

# **REGION II TRACK AND FIELD**

## **MEET HANDBOOK**

**6/15/01**

**Updated 9/26/14**

**I. Region Responsibilities**

- A. Determine site of District and Regional Tournaments at the fall meeting.**
- B. Determine date of District and Regional Tournaments at the fall meeting.**
- C. Determine and order awards. Trophies and medals have been standardized by Region II. (see Region II trophies and awards)**

**II. Host School Responsibilities**

- A. Provide playing facilities and officials. Assist with sleeping facilities for visiting teams.**
- B. Select tournament director.**
- C. Purchase awards. [as determined by Region II handbook and ordered by Secretary after the fall meeting.(when sites are set)]**
- D. Make arrangements for food for visiting teams.(not provide)  
Provide lounge for visiting coaches, sponsors, and officials.**

**III. Director's Responsibilities.**

**A. Within the first week of the season send information to all Region II schools inviting them to the meet and requesting participating schools to respond. Further correspondence need be only with those schools planning to participate in the meet.**

**1. Preliminary information letter should stated meet site, date, and Other pertinent information such as provision for meals and lodging, and a form requesting:**

- a. Intent to participate.**
- b. Equipment needed.**
- c. Coaches meeting time and location.**

**2. Day of the meet letter.**

- a. Schedule of events.**
- b. Preliminary events and instructions for competitors.**
- c. Other meet details.**
- d. Scoring system.**
- e. Number of competitors allowed- two per event and one relay team.**
- f. Entry fee - \$35.00 per competitor.**
- g. Inspection procedure for field event equipment.**
- h. Description of facilities, ie. track composition, recommended spikes, length, etc.**
- i. Academic award standards and entry form.**

**B. Publicity**

**C. Selection of officials.**

- 1. Event officials.**
- 2. Helpers for each event.**

**D. Select Meet Board of Control – Administrators that attend the meet or their designees.**

**E. Prepare Site(s) and obtain all necessary equipment.**

**F. Assign locker rooms.**

**G. Schedule and prepare award ceremony. Trophies and awards will follow the Region II trophy format. (see Region II trophies)**

**H. Prepare financial statement for participating schools and the Region II Executive Board. Region II has agreed to reimburse the losses of the host school that are directly attributed to hosting this meet and to pay the Meet Director (Tournament Director \$400.)**

**I. Update all Region records (meet records) after completion of meet and submit to Secretary of Region II.**

**IV. Other**

**A. Each school will be able to place two (2) participants in each individual event and one (1) relay team per school. Each participant may take part in four (4) events.**

**B. Equipment.**

**C. Times will be left to the discretion of the Meet Director.**

**D. The Track and Field rules of NFSHSA and ASAA will be the official rules.**

**E. No preliminary in the 800 m if less than 16 participants. 1<sup>st</sup> place in each heat plus best times to determine participation in finals.**

**SAMPLE LETTER**

**April 21,20—**

**To: All Region II Schools**

**From: Larry Buskirk, Meet Director**

**Re: Region II Track and Field Championship**

**The Region II Track and Field Championships will be held May 20 and 21 at Su-Valley School.**

**Preliminaries for all events up through the 800m run will be held on Friday afternoon beginning at 3:00 p.m., or earlier if possible. There will not be any preliminaries in field events.**

**Finals for all field events will be held Friday afternoon beginning at 3:00 p.m. at Su-Valley.**

**The high jump bar height will follow NFHS rules.**

**Remember, your own shot, discus, baton, and if you have good stop watches, to bring them.**

**There will be a coaches' scratch meeting Friday at 1:30 p.m. at Su-Valley. It is essential that all coaches be there on time. No changes will be allowed after this meeting.**

**\*Scoring for individual events and relays will be: 10, 8, 6, 4, 2, 1. First, second, and third, place winners in individual events and relays will receive medals, fourth through sixth place will receive ribbons.**

**Please bring along a copy of your ASAA track eligibility list. Remember, a copy must be on file with the ASAA office.**

**No spikes longer than ¼” will be allowed.**

**All entries must be received no later than the date determined by the Meet Director.**

**The order of events will follow the National Federation Rule book.**

**Awards will be presented immediately following the meet.**

## **EQUIPMENT NEEDED FOR THE REGION II TRACK AND FIELD MEET**

<b>Long and Triple Jump</b>	<b>2 rakes 2 50' tapes 2 official scorers 2 pits 4 helpers 2 clipboards 2 events sheets</b>
<b>Shot and Discus</b>	<b>scales (weigh shot and discus) 12 # shot – boys 4 kilo shot girls 2 250 ' tapes 2 clipboards 2 event sheets 2 official scorers tape and felt pen for each shot ring and toe plate discus ring restraining net / barrier as rules provide 4 helpers</b>
<b>High Jump</b>	<b>high jump pit high jump standards cross bar official scorer 1 ten foot tape 1 100 foot tape 2 helpers</b>
<b>Hurdles</b>	<b>60 hurdles 10 helpers</b>
<b>Running</b>	<b>1 official judge 1 clerk of the course 1 official recorder 6 timers 2 spotters 2 finish line string holders or two standards 1 .32 caliber starting gun and 2 boxes shells 1 .22 caliber starting gun and 1 box shells 2 whistles 1 bull horn public address system 3 relay exchange judges</b>

**3 sets of red / white exchange zone flag**  
**1 official starter**  
**2 clipboards**  
**4 helpers tagging ribbons and medals**  
**1 official announcer**  
**official wind gauge**  
**fully -automatic -starting system**  
**video recorder, monitor, extension cords, power source**  
**F.A.T. operator**  
**award stand / 3 tier**  
**sharp pencils**  
**event sheets for all events**  
**heat sheets for all relays**  
**track and field score - book**  
**xerox machine**  
**copy of official Region II track and field records**

**SAMPLE THANK YOU LETTER**

**Dear Coach,**

**Thank you for your cooperation and participation in our Region II Track and Field Meet held last Saturday at Su-Valley High School.**

**Congratulations to Any High School boys and girls teams for winning the championship titles this year.**

**Enclosed is a final event sheet, scoring sheet, and a composite of Region II records, unofficial.**

**Next years Region II Track and Field Championship will be held on May 17 an 18, so be sure to put those dates on your calendar.**

**Thanks again for helping make this meet a great success.**

**Sincerely yours,**

**Larry Buskirk  
Meet Director**