

**MIDDLE
SCHOOL
TRACK
COACHES
GUIDEBOOK
2010**

MIDDLE SCHOOL TRACK COACHES GUIDEBOOK

INTRODUCTION

In an attempt to organize Middle School Track, this guidebook has been put together to get all Middle Schools on the right page when it comes to massive amounts of paper required to run a track season.

This year probably will be run the same as other years as far as the mechanics of track season goes, but there are a number of changes that could take place in the future.

This guidebook will standardize what we do currently in Middle School Track.

WE WISH TO DEDICATE THIS GUIDEBOOK IN MEMORY OF BILL KOENIG FOR HIS CREATION OF A USABLE GUIDE TO ASSIST THE MIDDLE SCHOOL TRACK COACHES OF SAN FRANCISCO.

Prepared by: Bill Koenig –Vis. Valley-1990

Edited by: Jeff Thollander—Pot. Hill-1990
Roberta Bertini and Jim Brammell—1995
James Canales, James Canellos, Jeff Thollander and Karen Hadley—2003
John Zlatunich—2008
John Zlatunich—2009

PLEASE KEEP THIS GUIDEBOOK WITH YOUR TRACK FILES AND BRING IT TO THE PRESEASON MEETING, THE SEEDING MEETING, AND THE POST SEASON MEETING. ADDITIONS AND REVISIONS WILL BE GIVEN AT THOSE TIMES.

TABLE OF CONTENTS

Sections		Page
1	WEIGH-INS	
	Procedures	1
	Helpful Hints	2
	Weigh-In Form	3
	Sample weigh-in form A	4
	Sample weigh-in form B	5
	Weigh-In classification table	6
	Age exponent chart and strips	7
2	ELIGIBILITY	
	Rules for Eligibility	8
	Eligibility List	9
3	LEAGUE TRACK MEETS	
	Check list for track meets	10
	Double Dual meets	11
	Events by division	12
	Order of events for meet	13
	Track meet entry list for coaches	14
	Track meet result sheet	15
	Score sheet for Long Jump	16
	Score sheet for High Jump	17
4	SEEDING AND ALL CITY	
	Seeding process	18
	Seeding process (cont.)	19
	Direct Athletics On-Line Entry Procedures	20
	Direct Athletics On-Line Entry Procedures (cont.)	21
	All City at Kezar and Mechanics	22

SECTION

ONE

WEIGH-INS

TRACK WEIGH-IN PROCEDURES

THE DATE AND TIME OF THE WEIGH-INS IS SET BY THE ATHLETIC OFFICE AND THE HEAD OF SPORT AND WILL BE MAILED TO YOU WITH YOUR SCHEDULE.

ON THE DAY OF THE WEIGH-INS:

- A. Coaches will weigh-in another school's team. One coach will travel to the designated school for the weigh-ins.
- B. One coach will stay at his school and organize the weigh-ins.
- C. The visiting school's coach will submit the home school's original weigh-in sheets to the Athletic Office.
- D. Track weigh-in forms are to be filled out in duplicate and be ready for the official weigh-in.
- E. Each visiting coach is responsible for sending by fax, U.S. Mail, or hand delivering the completed weigh-in forms to the Athletic Office the day after the weigh-ins. Each coach is responsible for tallying exponents and signing the form before concluding. Visiting coaches will assist with tallying.
Weight and Height in Measurements are rounded down for example
60.5 lbs. = 60lbs. or 58.75 inches = 58 inches

THE FOLLOWING SCHOOLS WILL WEIGH EACH OTHER:

DENMAN	APTOS
FONG YU	HOOVER
GIANNINI	LAWTON
MANN	LICK
FRANCISCO	CARMICHAEL
ROOSEVELT	PRESIDIO
KING	VISITACION VALLEY
REVERE	S.F. COMMUNITY
BROWN	ISA
ROOFTOP	EVERETT
MARINA	LILIENTHAL

HELPFUL HINTS FOR WEIGH-IN DAY

1. Weigh-In all students you feel may be on your team, regardless of eligibility, (except unlimited)
2. Check your scale and height measures for accuracy. Have your students' birthdates already entered with the proper exponent value (sample attached). Some coaches have four separate sheets for each division.
3. Have your students ready for the visiting coach. They should be lined up alphabetically as they are on the sheets and ready to be weighed in.
4. All athletes who are in school that day must be weighed in or compete as an Unlimited during the season and All-City competition. There are two exceptions to this:
 - a. If a student is a member of a school's soccer team or volleyball team and there is a game that day.
 - b. If a student is absent from school that day or has a Permit to leave school.
5. No student can compete in a Dual Meet or All-City competition unless their name is on both the Weigh-In or Competing as an Unlimited Sheets and the Eligibility Sheets (initial or supplemental).
6. Supplemental weigh-ins will be certified by the Principal or Assistant Principal with a copy of the absentee bulletin sent in to the Athletic Office. **PROOF OF BOTH MUST BE SUBMITTED WITH THE LATE WEIGH-IN.**
7. Reminder- If total exponent are
0-85 they compete as an 85
86-95 they compete as a 95
96-105 they compete as a 105
106 and above they compete as an Unlimited

Note, 8th Grade Students are not allowed to compete in the 85 exponent category.

MIDDLE SCHOOL TRACK WEIGH-IN FORM

SCHOOL _____

LAST NAME, FIRST	BIRTHDATE	M/F	AGE	HT	WT	EX AGE	EX HT	EX WT	TOTAL	EX DIVISION
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Weigh-in coach certifies weigh-in procedure COACH:

School Principal certifies that the dates of birth are from school records

PRINCIPAL SIGNATURE:

DATE:

MIDDLE SCHOOL TRACK WEIGH-IN FORM

SCHOOL _____

SAMPLE A

LAST NAME, FIRST	BIRTHDATE	M/F	AGE	HT	WT	EX AGE	EX HT	EX WT	TOTAL	EX DIVISION
1 Canales, James	Oct-96	M	13-5			29				
2 Hogan, Hulk	Jun-96	M	13-9			30				
3 Knowles, Beyonce	Aug-95	F	14-7			33				
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Weigh-in coach certifies weigh-in procedure COACH:

School Principal certifies that the dates of birth are from school records

PRINCIPAL SIGNATURE:

DATE:

MIDDLE SCHOOL TRACK WEIGH-IN FORM

SCHOOL _____

SAMPLE B

LAST NAME, FIRST	BIRTHDATE	M/F	AGE	HT	WT	EX AGE	EX HT	EX WT	TOTAL	EX DIVISION
1 Canales, James	Oct-96	M	13-5	55	102	29	24	34	87	95 Boys
2 Hogan, Hulk	Jun-96	M	13-9	65	133	30	39	44	113	Boys Unl.
3 Knowles, Beyonce	Aug-95	F	14-7	56	80	33	26	26	85	85 Girls
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Weigh-in coach certifies weigh-in procedure COACH:

School Principal certifies that the dates of birth are from school records

PRINCIPAL SIGNATURE:

DATE:

MIDDLE SCHOOL TRACK STUDENT CLASSIFICATION TABLE

AGE Inclusive From to Exp.	HEIGHT Inches Exp	WEIGHT			Lbs. Exp.
		Lbs. Exp	Lbs. Exp.	Lbs. Exp.	
11-0 to 11-3 = 22	41-4	65-21	90-30	120-40	150-50
11-4 to 11-7 = 23	42-5	66-22	91-30	121-40	151-50
11-8 to 11-11 = 24	43-6	67-22	92-30	122-40	152-50
	44-7	68-22	93-31	123-41	153-51
12-0 to 12-3 = 25	45-9	69-23	94-31	124-41	154-51
12-4 to 12-7 = 26	46-11	70-23	95-31	125-41	155-51
12-8 to 12-11 = 27	47-12	71-23	96-32	126-42	156-52
	48-13	72-24	97-32	127-42	157-52
13-0 to 13-3 = 28	49-15	73-24	98-32	128-42	158-52
13-4 to 13-7 = 29	50-16	74-24	99-33	129-43	159-53
13-8 to 13-11 = 30	51-17	75-25	100-33	130-43	
	52-19	76-25	101-33	131-43	
14-0 to 14-2 = 31	53-21	77-25	102-34	132-44	
14-3 to 14-5 = 32	54-23	78-26	103-34	133-44	
14-6 to 14-8 = 33	55-24	79-26	104-34	134-44	
14-9 to 14-11 = 34	56-26	80-26	105-35	135-45	
	57-28	81-27	106-35	136-45	
15-0 to 15-2 = 35	58-29	82-27	107-35	137-45	
	59-31	83-27	108-36	138-46	
	60-32	84-28	109-36	139-46	
	61-33	85-28	110-36	140-46	
	62-35	86-28	111-37	141-47	
	63-36	87-29	112-37	142-47	
	64-37	88-29	113-37	143-47	
	65-39	89-29	114-38	144-48	
	66-41		115-38	145-48	
	67-43		116-38	146-48	
68-44		117-39	147-49		
69-46		118-39	148-49		
70-48		119-39	149-49		
71-49					
72-50					

INSTRUCTIONS

AGE- The date of birth must conform to the school records. Days of the month are to be disregarded in determining the age exponent

HEIGHT- The height is taken without shoes. Fractions of inches are to be disregarded.

WEIGHT- The weight is taken without clothing within limits.

Find the exponent representing the student's (1) age, (2) height, (3) weight. The sum of the three exponents represents the lowest class student may enter.

MIDDLE SCHOOL TRACK AGE EXPONENT CHART

MARCH 2010	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUNE 6	JULY 7	AUG 8	SEPT 9	OCT 10	NOV 11	DEC 12
1995	15-2 35	15-1 35	15 35	14-11 34	14-10 34	14-9 34	14-8 33	14-7 33	14-6 33	14-5 32	14-4 32	14-3 32
1996	14-2 31	14-1 31	14 31	13-11 30	13-10 30	13-9 30	13-8 30	13-7 29	13-6 29	13-5 29	13-4 29	13-3 28
1997	13-2 28	13-1 28	13 28	12-11 27	12-10 27	12-9 27	12-8 27	12-7 26	12-6 26	12-5 26	12-4 26	12-3 25
1998	12-2 25	12-1 25	12 25	11-11 24	11-10 24	11-9 24	11-8 24	11-7 23	11-6 23	11-5 23	11-4 23	11-3 22
	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUNE	7 JULY	8 AUG	9 SEPT	10 OCT	11 NOV	12 DEC

The date of birth must conform with school records, and forms must be signed by principal of the school and the coach. Days of the month are to be disregarded.

SECTION

TWO

ELIGIBILITY

RULES FOR ELIGIBILITY

1. All Eligibility Rulings are governed by PART II – BYLAWS – ELIGIBILITY RULES of the CURRENT ACADEMIC YEAR’S PUBLICATION of the SFUSD – AAA RULES AND REGULATIONS GOVERNING MIDDLE SCHOOL ATHLETIC CONTESTS.
2. All students must have been weighed in by proper weigh-in procedure to be eligible to participate.

SECTION

THREE

LEAGUE TRACK
MEETS

CHECK LIST FOR TRACK MEETS

- _____ RULE BOOK
- _____ STARTING BLOCKS
- _____ RELAY BATONS
- _____ FIRST AID KIT
- _____ STOP WATCHES
- _____ VOICE AMPLIFIER (BULL HORN)
- _____ STARTER PISTOL (OPTIONAL)
- _____ SCORE SHEETS (OVERALL, HJ, LJ)
- _____ CLIP BOARDS
- _____ 50 FT. MEASURING TAPE
- _____ RAKE AND BROOM
- _____ 3 PENCILS WITH ERASERS
- _____ WHISTLE

DOUBLE DUAL MEETS

SUGGESTIONS THAT MIGHT HELP:

Track meets are held at Kezar, SOTA, Washington, Lincoln, Balboa, and Burton which have 5, 6, or 8 marked lanes with good passing zones for relays.

League Meets---do not double up or triple up competitors in league meets. An athlete may only compete in one running event, one jumping event, & one relay in a league meet. Exception: An athlete from a small track team may compete in a second non-relay running event should there be an available lane in a heat for a specific event, provided the remainder of the athlete's school entries do not occupy more than half of the maximum lanes for that heat. No additional heats will be added to accommodate an athlete running in a second non-relay event.

Relays---run all relays together (4 schools) and choose between lanes 3&4 and/or 5&6, but score them as a dual meet. This makes good competition against the schools your not competing against. Having all relays, 85's through the Unlimiteds, at their passing zones, will make things easier.

Sprint & Distance races---in order to speed up track meets double up whenever you can. If one school has no 400M runners, have 3 schools run the same race if there are enough lanes. Score separately as you would do in a dual meet.

800M & 1600M---always double up when you can.

Sprints---this is hard to do, but at least one coach from each school should be at the starting line to help organize the races.

100M Dash---runners must use starting blocks

Open 800M & 1600M---participants are from all exponent categories (85's through Unlimited). All participants in the Open 800M & 1600M run can also participate on a relay team and a jump in their exponent class during a regular meet. In All-City they may only participate on a relay team in their exponent class.

Scoring---in dual meets they are 5 points for 1st place, 3 points for 2nd place & 1 point for 3rd place. For relays it is 5 points for 1st place & 0 points for 2nd place.

Track---After competing, runners should report back to the stands. Only coaches and timers should be near the finish line.

Athlete Footwear---Athletic footwear is required for all participants. The maximum spike length at all meets will be 3/16 of an inch.

MIDDLE SCHOOL TRACK EVENTS BY DIVISION

85's Boys
400m Relay
400m
200m
100m
LJ
HJ

105's Girls
400m Relay
400m
200m
100m
LJ
HJ

85's Girls
400m Relay
400m
200m
100m
LJ
HJ

UNLIMITED BOYS
400m Relay
400m
200m
100m
LJ
HJ

95's Boys
400m Relay
400m
200m
100m
LJ
HJ

UNLIMITED GIRLS
400m Relay
400m
200m
100m
LJ
HJ

95's Girls
400m Relay
400m
200m
100m
LJ
HJ

Open Boys and Girls
Open 800m Boys
Open 800m Girls
Open 1600m Boys
Open 1600m Girls
Open 1600m Relay Boys & Girls

105's Boys
400m Relay
400m
200m
100m
LJ
HJ

53 total events
9 Relays
16 jumping events
28 running events

MIDDLE SCHOOL TRACK RECOMMENDED ORDER OF EVENTS

<u>EVENT</u>	<u>RACE</u>	<u>DIVISION</u>
1	400 METER RELAY	85'S BOYS DIVISION
2	400 METER RELAY	85'S GIRLS DIVISION
3	400 METER RELAY	95'S BOYS DIVISION
4	400 METER RELAY	95'S GIRLS DIVISION
5	400 METER RELAY	105'S BOYS DIVISION
6	400 METER RELAY	105'S GIRLS DIVISION
7	400 METER RELAY	UNLIMITED BOYS
8	400 METER RELAY	UNLIMITED GIRLS
9	400 METER RUN	85'S BOYS DIVISION
10	400 METER RUN	85'S GIRLS DIVISION
11	400 METER RUN	95'S BOYS DIVISION
12	400 METER RUN	95'S GIRLS DIVISION
13	400 METER RUN	105'S BOYS DIVISION
14	400 METER RUN	105'S GIRLS DIVISION
15	400 METER RUN	UNLIMITED BOYS
16	400 METER RUN	UNLIMITED GIRLS
17	800 METER RUN	OPEN BOYS
18	800 METER RUN	OPEN GIRLS
19	1600 METER RUN	OPEN BOYS
20	1600 METER RUN	OPEN GIRLS
21	200 METER RUN	85'S BOYS DIVISION
22	200 METER RUN	85'S GIRLS DIVISION
23	200 METER RUN	95'S BOYS DIVISION
24	200 METER RUN	95'S GIRLS DIVISION
25	200 METER RUN	105'S BOYS DIVISION
26	200 METER RUN	105'S GIRLS DIVISION
27	200 METER RUN	UNLIMITED BOYS
28	200 METER RUN	UNLIMITED GIRLS
29	100 METER DASH	85'S BOYS DIVISION
30	100 METER DASH	85'S GIRLS DIVISION
31	100 METER DASH	95'S BOYS DIVISION
32	100 METER DASH	95'S GIRLS DIVISION
33	100 METER DASH	105'S BOYS DIVISION
34	100 METER DASH	105'S GIRLS DIVISION
35	100 METER DASH	UNLIMITED BOYS
36	100 METER DASH	UNLIMITED GIRLS
37	1600 METER RELAY	OPEN BOYS AND GIRLS

MIDDLE SCHOOL TRACK COACHES MEET ENTRY LIST

_____ vs _____ Date _____

85'S Division					
400M RELAY BOYS	400M RUN BOYS	200M RUN BOYS	100M DASH BOYS	LONG JUMP BOYS	HIGH JUMP BOYS
400M RELAY GIRLS	400M RUN GIRLS	200M RUN GIRLS	100M DASH GIRLS	LONG JUMP GIRLS	HIGH JUMP GIRLS
95'S DIVISION					
400M RELAY BOYS	400M RUN BOYS	200M RUN BOYS	100M DASH BOYS	LONG JUMP BOYS	HIGH JUMP BOYS
400M RELAY GIRLS	400M RUN GIRLS	200M RUN GIRLS	100M DASH GIRLS	LONG JUMP GIRLS	HIGH JUMP GIRLS
105'S DIVISION					
400M RELAY BOYS	400 RUN BOYS	200M RUN BOYS	100M DASH BOYS	LONG JUMP BOYS	HIGH JUMP BOYS
400M RELAY GIRLS	400M RUN GIRLS	200M RUN GIRLS	100M DASH GIRLS	LONG JUMP GIRLS	HIGH JUMP GIRLS
UNLIMITED					
400M RELAY BOYS	400 RUN BOYS	200M RUN BOYS	100M DASH BOYS	LONG JUMP BOYS	HIGH JUMP BOYS
400M RELAY GIRLS	400M RUN GIRLS	200M RUN GIRLS	100M DASH GIRLS	LONG JUMP GIRLS	HIGH JUMP GIRLS
	OPEN 800M BOYS	OPEN 800M GIRLS	OPEN 1600M BOYS	OPEN 1600M GIRLS	1600M RELAY

MIDDLE SCHOOL TRACK AND FIELD MEET RESULTS

Place _____

vs _____

Date _____

EVENT	FIRST	SCH	SECOND	SCH	THIRD	SCH	FOURTH	SCH	SCORE		
									5	0 or 3	0 or 1
85'S EXPONENT											
400M BOYS RELAY											
400M GIRLS RELAY											
400M BOYS											
400M GIRLS											
200M BOYS											
200M GIRLS											
100M BOYS											
100M GIRLS											
							85'S SCORE				
95'S EXPONENT											
400M BOYS RELAY											
400M GIRLS RELAY											
400M BOYS											
400M GIRLS											
200M BOYS											
200M GIRLS											
100M BOYS											
100M GIRLS											
							95'S SCORE				
105'S EXPONENT											
400M BOYS RELAY											
400M GIRLS RELAY											
400M BOYS											
400M GIRLS											
200M BOYS											
200M GIRLS											
100M BOYS											
100M GIRLS											
							105'S SCORE				
UNLIMITED											
400M BOYS RELAY											
400M GIRLS RELAY											
400M BOYS											
400M GIRLS											
200M BOYS											
200M GIRLS											
100M BOYS											
100M GIRLS											
							UNL. SCORE				
OPEN											
800M BOYS											
800M GIRLS											
1600M BOYS											
1600M GIRLS											
1600M RELAY											
							OPEN SCORE				
							TOTAL VISITOR				
							TOTAL HOME				

MIDDLE SCHOOL TRACK HIGH JUMP SCORE SHEET

PLACE _____ vs _____ Date _____

85's BOYS DIV.	SCH	3'6"	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	BEST	PLACE
85'S Girls DIV.	SCH	3'6"	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"		
95'S BOYS DIV.	SCH	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	5'2"		
95'S Girls DIV.	SCH	3'6"	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"		
105'S BOYS DIV.	SCH	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	5'2"	5'4"		
105'S Girls DIV.	SCH	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	5'2"		
UNL. BOYS DIV.	SCH	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	5'2"	5'4"	5'6"	5'8"		
UNL. GIRLS DIV.	SCH	3'8"	3'10"	4'0"	4'2"	4'4"	4'6"	4'8"	4'10"	5'0"	5'2"		

SECTION

FOUR

SEEDING
AND
ALL-CITY

Seeding Process

PRE-MEETING

- 1) Approximately 3 weeks prior to the All-City Meet, the event will be posted on-line at www.directathletics.com. Coaches should make sure their school has been set up with an account. Once this is done, coaches should enter your athletes in their respective events via Direct Athletics (See Page 20 for instructions), by the date shown on the track schedule. Make sure you spell names, enter athlete in the proper division and event, and enter the correct time and/or distance mark!
- 2) Make sure all athletes entered are eligible. Use the most recent GPA report and make sure any transfer students are eligible.
- 3) Athletes can be entered in only: a) one run and one relay or b) one jump and one relay or c) one event. Note: If an athlete is entered in a higher division than their exponent, they must compete in that higher division if they are competing in two events.
- 4) You can enter up to three (3) athletes in an event.
- 5) The athletic office will post all entries on the web site at www.cifsf.org the morning after the entry deadline. Please call the athletic office immediately to report any discrepancies. It is crucial that you double check all information at this time. **NO CHANGES WILL BE MADE AFTER THE SEEDING MEETING!**

SEEDING MEETING

WHEN IS IT? THE DATE WILL BE ON YOUR TRACK SCHEDULE.

WHERE IS IT? THE ATHLETIC OFFICE at SOTA

WHEN DOES IT START? 4:00PM – THIS IS THE MOST IMPORTANT PART BECAUSE WE **CANNOT** START UNTIL ALL THE COACHES ARE PRESENT AND PREPARED.

WHAT DO YOU HAVE TO BRING?

THREE THINGS

1. **YOURSELF** BY OR BEFORE 4:00 PM.
2. **MASTER ENTRY SHEETS** – INCLUDE ALL TIMES, TO THE TENTH OF A SECOND AND ALL HEIGHTS AND DISTANCES TO THE INCH.

YOU SHOULD HAVE USED THIS LIST TO COPY FROM WHEN ENTERING YOUR ATHLETES ON DIRECTATHLETICS.COM.

3. **TRACK MEET RESULT SHEETS** – YOU MUST BRING THESE TO VERIFY TIMES ENTERED ON YOUR MASTER ENTRY SHEET. COACHES MAY WISH TO CHALLENGE A TIME THAT THEY MAY FEEL INACCURATE. ANY CHALLENGES MUST BE MADE AT THIS MEETING.

CERTIFICATION PROCEDURES

1. A CHECK THROUGH EACH EVENT SEEDED (BY COMPUTER) WILL BE MADE. CHECK FOR ACCURACY AND ANY NAMES OMITTED, ETC.
2. ANY IRREGULARITIES FOUND AFTER THE SEEDING MEETING MAY BE ADJUDICATED BY THE GAMES COMMITTEE. REQUEST MUST BE MADE IN WRITING BEFORE THE START OF THE MEET.

NOTE, STUDENTS WHO ARE IMPROPERLY SEEDED DUE TO COACHES ERROR SHALL BE PLACED IN A HEAT WITH AN AVAILABLE LANE. (ATHLETES WILL NOT BE ELIMINATED BECAUSE OF A COACHES ERROR.)



How to Submit Entries - Track & Field

STEP 1 - ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her team. If you don't know your username and password, click [HERE](#). You will use the same account to enter all meets run through DirectAthletics.

****NOTE ABOUT MEN'S AND WOMEN'S ACCOUNTS: You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:**

Sport: Track & Field **Team:** Guilford (M)

This indicates that you are controlling the Guilford MEN'S team (M=MEN). To switch to your Women's team, you would select "Guilford (W)".

STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again.

- 1) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2) If you have used DirectAthletics before, you will see your existing athletes on your roster. New Users should click the green "Add Athletes" link.
- 3) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4) Enter your athletes' First Name, Last Name, and School Year and click "Submit".
- 5) You may add, edit or delete athletes on your Team Roster at anytime by clicking the TEAM tab. To add athletes, click the green "Add Athletes" link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red "Delete Selected" link or the blue "Edit Selected" link respectively.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you must submit your entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
- 2) If prompted, choose an entry method. We HIGHLY Recommend using the NEW, "Enter by Athlete" method.
- 3) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 4) When you are finished with your entries, click the "Finish" link.
- 5) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 6) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule.

ALL-CITY AT KEZAR

First, there are no staging areas and no room for more than ONE event lined up behind the starting line.

Second, there is only one area for the High Jump competition. Kezar has a pit that belongs to Special Olympics and we will be able to use it.

Third, the Long Jump pits (2) are in opposite directions, one with the wind and one into the wind.

Fourth, there will be one finish line, as at SOTA, the starting line will move accordingly.

Fifth, probably the only access to Kezar will be at the East gate. Participants must be in uniform and wait for the coach on finals day.

Sixth, parking will be tough; there are a lot of no parking areas now. There is a pay lot right next to Kezar Pavilion.

THE MECHANICS OF THE MEET

The last section of the stands will be roped off for participants only. (Section nearest the starting line.)

As the participants of each event report, they will be seated by heat and lane.

As each event reports to the starting line, the next event moves down in the bleachers and takes their place. This way you can have four events ready at all times.

This will also allow the waiting events to watch the races better.

Benches are to be placed near the Victory stand so that the 3 medal winners can relax and wait for their turn to mount the stand. This will include the Monday, Tuesday, and Wednesday High Jump and Long Jump medal winners. To do this smoothly, coordination has to be set up between the starters and the announcer. This will be worked out.

EIGHT LANE SCORING FOR FINALS

1ST PLACE=10 POINTS, 2ND PLACE=8 POINTS, 3RD PLACE=6 POINTS,
4TH PLACE=5 POINTS, 5TH PLACE=4 POINTS, 6TH PLACE=3 POINTS,
7TH PLACE=2 POINTS, 8TH PLACE=1 POINT