



## **DIAA 2023 Outdoor Track Championship Manual**

TO: Member School Administrators and Athletic Directors; Outdoor Track Coaches and Officials; and Members of the Media

Colleagues:

The 2023 Track Championship Manual provides you with detailed information concerning the organization and administration of this championship event.

The regulations and procedures contained in this manual are applicable only to the 2023 Spring State Tournaments and do not govern subsequent championships or to be binding on future committees.

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The Committees sincerely hope that each of the 2023 Spring State Championships will be a tremendous success in all respects.

For the most up to date tournament information, please visit the DIAA website, [www.education.delaware.gov/diaa](http://www.education.delaware.gov/diaa)

Thank you,

*DIAA Track Committee*



## General Information

### Item 1. Authorization

- A. The Delaware Interscholastic Athletic Association authorized state tournament competition in outdoor track and field (1968) by voting for approval during the year listed.

### Item 2. Management

- A. The tournaments will be managed by special committees appointed by the DIAA Chairperson and the Executive Director.
- B. The committees are authorized to resolve any situation not covered by the regulations in the General Information or specific information sections of this manual.
- C. Changes in tournament format or the criteria and procedures for selecting and seeding the participating teams/individuals are subject to the approval of the DIAA Board of Directors.

### Item 3. Sponsorship

- A. DIAA will organize, conduct, and underwrite the costs of the tournaments and will receive all proceeds.
- B. All expenditures must be approved by the DIAA Executive Director.
  1. No vouchers will be approved unless an itemized statement of cost accompanies the request for payment.
    - a. Vouchers will not be processed until the financial ticket reconciliation information has been submitted and verified to the DIAA.
  2. No vouchers received after the end of the fiscal year (June 15, 2023) will be paid.

### Item 4. Eligibility

- A. Eligibility rules as stipulated in the current version of DIAA Regulations will be strictly enforced.

### Item 5. Contest Rules

- A. DIAA is affiliated with the National Federation of State High School Associations. The playing rules promulgated by the NFHS for outdoor track and field, except as modified by the DIAA Board of Directors, will be in effect for the championship meet.

### Item 6. Classification (Division I and II)

- A. The DIAA Outdoor Track and Field championship crowns Division I and Division II Champions. DIAA classifies all schools in Division I that have a DOE certified enrollment count of grades 9 through 12 equal to or greater than the school with the smallest enrollment in either the Blue Hen Conference Flight A or the Henlopen Conference North Division. That number for the 2021-2023 and 2023-2023 school year is 1045. This count consists of all students who, if eligible, would participate at that school, including special needs students. Single gender schools have their total enrollment doubled to determine their final enrollment number. All other schools are classified as Division II.

*The Division I schools for the 2021-2022 and 2022-2023 school years are as follows:* Appoquinimink, Cape Henlopen, Caesar Rodney, Charter School of Wilmington, Delcastle, Dover, Hodgson, Middletown, Mt. Pleasant, Milford, Padua (girls), Polytech, Salesianum (boys), Smyrna, St. Georges, Sussex Central, Sussex Tech, and William Penn.

### Item 7. Ticket Sales & Ticketing Policies

- A. All tickets will be purchased through GoFan, DIAA's official ticketing partner, unless otherwise noted.
- B. Tickets for DIAA state tournament events can be found by visiting <https://gofan.co/app/school/DIAA>
- C. Fans MUST have a smartphone or mobile device to show and redeem purchased tickets for entry into DIAA Championship events.
- D. Fans should purchase tickets in advance of the championship events by visiting the link above.
- E. Children four (4) years and younger will be admitted without charge to events and should have an accompanying free ticket through GoFan.
- F. Ticket prices and fees are subject to change per approval by the DIAA Board of Directors.
- G. Any events at non-DIAA member schools may incur an increased ticket price of \$1.00, at minimum.
- H. No refunds will be given for tickets purchased but not used.
- I. All tickets will be coded so as to admit the holder only to the game specified.
- J. Ticket prices as listed do not include any additional ticketing fees.

### **Item 8. Sportsmanship and Spectator Conduct**

- A. Member schools are required to conduct all of their athletic affairs in a spirit of good sportsmanship.
- B. The administrators, athletic directors, and coaches of the participating schools are expected to: actively promote good sportsmanship and appropriate crowd behavior, stress the importance of demonstrating respect for the contest officials and the opposing team, and emphasize the need for proper conduct by spectators at all venues. School administrators are expected to be proactive in preventing unsportsmanlike behavior and to deal with it promptly and decisively if it occurs at the contest.
- C. The coaches and athletes of the participating schools are expected to observe the highest standards of sportsmanship and ethical behavior.
- D. Spectator Guidelines and Conduct:
  - 1. Drones, banners, flags, and **signs** are prohibited outdoors at all tournament contests. Other decorations that do not block spectator, press or team sightlines may be used with permission of and at the discretion of the Committee.
  - 2. Streamers, confetti, and other paper debris are also prohibited.
  - 3. Sirens, horns, bells, buzzers, whistles or any other artificial or mechanical noise-making devices are strictly forbidden at all **indoor** events.
  - 4. The use of any noise making device that simulates game controls devices (whistles, air horns etc.) is strictly forbidden at **all** contests.
  - 5. All cheers should stress the spirit of good sportsmanship. Use only positive cheers that encourage your team. Profane, derogatory or obscene chants and taunting will not be tolerated.
  - 6. Behavior such as fans reading newspapers or turning their backs during player introductions, booing or heckling the contest officials, and being disrespectful to the opposing cheerleaders is unsportsmanlike behavior and is not to be tolerated at DIAA athletic events.
  - 7. Face paint is permitted, but body paint is not. A shirt, top, etc. must be worn at all times.
  - 8. Spectators must remain in the assigned seating section. Spectators are not permitted on the playing surface at any time.

### **Item 9. Soliciting, Promotional Activities, and Merchandising**

- A. Soliciting and promotional activities; e.g., public address announcements, signs, banners, display or sign-up tables, and the distribution of printed materials are prohibited at all tournament playing sites without the consent of DIAA Executive Director.
- B. Only vendors authorized by DIAA Executive Director will be permitted to sell merchandise at tournament playing sites.

### **Item 10. Raffles and 50/50 Drawings**

- A. Raffles, 50/50 drawings, and other games of chance are prohibited at all tournament playing sites without the consent of DIAA Executive Director.

### **Item 11. Media Policy for State Tournament Events**

- A. Media Email List: Media personnel wishing to receive press releases and information regarding DIAA events must submit their name, media outlet, phone number and email address to DIAA at [diaa@doe.k12.de.us](mailto:diaa@doe.k12.de.us)
- B. Tournament Media Credentials
  - 1. Media personnel wishing to cover DIAA events must request working credentials from the DIAA Office. DIAA credentials may also be valid for regular season events at the host school's discretion.
  - 2. DIAA will provide credentials to representatives of an accredited media organization recognized by DIAA for the sole purpose of providing access to cover a DIAA Tournament Event. Because of demand, credentials will be issued on a priority system. Facility size is a determining factor. All requests may not be honored. To request credentials, complete the form on the DIAA website ([https://education.delaware.gov/diaa/diaa\\_for/media/](https://education.delaware.gov/diaa/diaa_for/media/)). Accredited media organizations should have a tax ID number and submit this requested information by completing the media credentials request form.
  - 3. DIAA credentialing is for use solely in connection to news and editorial coverage of the event. Any non-editorial, commercial or other unauthorized use of any transmission, picture, film, videotape, audiotape, writing, drawing or other depiction of any game, game action, game information, player interview or other stadium activity, and any non-editorial or commercial use of the DIAA mark or logo is prohibited without prior specific approval of the DIAA Executive Director.
  - 4. The DIAA may deny or revoke credentials for noncompliance with DIAA policies; and for conduct for which there are reasonable grounds to believe violate state or federal law, or constitute a breach of professional ethics.
- C. Broadcasting/Photographing
  - 1. DIAA retains exclusive rights to the permission to broadcast and photograph all state championship events and no party may do so without the consent of the DIAA Executive Director. The DIAA must be contacted, in writing or by e-mail, for permission to cablecast, telecast, web cast (video stream) live or on a delayed basis, or photograph a State Tournament Event or any part of a State Tournament Event.
  - 2. Broadcast agreements are available upon request and will be awarded to those companies that meet DIAA State Tournament broadcast criteria. Questions or concerns can be directed to the DIAA Executive Director 302-857-3365.
  - 3. All broadcasting/photography must be in accordance with current NFHS Rules for that sport. All access to the field, course, and court area for the purposes of videotaping or photography will be conducted according to the current NFHS

rules for that sport. Persons photographing or videotaping a State Tournament Event, and stations cable casting, telecasting, or webcasting (video streaming) a State Tournament Event must remain in the areas that have been designated for spectators, sports photographers, schools, cable/television stations, or Internet video broadcasters. If that area is not known to them, they must seek out a DIAA Tournament Committee member to be shown the designated area.

4. Persons cable casting, telecasting, photographing, videotaping, or webcasting (video streaming) a State Tournament Event shall not stand on any unsafe or potentially hazardous physical object or facility.
  5. Persons cable casting, telecasting, photographing, videotaping, or webcasting (video streaming) a State Tournament Event shall not interfere with the visibility and comfort of spectators, shall not present a safety hazard to spectators, and shall not disrupt, disturb, or interfere with the competition or with an individual competitor
- D. Photograph Reproduction
1. Credentialed media personnel may not sell photos and/or video from state tournaments, except by bona fide newspaper offices (or the official website of the newspapers).
  2. Spectators are permitted to photograph and/or video contests for personal use only. No image of any contest may be reproduced without the written consent of the student-athlete being photographed. Photographs and/or videos taken by spectators may not be sold.
  3. School personnel may photograph and/or video contests for school use only in publications such as yearbooks, school websites, school newsletters, etc. provided they have received permission from the DIAA Executive Director and school principal.
  4. Freelance photographers who are not affiliated with a bona fide media outlet will not be credentialed for state tournament contests.
  5. All other photography of DIAA tournament games is strictly for the purpose of news and editorial coverage of the event. No other photographs or any other visual material taken at a DIAA event may be sold without express written consent of the DIAA.
- E. Media Entrance: Members of the media must display current DIAA Media credentials to gain access to all State Tournament Events. Bags and equipment may be inspected for security purposes.
- F. Press Area: A designated press area will be made available for members of the media to view and report on State Tournament Events when available or possible. Members of the media should contact the site coordinator prior to an event for access to phone lines, Ethernet or wireless access. The DIAA will do its best to provide this when available.

#### **Item 12. Video by Spectators**

- A. Spectators are permitted to video contest for personal use only. The reproduction, distribution and sale of spectator video is prohibited without the consent of DIAA Executive Director
- B. Videos may be used in accordance with current NFHS Rules for that sport.
- C. Spectators will be allowed to video a game in their seat provided they use hand held camcorders and do not block the view of other spectators or interfere with the game. Tripods are only permitted in the top row of the bleachers.
- D. Neither DIAA nor the host site will be liable for theft or damage to spectator videotaping equipment or injury due to the use of such equipment.
- E. The host site is not obligated to provide power for spectator videotaping equipment.

#### **Item 13. Prohibiting the Use of Drones (Unmanned Aircraft Systems or UAS's)**

- A. Unless granted special permission by the DIAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any DIAA State Tournament Event. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool, and covers a ban on the entire facility being used as part of the DIAA event, including the spectator stands and parking areas.

#### **Item 14. Transportation Reimbursement, Parking and Spectator Buses**

- A. Each participating school may be reimbursed at a rate of 75¢ per mile for one bus. Reimbursements will be made only for actual mileage traveled; no reimbursement will be made for band and spectator buses or for team meals and lodging. The school must submit a voucher to DIAA to be reimbursed for transportation. DIAA will not process any vouchers DIAA receives after the end of the fiscal year (June 15, 2023).

#### **Item 15. Comments and Recommendations**

- A. The committees are genuinely interested in the comments and/or recommendations of member schools concerning all aspects of the tournaments. Please submit any comments and/or suggestions in writing to the appropriate committee chairperson.

## 2023 DIAA Track Committee Members

Committee Member Name	Affiliation	Title
George Pepper	Public Member	
Tim Bamforth	Cape Henlopen High School	Coach
David Jones	Public Member	
Pat Castagno	Tatnall School	Coach
Megan McClelland	Hodgson Vo-Tech	Coach
Gordon Thomson	Public Member	
Mark Armstrong	Delaware Sports Club	Official
Marnie Giunta	Padua Academy	Coach
Kai Maull	Early College HS	Coach
Jim Fischer - CHAIR	Ursuline Academy	Coach
Fred Johnson	Lake Forest High School	Athletic Director
Jen Cawthern	Sussex Central High School	Coach
Pat Pollack	DIAA	NFHS Track State Interpreter
John Amery	Technical Delegate	(non-voting member)

### 2023 DIAA Outdoor Track and Field Tournament Manual

#### Item 1. Governing Rules

- A. The rules as stipulated in the current edition of the NFHS Track and Field Rules Book and DIAA Regulations will be in effect.

#### Item 2. Location, Date and Starting Times

- A. The 2023 Track & Field State Championship Meet will be held on Friday, May 19, 2023 and on Saturday, May 20, 2023 at Dover High School.
- B. Team arrival times will be communicated prior to the meet. Team buses must park in areas designated by the host site.
- C. Inclement Weather/Postponement
  1. In the event of inclement weather on Friday, the trials and finals will be conducted on Saturday beginning at 9:00 AM. If the finals on Saturday must be postponed, they will be rescheduled for Monday beginning at 3:00 PM.
  2. Information concerning the postponement and rescheduling of events can be obtained through the DIAA website, a school's athletic website and school personnel through the school athletic director.

#### Item 3. Entry Fees and Procedures

- A. Entry fees for the 2023 DIAA Outdoor Track State Championships are \$50.00 per boys' team and \$50.00 per girls' team. Entry fees should be paid by the school with their 2022-2023 Member Dues.
- B. All state meet entries must be done using de.MileSplit.com (and any Hand time performances) and the entry deadline is Monday, May 16, 2023 by 7:00 PM
- C. Events and performances should be listed exactly as recorded at the meet with the seeding committee making the conversions.

1. Auto times are listed to the hundredth. Hand times are only listed to the next higher tenth and are never listed in hundredths. Hand times listed to the hundredth will not be accepted and may be considered a Sportsmanship issue. Coaches must note a Hand Time by adding an “h” after the time (ie: 3:20.4h).
  2. Times from the 3000m and the mile will be accepted as qualifying times for the 3200m and 1600m respectively provided unconverted times are reported according to meet guidelines.
- D. The Individual Performances from any Spring 2023 outdoor track meet must be:
1. Posted to the [DIAA Cross Country and Track Performance Tracker](#) website.
  2. Coaches are responsible for updating their athlete’s performances on the [DIAA Cross Country and Track Performance Tracker](#) website. (Link: <http://162.213.113.159/fmi/webd/XC%20Submission%20DB> )
  3. Coaches must use login and password that will be sent to each school to access and edit Performance Tracker website.
  4. Any performances considered as qualifying performances must be listed on the official results for the meet. Scoresheets from Dual/Tri/Quad Meets must be electronically scanned and a copy posted on Team’s webpage on Websites4Sports.com and input by Coaches on the [DIAA Cross Country and Track Performance Tracker](#) website.
- E. The Relay teams should be entered listing all relay personnel and possible alternates. Coaches should enter up to six athletes per relay (per NFHS Track and Field Rule Section 10, ART 2.) The actual participants will be listed on the card handed in at the time of the event. If an athlete is not on the team’s roster submitted on de.milesplit.com, the relay team will be disqualified.
1. There will be no additional entries on meet day. An athlete must be on the team’s submitted roster to participate in a relay.
- F. If athletes are submitted to the State Meet in multiple events without the knowledge of whether they would be accepted in any of those events AND with the possibility that they could be accepted in all of the events, the coach must submit an email to Tommie Neubauer [thomas.neubauer@doe.k12.de.us] and John Amery ([jamerusp@aol.com](mailto:jamerusp@aol.com)) stating which events they would accept in the event that they are accepted in some or all the events. *e.g. An athlete is entered in the 800m, 1600m, and 3200m, hoping to get into one of the events. If the athlete is accepted in two or all three of the events and does not wish to be in all three, the coach needs to send the email stating what their wishes are for that athlete.*

**Item 4: Entry Procedures Timeline**

- A. Monday, May 15 at 7:00 PM: Entries due at MileSplit.com ( <http://de.milesplit.com/> ) including an email to Tommie Neubauer [thomas.neubauer@doe.k12.de.us] and John Amery ([jamerusp@aol.com](mailto:jamerusp@aol.com)) about event cancellation if athlete is accepted in multiple events.
- B. Monday, May 15 by 10:00 PM: Email entries separately to each team (including athletes who may not make the meet). A Preliminary Schedule of Events will be included with the emailed entries to give coaches a basic idea of the time schedule.
- C. Tuesday, May 16 by Noon: Corrections to entry list due to Tommie Neubauer [thomas.neubauer@doe.k12.de.us] and John Amery ([jamerusp@aol.com](mailto:jamerusp@aol.com)). Corrections on Tuesday between 8:00 AM and Noon are subject to a \$20.00 fine per correction.
- D. Tuesday, May 16 at 4:00 PM: Top 16 (Track & Field) Lists posted without performances. Coaches have until 6:00 PM on Tuesday to scratch entered athletes from the meet. No scratches will be accepted after this deadline.
- E. Tuesday, May 16 at 7:00 PM: Seeding Meeting
- F. Wednesday, May 17 at 8:00 AM: Complete list of Top 16 accepted entries in both divisions with performances posted and distributed.
- G. Wednesday, May 17 at 12:00 NOON: Deadline for Entry Challenges
- H. Wednesday, May 17 at 5:00 PM: Final entry list posted and distributed.

**Item 5: Entry Limitations and Requirements**

- A. All athletes meeting the automatic qualifying standard will be eligible for entry in that event.
- B. An athlete may be eligible for an event if he/she meets the minimum performance standard and the entry limit for that event has not been met.
  1. Some events may not reach the entry level if the minimum performance standard is not met.
  2. Some events may exceed the entry level due to automatic qualifying standards and ties.
  3. See the chart below for automatic qualifying standards and minimum performance standards.
- C. All events will be filled using the automatic qualifying standards and then filled with descending order time based on state meet entries submitted on de.milesplit.com
- D. Meet participation and entry limits will be adhered to per 2023 NFHS Track and Field Rule 4, Section 2. Not more than three (3) contestants from a given school shall be allowed to enter an individual event.
- E. The Outdoor Track and Field qualifying season will begin on March 21 and conclude for all member schools on Monday, May 15<sup>th</sup>. Performances in any 2023 DIAA sanctioned Outdoor Meet held during this season may be used to submit event entries.

These performances must be documented and will be checked by the outdoor seeding committee.

Event	Girls' Standards		Boys' Standards		Entry Limit
	Automatic	Minimum	Automatic	Minimum	
<b>100 m</b>	12.79	13.80	11.24	11.80	16
<b>200 m</b>	26.06	28.00	22.47	24.00	16
<b>400 m</b>	59.44	1:06.00	50.60	54.30	16
<b>800 m</b>	2:23.00	2:36.00	1:59.00	2:07.00	16
<b>1600 m</b>	5:21.00	5:55.00	4:27.00	4:50.00	16
<b>Mile*</b>	5:22.86	5:56.86	4:28.55	4:51.67	
<b>3000 m*</b>	10:56.71	12:25.19	9:05.85	9:56.15	
<b>3200 m</b>	11:45.00	13:20.00	9:45.99	10:40.00	16
<b>110 hurdle</b>	N/A	N/A	15.67	21.00	16
<b>100 hurdle</b>	16.50	21.00	N/A	N/A	16
<b>300 hurdle</b>	48.38	58.00	40.82	48.00	16
Event	Girls' Standards		Boys' Standards		Entry Limit
	Automatic	Minimum	Automatic	Minimum	
<b>Shot Put</b>	33'0"	30'0"	45'4"	38'0"	16
<b>Disc</b>	96'10"	75'0"	128'9"	105'0"	16
<b>High Jump</b>	4'10"	4'6"	6'0"	5'8"	16
<b>Pole Vault</b>	8'0"	6'6"	11'0"	9'0"	16
<b>Long Jump</b>	16'9"	14'6"	20'9"	19'0"	16
<b>Triple Jump</b>	34'9"	28'0"	42'10"	38'0"	16

\*for conversion purposes only

#### Item 6. Order of Events and Time Schedule (Tentative & Subject to Change)

- A. The Girls Division I, Girls Division II, Boys Division II, Boys Division II and Unified Track Schedule of Events will be released once finalized by the Track Committee.

#### Item 7. Admission Policies

##### A. Paid Admission

1. All tickets will be purchased through GoFan, DIAA's official ticketing partner, unless otherwise noted.
2. Tickets for DIAA state tournament events can be found by visiting <https://gofan.co/app/school/DIAA>
3. Fans MUST have a smartphone, tablet, or mobile device to show and redeem purchased tickets for entry into DIAA Championship events. Tickets printed onto paper will not be accepted.
4. Comprehensive DIAA Championship ticketing policies are included in General Information, Item 7, page 2.
5. Ticket Prices
  - i. Student (grades K-12) and adult admission will be \$7 for the Friday/Preliminary Session and \$7 for the Saturday Championship Session.
  - ii. These ticket prices do not include any additional fees.
6. Children four (4) years and younger will be admitted without charge to all games.
7. Ticket prices and fees are subject to change per approval by the DIAA Board of Directors.
8. Tickets purchased but unused will not be refunded.

##### B. Complimentary Admission

1. Participating schools will receive complimentary admission for all those members of the Official School Partly listed on the official roster as submitted to the DIAA Executive Director prior to the tournament using the AD Portal on the DIAA website. All of these individuals should assemble together outside of the venue entrance and be admitted together as one group. Each participating school will be issued complimentary admission for the following individuals:
  1. All coaches listed on the school's websites4sports,
  2. Maximum of two managers,
  3. One student helper per boys' team and one student helper per girls' team,
  4. One bus driver, and

5. One admission for each individual event qualifier and each member of a relay team.
- C. Committee members will have an identification badge visibly clipped to their clothing. DIAA Board members, media representatives, meet officials, and concession stand personnel will be admitted upon presentation of proper credentials and by signing in on the comp list at the entrance as directed by DIAA.
- D. All other school personnel must pay the regular admission fee if they wish to enter the contest. Spouses of administrators and coaches are similarly obligated. No complimentary tickets will be issued to schools.
- E. Media representatives who are covering the championship events will be admitted upon presentation of current and official DIAA 2021-2023 credentials. Media/photographers may stand where permitted by game manager, site director, and DIAA Committee.

#### **Item 8. Host School and Site Director**

- A. A member school agrees to host the meet with an approved DPH facility plan.
- B. The host school designates and supervises the individuals who serve as the Site Director and support personnel. The number of support and police personnel MUST be approved by DIAA's Executive Director prior to the start of the event.
  1. Support personnel may include:
    - a. Ticket seller(s),
    - b. Ticket supports(s),
    - c. Security (an individual who monitors the crowd but is not a law enforcement officer), and
    - d. Scoreboard Operator/Announcer
- C. The Site Director's responsibilities include:
  1. Arrange for the services of a certified athletic trainer.
  2. Ensure that an Announcer is assigned for both days of the Meet
  3. Set up the track and field areas according to current NFHS specifications.
  4. Provide parking facilities for buses and spectators.
  5. Provide seating arrangements for spectators
  6. Contact the Meet Director three hours prior to event to confirm playable conditions.
  7. Be in attendance and work closely with the Meet Director and DIAA.
  8. Clear with the Meet Director matters of policy or procedure.
  9. Charge admission per DIAA Office instructions.
  10. Establish a procedure for assisting spectators with disabilities and review the procedure with the appropriate personnel.
  11. Review the emergency action plan with the appropriate personnel.
  12. Any additional responsibilities as determined by the host school and DIAA.
- D. The host school must consult with the DIAA office concerning security and police personnel.
  1. Any expenses concerning security and police personnel must be pre-approved by DIAA's Executive Director.
  2. Police will be paid the game fee or hourly rate customarily paid at the game locale. The bill should be sent to DIAA.
- E. The Meet Director's general responsibilities will include the following:
  1. Supervise the conduct of the meet and perform such duties as are necessary to ensure that the meet runs smoothly.
  2. Confer with the Outdoor Track Committee regarding the personnel and resources necessary to organize and conduct a successful meet.
  3. Participate in a preseason meeting with the officials and head coaches to preview the meet procedures.
  4. Assign all officials so as to ensure the orderly conduct of all events.
  5. In the event of a serious accident or injury to a coach, athlete, official, spectator, or meet worker, notify the injured party's athletic director, the committee chair and the Executive Director as soon as possible.
  6. In the event of a serious sportsmanship related incident, contact the Executive Director as soon as possible.
- F. Student Helpers
  1. Coaches will be asked to submit preferences in work assignments for student helpers during the Track and Field Championship Meet with their entries. These student helpers should be listed on the official school party roster to be submitted to the Executive Director prior to the meet when requested. The Games Committee will assign one student from each participating boys' team and one student from each participating girls' team to assist the meet officials and judges in conducting the events.
  2. Coaches are responsible for ensuring that the student helpers are in place when their assigned events are called.
- G. Public Address System
  1. The host site will make every effort to provide a public address system and designate and supervise a responsible adult to serve as an announcer.
    - a. Any announcements not directly related to the game/tournament or not of an emergency nature must be approved by the Meet Director or the Executive Director.

#### **Item 9. Responsibilities of Participating Schools**

- A. Supervision
  1. All team members must be in the designated team areas when not competing and should arrive on time to the meet.



2. Coaches must supervise their team members at all times. Athletes are NOT to be in the bleacher area near the finish line.
- B. Participating schools will review and read all championship information as distributed by DIAA. Additionally, participating schools will complete and submit all pre-championship information as requested by the DIAA and adhere to the provided deadlines. Championship meet rosters should be completed and submitted to the DIAA as instructed through the AD Portal. Member schools are solely responsible for contacting DIAA with any changes to the submitted championship meet eligibility rosters.

#### **Item 10. Officials**

- A. The Games Committee will be comprised of members of the Outdoor Track Committee and will be responsible for the general supervision of the meet. They will be authorized to conduct the activities and carry out the duties stipulated in the 2023 NFHS Track and Field Officials Manual. In the event that additional or modified restrictions and/or guidelines are issued during the Championships, those restrictions/guidelines will apply and may result in required changes to the meet's operations.
- B. A referee will be appointed and he/she will have sole responsibility for the proper conduct of all phases of the competition.
1. The referee will have authority over all meet officials.
  2. All protests must be submitted to the referee first. No other meet official should be approached.
- C. The Head Field Judge will have authority over all field event officials.
- D. The Jury of Appeals will be comprised of three individuals appointed by the Games Committee. Active coaches will be excluded.
1. Appeals lodged with the Jury must be submitted in writing by the head coach within 30 minutes of the completion of the disputed event and must be accompanied by a \$20.00 fee.
    - a. If the appeal is denied by the Jury, the \$20.00 fee will be placed in the meet receipts.
    - b. If the appeal is upheld by the Jury, the \$20.00 fee will be returned to the head coach.

#### **Item 11. Uniforms and Dressing Rooms**

- A. Competitors must wear school uniforms provided by their high school and in compliance with current NHFS rules.
- B. Locker room facilities are not available. Participants must come dressed.

#### **Item 12. Contest Procedures, Equipment and Facilities**

- A. The head coach of each team will receive an information packet put together by the Track Committee.
- B. Coaches and non-participants are prohibited from being in the event areas when competition begins. Failure to comply with this regulation will be considered unsportsmanlike conduct and will result in removal from the stadium for the remainder of the meet. A designated coaching box will be provided for all field events.
1. Concerns or protests should be addressed to the Referee away from the competition areas.
- C. No one is permitted to carry a shot put or discus into the bleachers.
- D. No one is permitted to bring large radios or portable stereos into the stadium as they could interfere with the public address announcements to the participants, coaches, and spectators. A small, personal music player with a headset or earphones is permissible; however, these devices are not permitted in the competition area.
- E. Athletes and coaches are not permitted to use cell phones, cameras or electronic communication devices in the competition areas (within the confines of the track or near the jumping or throwing areas.)
- F. Team Camp policies will be adhered to per the host site's guidelines.

#### **Item 13. Scoring and Awards**

- A. Eight (8) places will be scored in each individual and relay event and the following points will be awarded: 10-8-6-5-4-3-2-1.
- B. There will be no Printed Results posted, results will be posted online at <https://www.milesplit.com/live-results> immediately after completion of each event.
- C. The public address official will announce the results of each event.
- D. The following awards will be awarded:
1. Team: Trophies will be awarded to the first and second-place teams in each boys' and girls' division.
  2. Individual: Medals will be awarded by the Custodian of Awards to the first, second and third-place finishers in each track and field event.

#### **Item 14. Practice at Meet Site**

- A. The meet host site will not be available for practice prior to the meet.