMEET and mark the event as complete, which will prompt a re-publish and mark the meet as official again.
 - Keep in mind that qualifiers will already have been advanced to the state meet. Knowing this, please go to the upload screen on the meet and leave a note in the Submit Feedback box indicating which events have changed so that we may address any new qualifiers.
- AthleticLIVE:** Results will be auto published to AthleticNET and there will be no need to upload a results file. We recommend using the AthleticLIVE database connection rather than FTP.
 - If you need to update a result, please make the change in your meet management software and be sure to update AthleticLIVE, which will auto-publish to AthleticNET again.
 - Keep in mind that qualifiers will already have been advanced to the state meet. Knowing this, please go to the upload screen on the meet and leave a note in the Submit Feedback box indicating which events have changed so that we may address any new qualifiers.

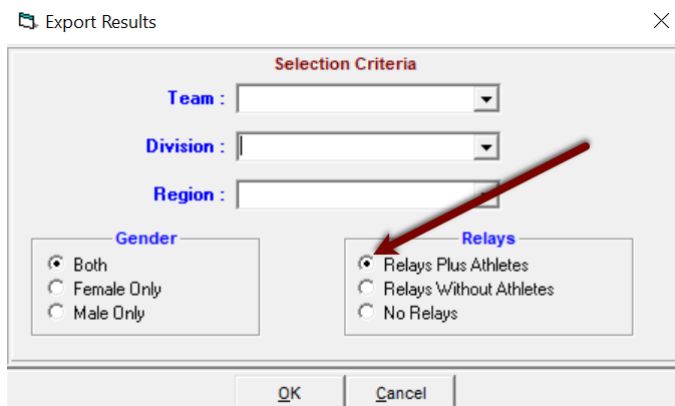
3. HyTek or another form of meet management software:

Please upload a semi-colon delimited or .csv results file that includes relay athletes. Formats like HTML and PDF are not ideal for athlete matching and qualifier advancement.

HyTek instructions:

File > Export > Semi-colon Delimited Results

Be sure the **Relays Plus Athletes** button is toggled, as shown below:



If you need to update a result, please upload a new file including all meet results using the same instructions above and mark the original file for deletion. If the uploader screen is locked, qualifiers have already been advanced to the state meet. Please leave a note in the Submit Feedback box and we will unlock the upload screen for you.

Suggested Public Address Announcements
(to be read at the discretion of the PA Announcer when appropriate)

The following announcements are required to be made over your public address system each day/night of competition in the Boy's & Girl's Track & Field Sectionals hosted by your school. Thank you

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA.

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

The interscholastic athletics and activities experience is something we cannot take for granted. For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A Scholastic Achievement Award. This unique program helps accentuate the interscholastic experience. Call the I-H-S-A Office for more information on how you can support the Illinois High School Activities Foundation, which underwrites the cost of this outstanding scholarship recognition program with contributions from many supportive corporations and individuals like you.



Champions in each of the events in all 3 classes and the three team titles will be determined next weekend at O'Brien Field on the campus of Eastern Illinois University in Charleston. Class 1A will conduct their semi-finals on Thursday afternoon and the 2A and 3A schools will compete in their semi-finals on Friday. All finals will be conducted on Saturday. Single session tickets cost ten dollars.

ihsa.org is the address for the IHSA's Web page on the internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You will be amazed at how much information is available at your fingertips at IHSA.org. In fact, all results from today's event will be there when you get home. You can also follow the IHSA on Facebook and Twitter by clicking the Facebook and Twitter links located on the IHSA Homepage.

The IHSA and the Illinois State Police wish to remind you to "Click It or Ticket", seat belts save lives! Please buckle up on your way home.

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix.

The IHSA and Illinois State Police wish to remind you that distracted driving is impaired driving. Don't drive inTEXTicated!

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

Gatorade knows every victory starts from within. Within is the determination to come up big when it matters most, but it also takes training and fuel. Win From Within.

The G Series fuels the IHSA. Prime, Perform, Recover. Three fuels for the three stages of the game.

Playing at your highest level starts with what you put in your body - not just while you're training or competing but before and after as well. The Gatorade G Series can help you - start stronger, go longer and recover faster. The G Series, Prime, Perform, Recover. Three Fuels for the three stages of the game.

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.
2. STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL (BELOW)



UPON ARRIVAL - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin IMMEDIATELY (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

3. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in team sports of baseball, basketball, competitive cheerleading,

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!

football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**
5. Please check all trophies, plaques, etc.,
 - (1) Good condition and not damaged in any way.
 - (2) Awards are engraved with the proper sport, tournament level, year, etc.
 - (3) No missing medals/places

State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

Awards Order Form for Regional/Sectional Tournament Ties



TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return **UNUSED TOURNAMENT** medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____

Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

Classification (check one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: _____ **Recipient Town:** _____

School (Must supply both): _____

Individual Event Medal Tie Requests

(*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

- ◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

- ◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

- ◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

- ◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form

2024-2025

State Final Qualifier Information

Manual for School & Manager's



www.ihsa.org

**Meet Dates: Girls- May 21-24 Boys- May 28-31**

This information was put together to allow schools to familiarize themselves with procedures and information prior to the state track meets. We hope your stay is enjoyable. EIU representatives will be wearing housing staff shirts. Please contact them if you have any questions.

State Final Free Digital Programs/Heat Sheets (Available Wednesday, prior to the State Meet): You can download a digital program prior to arriving at the state meet at the following link: <https://www.ihsa.org/Resources/State-Programs>

Official IHSA State Final programs will not be sold on-site at events, as a free digital version is available for viewing. However, fans interested in a hard copy of the traditional program have the option to order one thanks in part to a partnership with **PIP Printing**. For ordering information, visit PIP's IHSA store by going to <https://ihsa.four51storefront.com/print/catalog>. These printed programs will be mailed to you the week following the state final.

EASTERN ILLINOIS UNIVERSITY STATE FINAL MEET PREPARATION

Hotel Information: Charleston/Mattoon Area:
<https://hotelguides.com/colleges/illinois/eastern-illinois-university.html>

Dorm Reservations: School authorities from each participating school must make their own reservations. This should be done as far in advance as possible. Payment types accepted include cash, check and credit card (Visa, Mastercard & Discover). Eastern Illinois University will make dormitory rooms available both weekends. Visit: <http://castle.eiu.edu/ihsa/> or Call EIU Housing at (217) 581-3923.

Team Dorm Check-In:

- Taylor Hall, 2121 4th St., Charleston, IL 61920
- Lawson Hall: 2151 4th St, Charleston, IL 61920

Breakfast: Taylor Dining Center each morning of the State Track Meet. Schools are urged to take advantage of the special eating accommodations. **Dining hours:**

7:00 a.m.-10:00 a.m.; Thursday, 6:30 a.m.-10:00 a.m. Friday;
7:00 a.m.-10:00 a.m. Saturday.

Dorm Screens/Windows: Do Not remove the window screen from your window. For safety reasons, do not stand on your desk, chair, wastebasket, bed, etc. near your room window.

Check Out: Please follow these procedures when you leave the residence hall at the end of your stay:

- Open your drapes
- Close and lock your windows. Please be sure the window latches securely.
- Turn off the lights
- Lock the door
- Return your linen to the main lobby in the residence hall in which you are staying. Unreturned linen will be billed to you and/or your school at our costs.
- Return your key to the residence hall desk in the building in which you are staying.
- Your room will be thoroughly checked after you leave and any damage to the room or the contents will be billed to you and/or your school at the full replacement cost.
- Check out time is 6:00 p.m., Friday, and 45 minutes after the track meet is over on Saturday.

Outside Doors: All outside doors will be locked at midnight. The University will provide staff to let coaches and officials in after that time. The University and the Illinois High School Association required that accredited faculty representatives stay with their students and always provide proper supervision. Consideration for competitors requires that quiet be maintained in residence halls. Anyone who abuses the rights of others by causing disturbances may be removed from the hall.

Dorm Curfew: Coaches, **you** are responsible for the supervision of your competitors at all times during your visit to Charleston and the State Final Meet. The IHSA Boys/Girls Track and Field Advisory Committee has requested the cooperation of students, faculty and spectators attending the State Final meet in **observing an 11:00 p.m. cooperative curfew and quiet on Wednesday, Thursday and Friday nights**. This is particularly important to the State Final Participants who will be competing on Saturday (others will appreciate it, too)! Whether you are lodging in area motels or university housing, we will appreciate **your observing an 11:00 p.m. cooperative curfew and quiet** on Wednesday, Thursday and Friday nights at the State Final.



Housing Desk Operations will be open from 7:00 a.m. until midnight. The desk will provide change and answer questions.

Room Keys: Keys that you are issued will operate your room door. Safeguard them as there is a \$10.00 to \$35.00 charge for lost keys (for security purposes locks must be changed when a key is lost). Lock your door whenever you leave your room.

Vending Machines: Vending machines are located on the lower level of all our residence halls. Pepsi products, juices, chips and candy are available in the vending machines. There will be no refunds of money lost in vending machines.

Spectator Housing: Eastern Illinois University offers spectators the option to stay in the residence halls and University Court Apartments. Spectators are assigned to rooms and apartments on a first come first served basis. Space is limited and the university does not guarantee a specific dorm.

University Residence Halls: Arrangements for housing in university residence halls have been made through Eastern Illinois University. Residence Hall style rooms will be available and **will not include furnished linens, pillows, and towels.** The beds are twin XL. Persons using the rooms must furnish blankets and other personal items.

Officials/Press Housing Check-In: Stevenson Hall.

IHSA Official State Final Merchandise: Minerva Promotions is the **only Official IHSA** Vendor for State Final Merchandise. They will be in the Merchandise trailer located east and west of O'Brien Field. Hours of operation: **Thursday and Friday from 8:00 a.m.-6:00 p.m. and on Saturday until conclusion of the finals.** You can view and pre-purchase State Track Merchandise that will be sold at the venue by using the following link(s):

Girls Track: <http://www.minervapromotions.com/ihsa/spring-events/track-field-girls.html>

Boys Track: <http://www.minervapromotions.com/ihsa/spring-events/track-field-boys.html>

IHSA STATE FINAL MEET PREPARATION/ INFORMATION

STATE FINAL BIB NUMBERS:

ATHLETES ARE ISSUED (1) ONE BIB NUMBER FOR THE ENTIRE STATE FINAL WEEKEND.

BIB NUMBERS ARE NOT RE-ISSUED FOR FINALS COMPETITION.

BIB NUMBERS ARE NOT REQUIRED FOR AFTER MEET/NIGHTLY PRACTICES.

Qualifier Entries: Your qualifiers have been auto advanced through athletic.net to the state final meet, so you don't need to do anything to enter or register them for the state meet.

School Packet Distribution Location: South ticket window on the west side of O'Brien Field (parking and vendor lot). and Packets will not be needed for practice on Wednesday night. IHSA Staff will be available during the following times for packet pick up. Class 2A and 3A teams who plan to attend the 1A state final, must pick up their team packets (bib numbers are your only ticket for free access to O'Brien Field):

Wednesday: 4:00 p.m. -7:00 p.m.

Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 6:30 a.m. - 1:00 p.m.

Coaches - Only coaches entered through your Coach Data Form in Schools Center, your Principal or Athletic Director can pick up your team's packet. No one else will be permitted to pick up your team's packet. IHSA By-laws require that teams or individuals competing in IHSA contests must be represented by the appropriate IHSA certified coach/personnel.

Any unclaimed packets can be picked up after 1:00 p.m. Friday will be at the EIU North spectator ticket window on the west side (parking/vendor lot) of O'Brien Field. Track athletes are not allowed to enter Gate #9.

Athlete Access to O'Brien Field: Athletes must enter through the Clerks tent for access to O'Brien Field:

Heat Sheets: Heat sheets will be generated and will be available on the respective IHSA Girls & Boys Track and Field webpage through the State Series Information and Results



link. There will not be a hard copy provided with your team packet, so feel free to print your own in advance of the meet.

Meet Delays: In case of delays, the time intervals between events will be **approximately** the same unless weather conditions dictate otherwise. If weather related delays occur, every effort will be made to complete the meet on the scheduled day as there will NOT be state final rain dates. **All delays will be posted on X/Twitter @IHSAAWeather. Please be advised, in case of inclement weather, a decision could be made to change the Track & Field State Final schedule.**

X (Twitter) @ih saweatherNotifications is a courtesy and an attempt to keep our coaches informed. IHSAA will not be held not responsible if a coach or athlete does not check their X/Twitter feed.

COMPETITOR/QUALIFIER BIB NUMBER POLICY

- **For Competition:** Competitors must wear the bib on the FRONT of the jersey/uniform and pinned on all four corners., unless directed by the clerk
- **For Stadium Seating:** EIU Gatekeepers have been instructed to ensure the bib number must be worn on an ANY athlete's person entering the stadium seating area.

One (1) competitor bib number will be assigned to each qualifier. The bib will be used throughout the State Final weekend for competition and/or entry into stadium seating. NEW NUMBERS WILL NOT BE ISSUED FOR SATURDAY FINALS!

1.) Qualifiers: Bib numbers must be pinned at all four corners on the FRONT of the track uniform shirt/jersey, unless instructed to do otherwise by the Clerk of Course.

A competitor dressed for competition and wearing their number will be admitted to the competition area. **New numbers will not be issued for Saturday Finals.**

2.) Extra Qualifier Athletes: To gain entry without a ticket all athletes must be wearing their assigned bib number. EIU Gatekeepers/Ticket Takers will NOT ALLOW ADMITTANCE TO STADIUM SEATING UNLESS ATHLETES ARE WEARING THEIR ASSIGNED CONTESTANT NUMBER or PURCHASE A TICKET. Bib Numbers must be pinned on all four corners on their clothing (not backpacks) for access to the stadium seating.

3.) Practice: Bib numbers are not required for practice after the previous meet has concluded.

Competitor Access: On Thursday-Saturday at the State Finals, contestants will be permitted access to the track only through the clerks tent/staging area at the south end of the track. Participants wishing to gain access to the stadium seating area

must do so by passing through the same check-in gates used by all fans on the west side of the stadium. **Track Competitors will not be permitted to enter at the Southeast gate – they will be required to go around and enter through the Clerks Tent/Staging area.** Contestants in the track events must enter through the **staging area** entrance if they are entering from outside the stadium seating area. Field Competitors in the Long Jump, High Jump, Triple Jump and Pole Vault events will be permitted to enter at the **Southeast Gate.**

COACH WRISTBAND POLICY

Head Coach wristbands, Assistant Coach Wristbands will only allow access for your coaching staff according to the wristband allotment determined by the number of athletes you advanced to the state final. Since tickets can be purchased digitally, the IHSAA will not be selling coaches wristbands at the packet pick-up window. The allotted coaches wristbands in your team packet is based on your number of qualifiers. Those wristbands are for the entire weekend. Wristbands that have been discarded will not be replaced. A ticket of admission must be purchased for the coach who lost or threw away off their wristband.

1-5 Qualifiers = 2 coaches' passes

6-10 Qualifiers = 3 coaches' passes

11 or more Qualifiers = 4 coaches' passes (no more than 4 coaches' wristbands will be allowed for any school).

Coaches' wristbands will grant coaches access to the spectator seating areas in O'Brien Field, the Shot Put and Discus competition areas and access to the high jump viewing area for coaches (with High Jump pass). Schools with a High Jump qualifier will be given a High Jump pass, included in the school packet.

WRISTBANDS WILL NOT BE REPLACED, they must be kept on until you no longer require access to the state final venue.

If wristband quantities are not sufficient due to the numbers on your coaching staff, coaches can purchase a digital ticket through the following link: https://gf1.glitnirticketing.com/gfticket/web/ev_list.php?event_list_id=25

The coach signing for the team packet must confirm the appropriate number of wristbands in their packet at school packet pick-up area before they walk away from the window. All allotted wristbands (as stated in the Coach Wristband Policy) will be included in the school packet.



Coaches Data Form: All coaches' names will be taken from the IHSA Schools Center "Coaches data Form". The data will be compiled from the Coaches Data Form, **not your Athletic.net account**. All schools must complete the Coaches Data Form in the IHSA Schools Center, not later than the List of Participant Declaration deadline. If a coach is not in your drop-down menu, they are missing one or more of the components of being a "Certified Coach" and must comply before they will appear in the drop-down list.

- **Coaches Access:** Coaches must present their **Coaches Wristband** to be admitted to the main bleacher seating area as well as the throws area on the west side. No coaches will be permitted to enter the Southeast gate or go onto the infield. The **Coaches Wristband** is for stadium seating and the throws area only!

- **Note:** Only coaches **who are listed** on the IHSA Coaches Data Form in the IHSA Schools Center submitted before the sectional will be issued a coaches pass (according to the formula).

Any school who doesn't complete the "Coach Data Form" will be given one pass, if the Head Coach is listed in the IHSA Schools Center. No more wristbands will be issued.

Practicing at O'Brien Field—EIU Athletic Trainers will not be available.

Class 1A Practice Schedule: Wednesday, 4:00 p.m. - 7:00 p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Class 2A/3A Practice Schedule: Thursday, Following the Class 1A Prelims and the Special Olympics Unified State Final- 7:00 p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Practice Schedule for all classes: Friday, Following the 2A/3A meet- 7:00 p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These

practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Contestants warming up at other than the above times during the meet may use the southeast area behind the tennis courts and the area behind the East bleachers or Lantz Fieldhouse but shall not use unauthorized or **off-limits** areas.

Field Event Warm-up: The Head Judge in each field event will conduct a maximum 15-minute warm-up prior to the beginning of competition in each flight in the field events. Competitors who report promptly to the Head Judge may participate in this warm-up. **Exception:** The discus competition will be permitted a 20-minute warm-up period.

First Aid/Injuries: Athletic Training Facilities will be in the EIU training room at O'Brien Field, located under the main bleachers. If any competitor(s) are sent to the training room for aid, they are to be accompanied by their coach. **Training room hours:** 4:00 p.m. until 7:00 p.m. on Wednesday; 10:00 a.m. -conclusion of meet on Thursday; 8:00 a.m.-conclusion of meet on Friday; 9:00 a.m. until conclusion of meet on Saturday.

Hip Numbers: Contestants will be asked to wear lane numbers on both sides of their hips for the F.A.T. timing device. The Clerk of Course will distribute the numbers.

Team Tent Set-Up Area: School team tents may be set up in the grassy area southwest of the west main stands in the area designated for team tents. **No team tents will be allowed in the area containing the clerks tent and throws competition area immediately south of the stadium. The area marked as a, "no team tent area" is that area bordered by a fence to the east, the clerks tent to the north, the discus rings to the south and west including the new discus rings. This will be a "no team tent area." Tents placed in this area will be removed (neither the IHSA nor EIU are responsible for the condition of tents removed from the "no team tent area.")**

**TENTATIVE
TRACK & FIELD STATE FINAL TIME SCHEDULE**

Official State Time Schedule will be posted on the IHSA Website by Tuesday prior to the State Meets once the number of heats has been determined in each event.

**Practice Schedule: Wednesday, May 21 (Girls), May 28 (Boys)**

4:00 p.m. – 7:00 p.m. Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

4:00 p.m. – 10:00 p.m.: Dorm Registration and check in at Taylor Hall.

4:00 – 7:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium)

7:00 p.m.: State Final Manager, Head Officials and Games Committee meeting in the Lantz Building Varsity Room.

Thursday, May 22 (Girls), May 29 (Boys)**1A Semifinals**

8:00 – 10:00 a.m.: 1A Schools only, may use track and field facilities at O'Brien Field for practice and warm-up.

8:00 a.m. – 6:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium).

10:00 a.m.: High Jump, Long Jump, Triple Jump to follow the Long Jump

11:00 a.m.: Pole Vault, Shot Put, Discus to follow the Shot Put

11:50 a.m.: National Anthem

12:00 p.m.: 1A competition begins in all running events.

Class 1A Track Order of Events

4 x 800-Meter Relay Semifinals

4 x 100-Meter Relay Semifinals

(10-Minute Warm Up for Hurdles)

100-Meter High-Hurdles/110-Meter High-Hurdles

Semifinals

100-Meter Dash Semifinals

800-Meter Run Semifinals

4 x 200-Meter Relay Semifinals

400-Meter Dash Semifinals

300-Meter Low Hurdles Semifinals

1600-Meter Run Semifinals

200-Meter Dash Semifinals

4 x 400-Meter Relay Semifinals

Practice Schedule following the Boys Class 1A Meet: The Special Olympics Unified State Final Championships will be held immediately following the Class 1A Boys State Preliminaries. Approximately 7:00 p.m. the Boys Class 2A/3A schools will be allowed on the track for practice (weather permitting). Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Friday, May 23 (Girls), May 30 (Boys)**2A, 3A Semifinals**

7:00 a.m. – 8:30 a.m.: 2A and 3A schools only, may use track and field facilities at O'Brien Field for practice and warm-up.

7:00 a.m. – 1:00 p.m.: Coaches may pick up school packets at the south ticket window on the west side of O'Brien Field (parking lot side of stadium). Unclaimed packets will be left at the southwest gate of O'Brien Field.

8:00 a.m.: High Jump, Long Jump, Triple Jump to follow Long Jump

9:00 a.m.: Pole Vault, Shot Put, Discus Throw to follow Shot Put

9:50 a.m.: National Anthem

10:00 a.m.: The semifinals will be run in two parts. Part 1 will be Class 2A events and Part 2 will be Class 3A events. Class 2A track and field events will begin at **8:00 a.m.** Class 3A track events will begin at approximately **2:00 p.m.**, or later in case of delays. Class 3A field events should refer to the complete schedule for approximate starting times. The schedule of field events indicates the approximate starting times to be used as a guide.

Format for Girls/Boys field events: The Pole Vault will utilize both runways for flights 1 and 2, Flight 3 will begin as soon as flight 1 is completed. **Sixty (60) minutes** of warm-up will be permitted prior to the start of each flight.

Both runways will be utilized in the Long Jump and Triple Jump for flights 1 and 2 with the 3rd and 4th flights following on the first available runway. The Triple Jump will follow the Long Jump. Both circles in the Shot Put and Discus will be used with flights 1 and 2 starting at the same time with the 3rd and 4th flight to follow on the first available ring.

In the Long and Triple Jump: The wind direction will determine the layout of the runways. When practical, competitors will jump with the wind.

The final designations for number of flights, runways and times will depend on the number of qualifiers. Coaches must be alert for the time schedule and flight assignments that will be included in their school packets.

If there are more than 9 qualifiers in a specific event within the Wheelchair Division, those students will compete in semifinals on Friday. Athletes in the Wheelchair Division competing in field events will be integrated into flights in Class 2A on Friday but will be placed within the Wheelchair Division for awards and advancement to the finals. Athletes competing in the Wheelchair Division in Track events will compete in heats immediately preceding the equivalent heat in Class 2A on Friday. For example, a semifinal in the Wheelchair Division. In the 100-Meter will be run immediately preceding the 100-Meter dash run in the 2A class.

Class 2A Field Events

8:00 a.m.: High Jump, Long Jump, Triple Jump to follow the Long Jump

9:00 a.m.: Pole Vault, Shot Put, Discus Throw to follow the Shot Put

Class 2A Track Order of Events

(Class 2A semifinals in the Track events will begin at 9:00 a.m.)

4 x 800-Meter Relay Semifinals

4 x 100-Meter Relay Semifinals

(10-Minute Warm Up on Hurdles)

100-Meter High-Hurdles/110-Meter High-Hurdles Semifinals



100-Meter Dash Semifinals, Wheelchair Division (if necessary)

100-Meter Dash Semifinals

800-Meter Dash Semifinals, Wheelchair Division (if necessary)

800-Meter Run Semifinals

4 x 200-Meter Relay Semifinals

400-Meter Dash Semifinals, Wheelchair Division (if necessary)

400-Meter Dash Semifinals

300-Meter Low Hurdles Semifinals

1600-Meter Run Semifinals

200-Meter Dash Semifinals, Wheelchair Division (if necessary)

200-Meter Dash Semifinals

4 x 400-Meter Relay Semifinals

If there are nine or fewer students qualifying from Sectionals for a specific event within the Wheelchair Division, then that event will take place on Saturday.

If entries require preliminaries for Athletes in the Wheelchair Division competing in field events, the athletes will be integrated into flights in Class 2A on Friday. Those that qualify for the finals will be placed within the Wheelchair Division for finals and awards on Saturday. Athletes competing in the Wheelchair Division in Track events will compete in heats immediately preceding the equivalent heat in Class 2A on Friday (if entries require preliminaries). Those that qualify for the finals will be placed within the Wheelchair Division for finals on Saturday in heats immediately preceding the events for athletes without disabilities. The Wheelchair Division will have 100-meter, 200-meter, 400-meter, and 800-meter track events, and shot put and discus.

Class 3A Field Events

(Times Approximate And Dependent on the end of the 2A Events – Be prepared to go early!)

12:00 p.m.: Long Jump, High Jump, Triple Jump to follow the Long Jump

12:30 p.m.: Pole Vault

1:05 p.m.: Shot Put, Discus Throw to follow the Shot Put (approx. 2:45 p.m.)

Class 3A Track Order of Events

(Class 3A Semifinals in the Track events will begin at approximately 2:00 p.m.)

4 x 800-Meter Relay Semifinals

4 x 100-Meter Relay Semifinals

(10-Minute Warm Up for Hurdles)

100-Meter High-Hurdles/110-Meter High-Hurdles Semifinals

100-Meter Dash Semifinals

800-Meter Run Semifinals

4 x 200-Meter Relay Semifinals

400-Meter Dash Semifinals

300-Meter Low Hurdles Semifinals

1600-Meter Run Semifinals

200-Meter Dash Semifinals

4 x 400-Meter Relay Semifinals

Note: The times for the semifinals are approximate. The Games Committee will determine when a break may be taken if the events are running ahead of schedule.

Practice Schedule: Following the 2A/3A meet– 7:00 p.m.

Schools may use the track and field facilities at O'Brien Field for practice and warm-up. These practice sessions are not the responsibility of the IHSA or of EIU. Athletes and coaches use the facilities to practice at their own risk. Coaches will be responsible for the safety of their athletes/staff. Coaches must be aware of the weather and react according to IHSA severe weather safety guidelines. (If it roars, go indoors!).

Saturday, May 24 (Girls), May 31 (Boys) (Finals in all events)

7:00 a.m. – 8:45 a.m.: The track is open for warm-ups to all finalists.

9:15 a.m.: Parade of Competitors (followed by Competitor Oath and recognition of head officials, honorary referees, and National Anthem)

Field Events Finals – 1A followed by 2A followed by 3A

1A

10:00 a.m.: Pole Vault

10:00 a.m.: Shot Put

10:00 a.m.: Long Jump

10:00 a.m.: High Jump

Triple Jump – To follow the Long Jump

Discus – To follow the Shot Put

2A (Approximate start times – be ready to go)

10:00 a.m.: Pole Vault

10:45 a.m.: Shot Put

10:00 a.m.: Long Jump

12:00 p.m.: High Jump

Triple Jump – To follow the Long Jump

Discus – To follow the Shot Put

3A (Approximate start times – be ready to go)

11:30 a.m.: Shot Put

11:00 a.m.: Long Jump

12:00 p.m.: Pole Vault

2:00 p.m.: High Jump

Triple Jump – To follow the Long Jump

Discus – To follow the Shot Put

Track Events

10:00 a.m.

Class 1A 3200-Meter Run, Section No. 1

Class 2A 3200-Meter Run, Section No. 1

Class 3A 3200-Meter Run, Section No. 1

11:00 a.m.

Class 1A 4 x 800-Meter Relay

Class 2A 4 x 800-Meter Relay

Class 3A 4 x 800-Meter Relay

11:40 a.m.

Class 1A 4 x 100-Meter Relay

Class 2A 4 x 100-Meter Relay

Class 3A 4 x 100-Meter Relay

12:10 p.m.

Class 1A 3200-Meter Run, Section No. 2

Class 2A 3200-Meter Run, Section No. 2

Class 3A 3200-Meter Run, Section No. 2

1:10 p.m.

Class 1A 100-Meter High-Hurdles/110-Meter High-Hurdles

Class 2A 100-Meter High-Hurdles/110-Meter High-Hurdles



Class 3A 100-Meter High-Hurdles/110-Meter High-Hurdles

1:35 p.m.

Wheelchair Division - 100 Meter Dash

Class 1A 100-Meter Dash

Class 2A 100-Meter Dash

Class 3A 100-Meter Dash

1:55 p.m.

Wheelchair Division - 800 Meter Dash

Class 1A 800-Meter Run

Class 2A 800-Meter Run

Class 3A 800-Meter Run

2:25 p.m.

Class 1A 4 x 200-Meter Relay

Class 2A 4 x 200-Meter Relay

Class 3A 4 x 200-Meter Relay

2:55 p.m.

Wheelchair Division - 400 Meter Dash

Class 1A 400-Meter Dash

Class 2A 400-Meter Dash

Class 3A 400-Meter Dash

3:15 p.m.

Class 1A 300-Meter Low-Hurdles

Class 2A 300-Meter Low-Hurdles

Class 3A 300-Meter Low-Hurdles

3:35 p.m.

Class 1A 1600-Meter Run

Class 2A 1600-Meter Run

Class 3A 1600-Meter Run

4:05 p.m.

Wheelchair Division - 200 Meter Dash

Class 1A 200-Meter Dash

Class 2A 200-Meter Dash

Class 3A 200-Meter Dash

4:20 p.m.

Class 1A 4 x 400-Meter Relay

Class 2A 4 x 400-Meter Relay

Class 3A 4 x 400-Meter Relay

5:00 p.m.

Awards

Protection of Property: Competitors and schools are responsible for their own property and valuables at all times during the state final meets. NEITHER THE IHSA NOR EIU WILL ACCEPT RESPONSIBILITY FOR LOST, BROKEN OR STOLEN PERSONAL ITEMS AT ANY TIME, REGARDLESS OF THE CIRCUMSTANCES. No locker rooms are provided.

Cell phones are not allowed in the Clerk's Tent.

TWO-CALL SYSTEM-BE READY TO COMPETE

Consult the State Final Meet time schedule available at the respective Girls/Boys IHSA Track & Field webpages to advise competitors to be ready to compete at times scheduled. (Note: Thursday & Fridays Times are approximate.) In case of delays, the time intervals between events will be **approximately** the same unless weather conditions dictate

otherwise. The meet will be kept moving. **Meet management reserves the right to change the meet schedule at any time when they determine conditions warrant changes. Coaches must monitor all public address announcements as any changes will be communicated over the public address system and/or through the automated emergency cell phone notification system. It is the coach's responsibility to monitor the meet at all times, provide his/her cell phone number for emergency notifications and to present his/her athletes to the appropriate check-in location at the time determined by meet management.**

All Track competitors in their respective event **must** report to the staging area/Clerk's tent at south end of track when their track event is called, unless the athlete has made arrangements with the referee in charge of conflicts. (**Coaches are NOT allowed in the staging area.**) Field event competitors **must** report to the field event competition area when their field event is called.

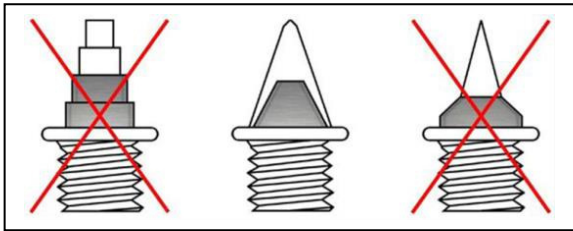
Relay Batons: In the relay events, relay teams **must** use the batons furnished by the IHSA. Please make sure these IHSA batons are returned to the finish line officials and Relay Clerks immediately following the relay.

Relays: Reminder that the four (4) designated runners must be from among the no more than eight (8) competitors listed on the online Athletic.net List Of Participant Declarations completed prior to the Sectional Seed Meeting. **No changes or additions of names may be made from those listed for the relay submitted at the Sectional meet.** If your relay team runs in the finals be sure to give the proper running order to the clerk of the course when requested. This is to ensure proper credit is given to your relay runners on the official results and by the public address announcer at the stadium.

Contestant Uniform: Contestants wearing caps, hats, jewelry, beads in braids, body appliques or other adornments will not be permitted to compete. Narrow headbands to keep the hair from interfering with a contestant's vision will be permitted. Competitors must follow the instructions of the officials.

- ◆ **The jersey shall not be knotted:** The National Federation and Illinois High School Association interpretation is simply, "Anything other than smooth (no knots) alterations of the uniform are illegal." The straps may be taped no more than two (2) layers of tape. It is not legal for shorts to be rolled at the waistband.
- ◆ **Tights/Leotards/Visible Undergarments:** If a competitor wears any visible undergarments, they must be worn underneath the track shorts and/or track jersey.

¼" Pyramid Spikes (see picture below) on contestant shoes are the only acceptable spikes allowed in All venues of O'Brien Field/Lantz Fieldhouse (Running Events and Field Events): The meet will be held on a 9-lane Royal Blue Rekortan Full-Pour Polyurethane running surface. All spikes must be presented and will be checked in the Clerks tent (Running Events)/venue (Field Events). Athletes will not be allowed to compete without having their spikes checked. Any athletes competing with illegal spikes will be disqualified. Competitors will not be permitted to wear spikes in the hallways of Lantz building. Spikes may be worn only in the field house track area.



Discus and Shot Put will be from concrete surfaced rings. Competitors should wear rubber-soled shoes. The High Jump areas and the runways for the Long Jump, Triple Jump and Pole Vault are surfaced with Royal Blue Track; Martin Surfacing Full-Pour Polyurethane surface. Competitors **may wear pyramid spikes no longer than 1/4 inch** or rubber-soled shoes. **NO CHRISTMAS TREE TYPE OR NEEDLE SPIKES ARE ALLOWED IN THE FIELD EVENTS AT O'BRIEN FIELD.** (In case field events must be held inside, competitors may wear rubber-soled shoes or shoes with spikes no longer than 1/4 inch.)

Protection of Property: Competitors and schools are responsible for their own property and valuables at all times during the state final meets. DO NOT BRING CELL PHONES, IPODS AND OTHER VALUABLES TO THE TRACK AND FIELD MEETS. THE IHSAA and E.I.U. WILL ACCEPT NO RESPONSIBILITY FOR LOST, BROKEN OR STOLEN PERSONAL ITEMS AT ANY TIME, REGARDLESS OF THE CIRCUMSTANCES. LEAVE THESE ITEMS AT HOME OR IN THE POSSESSION OF YOUR COACH OR OTHER TRUSTED INDIVIDUAL. DO NOT BRING THEM TO THE COMPETITION AREAS! THIS NOTICE IS TRUE REGARDLESS OF THE CIRCUMSTANCES. DO NOT BRING PERSONAL ITEMS TO THE COMPETITION AREA!!! Competitors are encouraged to dress in their rooms before coming to the stadium whenever possible since no locker rooms are provided.

IHSAA Pole Vault Weigh Verification Card: Each pole vault competitor must submit an IHSAA Pole Vault Weight Verification Card to the Head Pole Vault Event Judge. **The Head Event**

Judge will have cards to be completed. The weigh-in will be conducted in the official's tent in the southeast corner of O'Brien Field.

Storage of Pole Vault Poles: Vaulting poles can be stored in the hospitality tent located in the southeast corner of O'Brien Field. This area is not secure. Competitors who leave their poles in the tent do so at their own risk.

Wireless Communication Devices is Prohibited.: Competitors are prohibited from having and/or using wireless communication devices (headphones, cell phones, audio players, etc.) in the restricted competition or warm up area of the track and field complex. Any athlete in possession of or using a wireless communication device in the restricted area is subject to disqualification. The restricted area is the area inside of the stadium perimeter fences as well as the clerk's tent.

Pole Vault & High Jump Warm Up & Starting Heights: PV & HJ warm up and starting heights are available on the respective Girls and/or Boys IHSAA Track and Field webpages through the State Series Information and Results link. Once the qualifying height for Saturday has been established, then that information will be published at the same location.

The Games Committee has authorized the Head Judge of each field event to set the time limit for competitors excused to compete in another event. The Head Judge will record on the field event card the event for which the competitor is being excused with the time leaving and the time the competitor must return.

High Jump Marks: Marks on the High Jump runway may be made with chalk or tape. A maximum of two marks per competitor will be permitted on the High Jump runway and neither mark is permitted to be closer than 2 meters to the bar.

Long Jump/Triple Jump: The wind direction will determine the layout of the runways.

The Games Committee has determined that athletes may not remove any portion of the team uniform inside the fence surrounding the track and at the site of the shot and discus. (Rule: 3-2-2)

Unrestricted Areas: As permitted, in the current National Federation rules, unrestricted areas may be defined inside the stadium for meet officials only. All other areas inside the stadium fences are restricted areas. All areas outside the stadium fences are unrestricted areas except as determined by the Games Committee in the shot and discus areas. Seating areas on both the east and west sides are unrestricted areas.



Warning: The synthetic turf inside the track will retain heat. Be sure to protect your athletes' feet by requiring them to wear shoes when on the infield.

Jury of Appeals/Protests: A Jury of Appeals will be designated by the IHSA and will be utilized as described in National Federation Rule 3-5. All Appeals of officials' decisions must be submitted in writing to the Jury of Appeals by the head coach within 30 minutes of the posting of the results for an event. In ruling on appeals, the Jury of Appeals shall not set aside or waive the provisions of any NFHS Track and Field rule or Term and Condition for the series. The decision of the Jury of Appeals in ruling on any such final appeals shall be final.

Meet Results and Saturday Qualifiers: Complete State Final Preliminary and Final results will be available immediately after the meet on the IHSA Web Site at: www.ihsa.org; under the [State Series Information and Results link](#).

Food or beverage: No food or beverage is permitted in any area of the Lantz Building Complex or Lantz Fieldhouse indoor track facility. **No Containers, Cans, Bottles or Ice Chests Permitted:** No containers, cans, bottles or ice chests will be permitted in the stadium seating area at O'Brien Field or Lantz Fieldhouse. Schools are asked to please inform their fans that they will not be permitted to bring these items into the stadium.

Hydration: Water and Gatorade are the only permitted drink allowed on the track facility.

Competitor Video Review: A competitor is allowed to view video between trials or races. Viewing of such video must not delay competition and could only be done in an area approved by a meet official.

IHSA WILL NOT VIEW VIDEO FOR DISPUTES OF AN OFFICIALS RULING.

Scratch Verification Report: Coaches will be issued a scratch form in their team packet (also available online on the track activity page). The form is to be completed and presented to the Head Clerk by the head coach. Completing and submitting the form will result in the Head Coach NOT being called to the clerk's tent during the days competition when his/her athlete fails to report at the appropriate time for competition in the clerk's tent.

RUNNING EVENT INFORMATION

Lane Information: No marks are to be put on the track for relays – markers will be available at the zones, on a limited basis, from Inspectors. A reminder: the marker may be used only in the competitor's own lane including the outside lane line to the **right** of the competitor.

Starting Blocks: Competitors may use their own starting blocks **provided** they are adaptable to the track surface without causing damage to the track.

The following events end at the **Common Finish** line, which is a two-inch white line with a black border located at the end of the stadium side straightaway on the SW corner of the track: Wind direction may cause the hurdles and the 100-meter dash to be run in the opposite direction.

Girls 100-Meter High Hurdles: Run North to South with start on white line and hurdle marks are yellow triangles pointed inward. Running South to North with start on white and marks are yellow triangles pointed North.

Boys 110-Meter High Hurdles: Run North to South with start on white line and hurdle marks are black triangles pointed inward. Running South to North with start on white and marks are black triangles pointed North. (common hurdle marks between the finish lines)

100-Meter Dash: Run North to South with start on white line. Run South to North starting on white line.

200-Meter Dash: N-S; Start on white staggered lines located on the Northeast corner of the track and finish at common finish. S-N; Start on the Black staggered lines in the SW corner and finish at the end of the back stretch.

300-Meter Low Hurdles: Start on white staggered lines located on the Southeast corner of the track, hurdle marks are red triangles pointed inward.

400-Meter Dash: Start on white staggered lines located on the Southeast corner of the track and finish at common finish.

Please note: 800-Meter Run and 4x800-Meter Relay: These races are run in alleys with a one-curve stagger starting on solid white staggered waterfalls and breaking at the end of the first curve at the green break line. The alleys will be lanes 1-4, and lanes 5-9. In the 4x800 Meter Relay, the exchanges are made within the black common exchange zone at the start/finish line.

4x100-Meter Relay: This race is run with a two-curve stagger starting on white staggered lines. Run in lanes all the way; exchange zones are yellow to yellow.

4x400-Meter Relay: This race is run with a three-curve stagger starting on white staggered lines with black inserts. The first runner will be in lanes exchanging within black staggered triangles. The second runner remaining in their assigned lane will break at the end of the first curve at the



green break line. The second and third exchanges are made within the black common exchange zone at the start/finish line.

4x200-Meter Relay: This race is run with a four-curve stagger starting on white staggered lines with red insert. Run in lanes all the way; the first two exchanges are red to red and the third exchange is yellow to yellow.

SHOT & DISCUS INFORMATION

■ **Impounded Shots and Discuses:** Legal implements will be provided at the competition areas to be used by competitor(s) whose shot put or discus is impounded (or for competitor(s) that fail to meet the inspection deadline). **Impounded implements may be picked up after competition at the site of the competition in each event. The implement inspection tent will serve both the shot and discus events south of the stadium. THE NEW INSPECTION SCHEDULE IS INCLUDED IN THE OFFICIAL TIME SCHEDULE IN THE STATE FINAL PROGRAM AND POSTED ON THE IHSA TRACK WEBSITE.**

■ **Adhesive Sprays in Shot Put and Discus:** Adhesive sprays are permitted in the Shot Put and Discus when the competitor is using their own implement. If a competitor is using an implement provided by Meet Management because their implement has been impounded, no adhesive spray may be used since the implement is provided for the "common use" of competitors.

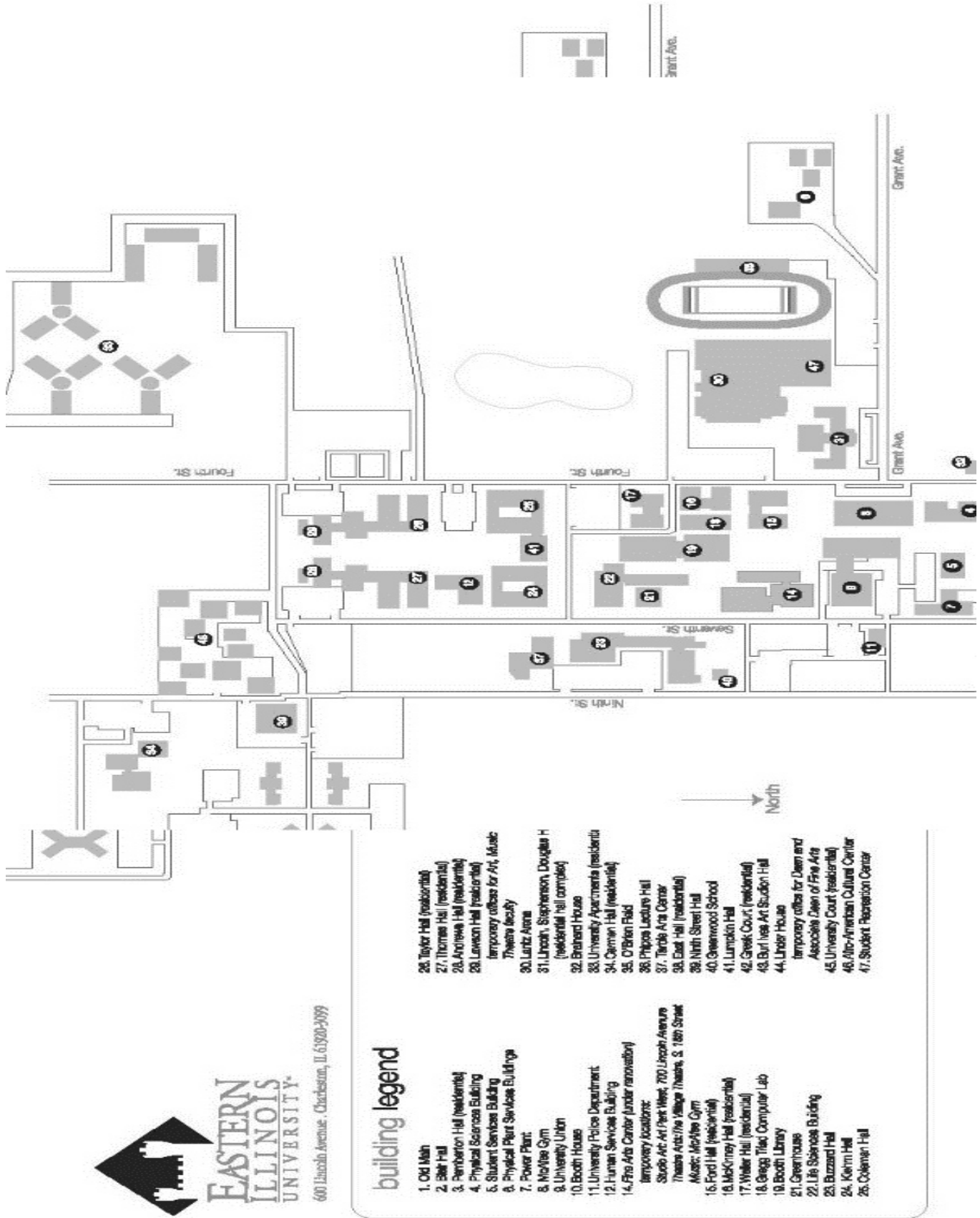
■ **Towels for Implements:** In case of rain, competitors will be responsible for furnishing their own towels for drying off their shots and discuses.

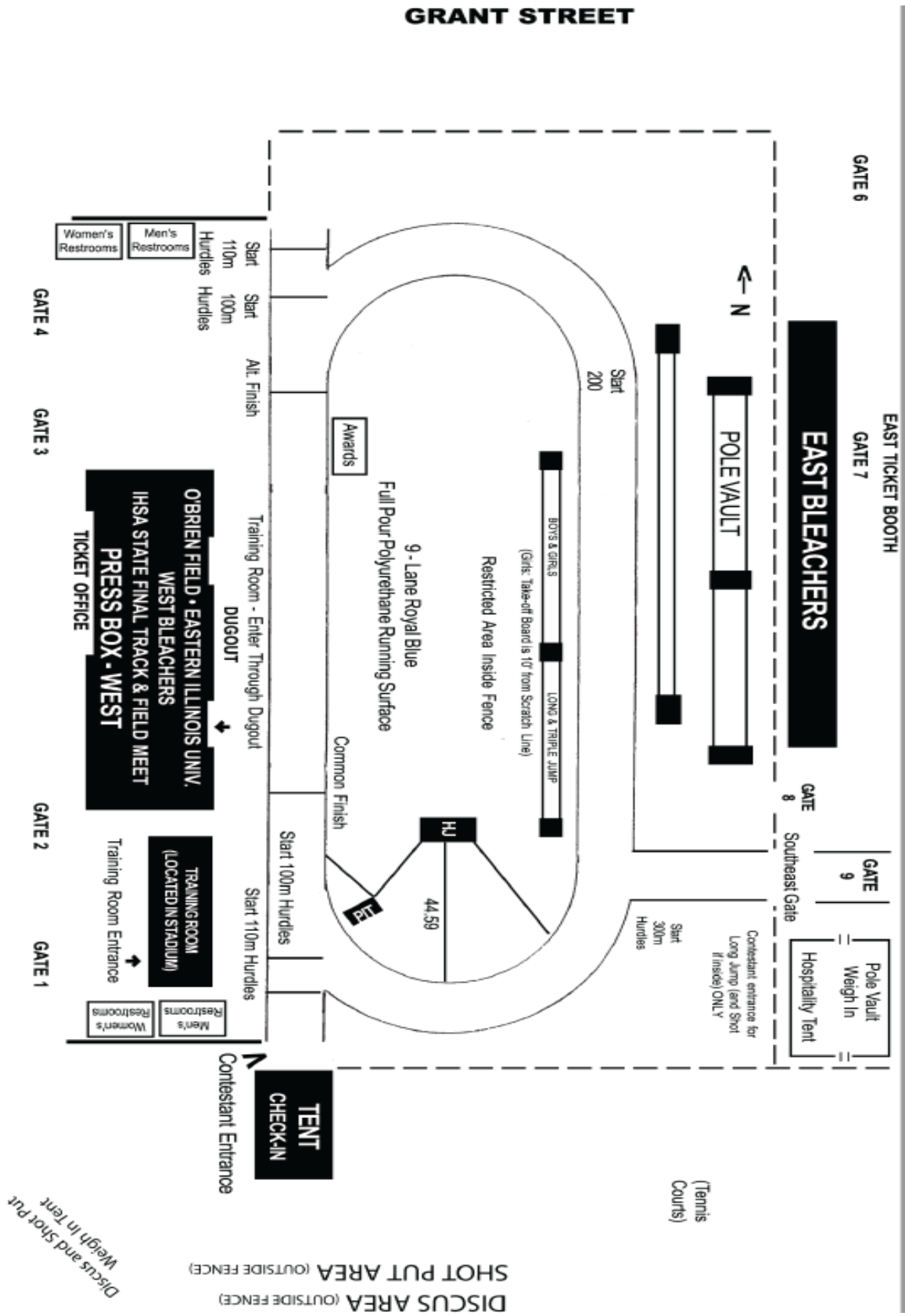
■ **34.92 Throwing Sector:** The throwing sector for both the shot and discus will be 34.92 degrees

SATURDAY FINALS INFORMATION

Assemble for Saturday's Parade of Competitors: (8:45 a.m. -9:15 a.m.): Officials and contestants should be assembled at southeast entrance to O'Brien Field. Except for the meet officials being at the front, there is no special line-up. Coaches and contestants will line up on a first come-first serve basis behind the State Final Officials. All officials, competitors and coaches who qualified for the State Final Meet are invited to participate in the Parade of Competitors. We will march promptly at 9:15 a.m.

Awards Presentations on Saturday: If an athlete in track & field events or relay team from your school places in the Finals on Saturday, please instruct your competitors to **report to the press interview area adjacent to the Awards Stand in the infield of O'Brien Field immediately** after their event is finished to be awarded their medallions. Marshals will assist athletes and media in this regard. Meet management will keep the awards presentation moving and will take precedence over any interview. Interviews can be completed following the awards ceremony.







Pole Vault Entry Card



(Type or Print)

Date: _____

Meet Location: _____

(School Name)

(City)

First Name	Last Name	Year in School	Current Weight of Vaulter

The National Federation is requiring that all coaches verify their Pole Vaulter(s) are competing at a legal weight relative to the pole they are using for competition. Your signature indicates your athlete(s) are in compliance.

Coach's Name: _____

Coach's Signature: _____

IHSA Track & Field Official Competitor Scratch Verification Report

This report must be turned into the gatekeeper at the rear of the Clerks tent to report any scratches from any event. This is the only acceptable form to report scratches. Scratches on any other form will result in the coach being called to the tent. Additional forms can be acquired through the gatekeeper at the rear of the Clerks tents.

Class (circle one): 1A 2A 3A

Competitor Number	Competitors Name	Event	Heat/Flight

School (Name, City) _____

Head Coach Signature _____

Head Coach (printed) _____

Head Coach (cell phone) _____

2024-2025

Policy Requirements

Manual for School & Manager's



www.ihsa.org

Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



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 Phone: 309-663-6377
 Fax: 309-663-7479

Click to download and save typeable form:
[http://www.ihsa.org/documents/forms/current/
 Emergency_Action_Plan_Form.pdf](http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf)

Venue-Specific Action Plan

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
 Designate individual to meet EMS at entrance

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightening is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

EVACUATION PLAN

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity: The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Wet Bulb Globe Temperature [®]

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
3. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

"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."

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was "unconscious or apparently unconscious." This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be "knocked out") to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved 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 re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school's Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Sports Medicine



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Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires "any player 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 game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician's assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the "CON" tab, which will be located under the 'Departments' heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



School's Responsibility: Sportsmanship



School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - a. Provide a reserved parking space.
 - b. Meet officials and take them to the dressing room.
 - c. Have refreshments available for halftime and postgame.
 - d. Ask for any additional needs.
 - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



Do What's Right Sportsmanship

DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha (mtroha@ihsa.org) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha (mtroha@ihsa.org) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

www.ihsa.org/documents/media/Video%20Ap.pdf

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihsa.org or 309-663-6377).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75 Per
Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150

VOLLEYBALL

Per Regional Game-\$100
Per Sectional Game-\$125
Per Super-Sectional Game-\$150

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

Per Regional meet-\$200
Per Sectional meet-\$325



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA 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 IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



IHSA LICENSED VENDOR

SCHOOL INFORMATION:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor.
To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

VENDOR INFORMATION:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Sectional and State Final Policy

The Meet Referee/Starter and Meet Manager have the authority to postpone or suspend a meet due to inclement weather. Inclement weather includes but is not limited to thunder, cloud to ground lightning, hail, and tornados. Wind, rain, and cold temperatures do not constitute inclement weather. The following protocol should be followed in regard to circumstances surrounding inclement weather.

BEFORE POSTPONEMENT OF SECTIONAL MEETS

Before rescheduling a Sectional meet, the **Meet Referee and Tournament Manager must be granted permission to do so from Kraig Garber, IHSAA Assistant Executive Director for Track and Field (kgarber@ihssa.org).**

WEATHER CONDITIONS

Sectional host schools are selected on the basis of their all-weather facilities and their capability of completing a Sectional Meet no later than Saturday. Sectional Meets must be scheduled for Wednesday, Thursday or Friday night to allow for a "rain" date on Friday or Saturday. Unsafe weather conditions might make it necessary to suspend a Friday night Sectional Meet until Saturday, but remember, there is no guarantee the weather will be better the next day. It is the responsibility of the local Sectional Manager and Games Committee to make every effort to complete the Sectional Meet on the date scheduled. It may become necessary to suspend an event or the meet temporarily due to a severe storm or unusual weather conditions that cause competition to become hazardous. However, the competitors and coaches should be asked to remain at the site to wait for clearing of weather conditions. Since time is of the essence, suspended meets or events should be reconvened on the same day as soon as the safety of the competitors is assured.

STATE FINAL MEET DELAYS

In case of delays, the time intervals between events will be **approximately** the same unless weather conditions dictate otherwise. If weather related delays occur, every effort will be made to complete the meet on the scheduled day as there will NOT be state final rain dates. **All delays will be posted on X/Twitter @IHSAAWeather. Please be advised, in case of inclement weather, a decision could be made to change the Track & Field State Final schedule.**

X (Twitter) @ihsaweatherNotifications is a courtesy and an attempt to keep our coaches informed. IHSAA will not be held not responsible if a coach or athlete does not check their X/Twitter feed.