



DIAA 2023-24 Indoor Track Tournament Manual

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

Colleagues:

The 2023-24 DIAA Indoor Track State Tournament Manual is intended to provide you with detailed information concerning the organization and administration of this Championship.

A thorough review of the general information pertinent to all of the tournaments and the specific information for each sport should familiarize you with these events.

The rules and procedures contained in this manual are applicable only to the 2024 DIAA Indoor Track Championship and are not intended to govern subsequent championships or to be binding on future committees.

<i>Table of Contents</i>	<i>Page</i>
General Information	2
Indoor Track Manual	5

The Committees sincerely hope that the DIAA Indoor Track 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

Thank you,

DIAA Track and Field Committee



General Information

The following items are applicable to the 2024 DIAA Indoor Track State Championship. Items specific to the organization and administration of the Championship meet are located in this manual.

Item 1. 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 2. Sponsorship

- A. DIAA will organize, conduct, and underwrite the costs of the championship meet 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, 2024) will be paid.

Item 3. Eligibility

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

Item 4. Contest Rules

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

Item 5. Classification

- A. The DIAA Indoor Track and Field championship awards a boys and girls state champion.

Item 6. Ticket Sales & Ticketing Policies

- A. Ticket sales and spectator capacity limits are at the discretion of the host site and facility. If tickets are available for purchase for the championship event(s), 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 smart phone or mobile device to show and redeem purchased tickets for entry into DIAA Championship events.
- D. Fans are encouraged to purchase tickets in advance of the event by visiting the link above.
- E. Children four (4) years and younger will be admitted without charge to events.
- F. Ticket prices and fees are subject to change per approval by the DIAA Board of Directors.
- G. Any championship events played 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 event specified.

Item 7. 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 8. 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 meet 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 9. Raffles and 50/50 Drawings

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

Item 10. 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
- 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/). 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 tournament 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 web casting (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 web casting (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 web casting (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 events are 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 wireless access. The DIAA will do its best to provide this when available.

Item 11. Video by Spectators

- A. Spectators are permitted to video the meet 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 meet 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 12. 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 13. 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, 2024).

Item 14. 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.

DIAA Track and Field Committee Members

Committee Member Name	Representative	Title
Jim Fischer, Chair	Public Member	Coach
George Pepper	DIAA Rules Interpreter	
Rick Schuder	Diamond State Conference	Coach - Charter
Tim Byrne	New Castle Rep	Coach - Salesianum
Patrick Castagno	Independent Conference	Coach - Tatnall School
Antwain Flowers	Blue Hen Conference	Coach - A.I. DuPot High School
Katrina Holloway	Diamond State Conference	Coach - Conrad Schools of Sciences
Dick Wolf	Officials Assoc. Rep.	Official - Delaware Sports Club
Marnie Giunta	Coaches Association Rep.	Coach – Padua Academy
Brittany Keller	Non-Conference, Secretary	Coach - Ursuline Academy
Pat Pollock	Kent Country Rep	Public Member
Jen Cawthern	Henlopen Conference	Coach - Cape Henlopen High School
<i>Vacant</i>		
<i>Vacant</i>		
John Amery	Technical Delegate	Non-voting

2024 DIAA BOYS' AND GIRLS' INDOOR TRACK & FIELD STATE CHAMPIONSHIP MEET

Specific Information

Item 1. Governing Rules

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

Item 2. Location, Date and Starting Times

- A. The 2024 DIAA Indoor Track State Championships will be held at the Prince George’s Sports and Learning Complex (8001 Sheriff Road, Landover, MD 20785) on Saturday, February 3, 2024. The meet will begin at 12 noon. Teams will be admitted to the facility at 10:30 AM. Please do not arrive earlier.
- B. The meet schedule will be posted to the [DIAA Indoor Track Sport page](#) when available.
- C. If the meet is postponed due to inclement weather, or other circumstances beyond the control of DIAA and the Committee, the make-up date and location will be announced once determined by DIAA and the Committee.

Item 3. Entry Fees and Procedures

- A. Entry fees for the 2024 DIAA Indoor 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 2023-2024 Member Dues.
- B. The last date of competitions permitted is February 24, 2024. This date is after the entry deadline and the championship meet. The entry deadline for the state championship is Monday, January 29, 2024 at 7:00 PM.
- C. All state meet entries will be done using MileSplit and the entry deadline is Monday, January 29, 2024 at 7:00 PM.
- D. 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.
 2. Any performances considered as qualifying performances must be listed on the official results for the meet.
 3. All Times for the 55m Dash, 55m Hurdles and 200m Dash submitted for Qualifying Times must be Times recorded Using Fully Automatic Timing ONLY. No Hand Times for these Events will be accepted for Qualifying Marks.
 4. Times from the 3000m, the Mile, 1500m and 60m sprints will be accepted as qualifying times for the 3200m, 1600m, and 55m sprints respectively, provided unconverted times are reported according to meet guidelines. Coaches must submit performances as actual times performed and reported, Committee will handle conversion of marks. Failure to do this may result in entry not being accepted. All Hand Times must be noted by adding an “h” after the time.
- E. Relay teams should be entered listing all relay personnel and possible alternates. Coaches should enter up to eight athletes per relay. 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 MileSplit, at Registration 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 Jim Fischer (fischline70@gmail.com) and John Amery (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

- Friday, January 12th, 2024: Email addresses and cell numbers for the Head Girls' Coach, Head Boys' Coach, and Athletic Director from each school due to John Amery (jamerusp@aol.com).
- Monday, January 29th at 7:00 PM: Entries due at MileSplit.com (<http://de.milesplit.com/>) including an email to John Amery (jamerusp@aol.com) and Jim Fischer (fischline70@gmail.com) about entry withdrawal if athlete is accepted in multiple events.
- Monday, January 29th at 8:00 PM: Email entries separately to each team (including athletes who may not make the meet)
- Tuesday, January 30th at Noon: Corrections to entry list due. Corrections on Tuesday between 8:00 AM and Noon are subject to a \$20.00 fine per correction.
- Tuesday, January 30th at 7:00 PM: Seeding Meeting (virtual meeting)
- Tuesday, January 30th at 10:00 PM: Complete list of Top 16 entries with performances posted and emailed to coaches.
- Wednesday, January 31st at 8:00 AM: Heat Sheets finalized and sent to Coaches.

Item 5: Entry Limitations and Requirements

- The top 16 Entries in Descending Order will be accepted in each event. Pole vault and High Jump will have a minimum entry Standards.
- Flights and heats will be filled by coach's submission of an athlete's performance. Flights and heats will be filled by descending order up to the entry limit number.
Some events may not reach the entry level if there are not enough times submitted to fill the entry limit.
- Performances in any 2023-2024 Winter Season DIAA sanctioned **Indoor** meet may be used to meet the qualifying standards.
 - These performances must be documented and will be checked by the DIAA track committee. Coaches must submit performances as actual times performed and reported, Committee will handle conversion of marks. Failure to do this may result in entry not being accepted. All Hand Times must be noted by adding an "h" after the time.
- A contestant may be entered in a total of four events and a school may enter a maximum of three contestants per individual event and one team per relay race. All team entries in the 4 x 200 meter relay, the 4 x 400 meter relay and the 4 x 800 meter relay will be accepted.

Event	Girls' Standards			Boys' Standards			Entry Limit
	Automatic	sub 200m track	Minimum	Automatic	sub 200m track	Minimum	
55m hurdles (FAT Only)	9.30			8.30			16
60m hurdles (FAT Only)	10.14			9.16			
55 meters (FAT Only)	7.50			6.70			16
60 meters (FAT Only)	8.18			7.30			
200 meters (FAT Only)	26.50	26.76		23.00	23.30		16
300 meters	42.40			36.80			
400 meters	1:01.60	1:02.00		51.85	52.37		16
500 meters	1:21.31			1:08.44			
600 meters	1:42.26			1:26.07			
800 meters	2:25.0	2:25.71		2:03.50	2:04.46		16
1000 meters	3:11.40			2:43.02			
1500 meters* (Conv)	5:02.71			4:17.07			
1600 meters	5:25.00	5:26.00		4:36.00	4:39.25		16
Mile * (Conv)	5:26.89			4:37.60			
3000 meters* (Conv)	11:03.16			9:27.22			
3200 meters	11:52.00	11:53.40		10:09.00	10:11.88		16
2 Mile* (Conv)	11:56.13			10:12.53			
Long Jump	16' 8"			20' 11"			16
Triple Jump	33' 9"			40' 9"			16

High Jump	4' 10"		4' 6"	5' 10"		5' 6"	16
Shot Put	32' 6"			43' 8"			16
Pole Vault	8' 0"		6' 6"	10' 6"		8' 6"	16
Beginning in 2025 – Qualifying Times will be required in the 4x800 Relay							

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

- A. The order of events and time schedule will be announced at a date closer to the event and will be subject to be approved by the host site facility.

Item 7. Equipment

- A. No pyramid spikes over ¼ inch are permitted.
 B. Blocks will be provided in the 55 meter hurdles, 55 meter dash, 200 meter dash, 400 meter dash and available for sprint relays (4x200 and 4x400).
 C. Teams must provide their own batons for the relays.

Item 8. Admission

- A. Complimentary admission
 1. Participating schools will receive complimentary admission for all those members of the Official School Party listed on the official roster as submitted to DIAA before the championship. The Official School Party is defined as players, coaches, managers, scorers/statisticians, trainer, as listed on the team’s website4sports.
 2. No additional complimentary tickets will be issued to schools.
 3. One (1) bus driver per vehicle used for the Official School Party will be admitted free of charge.
 B. Paid Admission
 1. Ticket sales and spectator capacity limits are at the discretion of the host site and facility. If tickets are available for purchase for the championships event(s), 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 smart phone or mobile device to show and redeem purchased tickets for entry into DIAA Championship events.
 4. Children four (4) years and younger will be admitted without charge to events.
 5. Ticket prices and fees are subject to change per approval by the DIAA Board of Directors.
 6. No refunds will be given for tickets purchased but not used.
 7. These ticket prices do not include any additional fees.
 8. There is no re-admittance for this event. If you leave the venue, you must pay again to re-enter.
 9. Spectator policies will be followed per the State’s Orders, DPH guidelines and in accordance with the host facility’s approved DPH plan.

Item 9. Responsibilities of Participating Schools

- A. Supervision
 1. All team members must be in the designated team areas when not competing.
 2. Coaches must supervise their team members at all times. Athletes are NOT to be in the bleacher area near the finish line.
 3. Once Competition begins – No Warm up allowed On Competition Track
 B. Participating schools will review 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. Member schools are solely responsible for contacting DIAA with any changes to the submitted championship meet eligibility rosters.
 C. Participants should arrive on time at the championship venue.

Item 10. Locker Rooms

- A. Locker room facilities are not available. Contestants must come dressed.
 B. The NFHS rules pertaining to uniforms will be enforced without exception. There will be an initial “team warning” concerning uniform violations, then immediate disqualification upon infractions of any NFHS rule.

Item 11. Awards

- A. The following awards will be given:
 1. Team: Trophies will be awarded to the first and second-place teams in both girls' and boys' competition.
 2. Individual: Medals will be presented to the first three finishers in each event (4 medals per relay team).
 B. The championship award ceremony will be dependent upon the approved host facility plan and at the DIAA office discretion.
 C. No awards other than those authorized by the Committee will be presented at any time during the tournament.
 D. Live meet results can be found posted online by visiting <https://www.milesplit.com/live-results>

- E. Crown Trophy of Glasgow DIAA Championships Student Athlete Academic Award
 - 1. An academic award will be given the top 15 indoor track championship academic females and top 15 academic male student athletes that meet the award criteria.
 - 2. Nominations for the student athlete academic awards should be submitted when prompted by the DIAA office.
 - 3. Selection criteria for the award is as follows:
 - a. Student-athlete must be at least a sophomore academically and athletically in the sport of indoor track.
 - b. Student-athlete must have been at the school for a least a year to receive the Award
 - c. Student-athlete is an active member on the roster and eligible for the Championship
 - d. Student-athlete only eligible to receive the academic award once during the sport Championship
 - e. Student-athlete must have a 3.2 GPA and on the active team Championship Roster

Item 12. Team and Spectator Areas

- A. The infield and track will be restricted to coaches, competing athletes in uniform, meet officials, committee members, DIAA officials, staff, and those individuals with a valid DIAA Media Pass (2021-2022).
- B. Spectators will follow all guidelines and regulations per the host facility.
- C. Coaching boxes may be provided for all field events when space allows. Coaches must supervise their team members at all times.

Item 13. Music Players

- A. Large music players, receivers or radios are not permitted at the meet so as not to disrupt the public address announcements to the participants, coaches, and officials.
- B. Small, personal music players are permissible with headphones or ear buds only.