

WIAA TRACK & FIELD REGIONAL AND SECTIONAL TOURNAMENT INFORMATION

2024 TOURNAMENT DATES

Monday, May 20 - Regionals

Thursday, May 23 - Sectionals

All hosts should read this document thoroughly along with the [WIAA Tournament Procedures](#), [Regional and Section Host Instructions](#), and the [Checklist for Hosting a Track & Field Meet](#). Hosts should also read through and use all relevant documents on the WIAA website>Track and Field>Tournaments>Tournament Information>Hosting Information.

RAIN DATE

1. If the meet manager and referee, communicating together, feel weather conditions are life-threatening or injurious to participants, they may postpone competition to the next day. Regionals to Tuesday, May 21 and Sectionals to Friday, May 24.
2. The meet manager and meet referee are authorized to make compensations for adverse weather such as:
 - a. Moving certain events indoors.
 - b. Delaying competition as long as necessary or reasonable until later in the day/evening.
 - c. Changing the order of events, (i.e., moving hurdles to later in the meet if it is in best interest of safety).
3. If the sectional meet or any portion of the meet is postponed to a later date, no extra qualifiers will advance from those events held on the alternate date.
4. Any competition stopped because of adverse weather must be continued from the point of interruption. All trials and marks made up to the point of suspension or the moving of an event indoors must stand.

ENTRY FORMS

1. Schools will make their entries on-line via MileSplit.
2. Entries must be made NO later than 8:00 a.m., Friday, prior to the regionals (May 17).
3. Schools submitting forms after the deadline date or time will be permitted to compete, but will not receive consideration for seeds, lanes, heats, sections, etc.
4. Omitted entries may be added to the regional entry list with approval of the WIAA office. The deadline for adding omitted athletes or relay teams is the conclusion of the coaches meeting, which is conducted at the regional site prior to the start of the meet. The added athlete(s)/relay team(s) will not be seeded. The penalty will be loss of per diem for each athlete advancing to the State meet and a letter of reprimand to the school. The following criteria would apply:
 - a) 28 individual entries have not been met.
 - b) Cannot replace a previously entered athlete.
 - c) Relay team was omitted.
 - d) Athletes may not be switched from one event to another with the exception of the girls 100/100H.
5. After the Friday (May 17) 8:00 a.m. entry form deadline, tournament managers must scratch any individual who is entered incorrectly (i.e., more than four total events, more than three running events, etc.). Tournament managers should attempt to contact the coach/school to discuss the entry problem prior to automatically scratching a competitor.
6. The event that will be scratched is the one that exceeds the allowed maximum following the published order of events.
Example: John Smith is entered in the long jump, triple jump, 100 meter dash, 400 meter relay, and 200 meter dash. John Smith will automatically be scratched from the 200 meter dash.

RELAYS

1. Schools must list individual names and a seed time on the Tournament Entry Form.
2. A maximum of six students may be listed. The same listed individuals must be retained through the entire tournament series. (regional/sectional/state)
3. Additional relay substitution names, beyond the original six entered, may be added for injury, illness, or discipline. In order to add additional names, six athletes must have been listed on the original entry form. Additional substitutes will only be added with a signed medical excuse or disciplinary letter from the school's athletic director, principal or superintendent/president. The substitution must be approved by the WIAA office. This new substitute may not exceed four events from his/her original entry for regionals.
4. Being listed as a relay team member counts as one of the four allowed events whether or not the student participates.
5. Coaches have until the Clerk of Course checks in the teams to designate which listed runners will compete.
6. Relay seed times should consist of the actual running times of the students listed, not the fastest season relay time. Coaches should estimate if necessary.

SUBSTITUTIONS/SCRATCHES

1. Meet managers have no authority to allow substitutions in individual events after the entry deadline (May 17, 8:00 a.m.) or on the day of the meet except:
 - a. If a coach presents a medical statement signed by a medical professional that a student cannot participate.
 - b. If the WIAA approves a change.
 - c. Individual(s) involved in substitutions will not be reseeded, but will assume the same section, heat, lane, and/or flight assignment of the original entry(s).
2. Scratches are allowed the day of the meet, but no replacements are allowed except as indicated above.
 - a. An individual may scratch from part of the meet without having to scratch from the entire meet.
 - b. An individual who is already entered in an event(s) cannot scratch from one event to replace a student in another event.
3. After the Friday, May 17, 8:00 a.m. entry form deadline, tournament managers must scratch any individual who is entered incorrectly (i.e., more than four total events, more than three running events, etc.). Tournament managers should attempt to contact the coach/school to discuss the entry problem prior to automatically scratching a competitor.
4. Again, the event that will be scratched is the one that exceeds the allowed maximum following the published order of events.
 - a. Example: John Smith is entered in the long jump, triple jump, 100 meter dash, 400 meter relay, and 200 meter dash. John Smith will automatically be scratched from the 200 meter dash.

TIME LIMIT FOR EXCUSED COMPETITOR

Competitors excused to compete in another event have a maximum of 15 minutes. When an athlete checks out of the event, place a check mark next to his/her name. Do not record the time at this point. The time should be recorded when the athlete's name is called for their next attempt.

JURY OF APPEALS

1. Each tournament manager must appoint a Jury of Appeals consisting of up to two contracted WIAA officials, meet manager, and a coach of a boys' team and a coach of a girls' team not from the same school or host school. Adjustments will be necessary if only two WIAA officials are assigned to a regional.
2. The meet referee cannot be part of this committee.
3. If anyone on the committee has his/her school involved with an appeal they must withdraw from that particular review.

4. Alternate girls and boys coaches should be appointed in the event a coach must withdraw.
5. The membership of this committee must be published and sent to all involved schools prior to the meet (see 3).
6. This committee serves as the final board of appeals. Their responsibilities include:
 - a. Hearing and ruling on appeals of official's decisions, including the decision to re-run (or not re-run), who is eligible, and when it will occur.
 - b. This committee, however, has no authority to set aside, modify, or change defined WIAA tournament qualifying procedures or National Federation Track & Field rules.
7. The WIAA does not have the authority to change a Meet Referee or Jury of Appeals decision.
8. The Meet Referee must assemble this committee prior to the start of the meet to review their responsibilities.
9. Remind committee members they must be available after the 1600 Meter Relay in case there is a request for an appeal hearing.
10. What decisions are subject to an appeal (They include, but are not limited to:)
 - a. Misapplication of the rules, which must be filed within 30 minutes after the announcement of event results.
 - b. Correction of clerical or team scoring errors, which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the meet management. (Rule 3-5-3b)
 - c. Correction of meet results involving an ineligible participant, which may be made at any time when discovered.
 - d. Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the meet director. This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.
11. Non Appealable situations:
 - a. Any judgment decision pertaining to violations or alleged violations of the rules.
 - b. A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition.
 - c. Whether a start is fair and legal.
12. The protest/appeal process:
 - a. The head coach first protests to the meet referee.
 - b. If the head coach still feels the terms and conditions of competition have been misapplied or the application of the rules misinterpreted, he/she can request that meet referee convene the jury of appeals to review the situation.
 - c. The meet referee must then assemble the jury of appeals if the situation can be appealed.
 - d. If the appeal may result in the disqualification of another school's athlete/relay, the head coach representing that school should be in attendance.
 - e. The meet referee provides a brief description of the situation being appealed to the jury of appeals providing his/her rationale for the action taken.
 - f. The coach then explains to the jury of appeals his/her rationale for why he/she thinks the action taken by the meet referee was incorrect.
 - g. The jury of appeals then can ask questions of both the meet referee and the appealing head coach.
 - h. The meet referee and head coach are excused. The jury of appeals discusses the situation and votes to either uphold or change the meet referee's decision.
 - i. The meet referee is then informed by the jury of appeals of their decision. The referee then informs the head coach of the jury of appeal's decision.
 - j. This committee is the "final jury of appeals." The WIAA does not have the authority to change a meet referee or jury of appeal's decision.
 - k. Appeals may be verbal.

TIES

1. There shall be no ties in any event relating to qualifiers at a given regional or sectional, unless as indicated below.
2. In the event the tie is in a running event there must be a run-off between the tied competitors. Ties in events with individual legs of 800 meters or longer will stand for qualifying positions for sectionals and State. Ties in field events must be broken by using the procedure stipulated in the National Federation Track & Field Rules Book to break first place ties. Third place (Division 1) and fourth place (Divisions 2-3) sectional ties must also be broken because of sectional medals.
3. The best original performance will be recorded and used for seeding or determining extra qualifiers when a jump-off/run-off is conducted.
4. Meet manager/meet referee/jury of appeals have no authority to set aside, modify, or change defined WIAA tournament qualifying procedures to allow more individuals (relay teams) to advance.

RECORDINGS

The use of recordings shall not be used by the meet manager or Jury of Appeals to verify or determine disqualifications or officiating decisions.

UNIFORMS/JEWELRY/EQUIPMENT

1. Vaulters may wear a helmet.
2. Athletes must compete wearing school issued uniforms, legal visible apparel, and the appropriate specified shoes/spikes.
3. Individuals/relay teams competing while wearing illegal uniform, illegal visible apparel, or illegal shoes/spikes will be issued a warning for the first violation and subject to disqualification for a second offense.
4. The disqualification may occur during or after the meet.
5. Athletes are also prohibited from removing any portion of their team uniform, excluding their shoes, in defined restricted areas.

WIRELESS COMMUNICATION DEVICES

1. Wireless communication devices (headsets, radios, etc.) except for the official equipment used by meet management and meet officials are prohibited in restricted areas.
2. Meet management will determine the use of cell phones in nonrestricted areas.
3. Music amplifiers and other related radio equipment are prohibited.
4. Individuals bringing such equipment will be instructed to return the item(s) to their vehicles.

WHEELCHAIR COMPETITION

1. All track events should be coed whenever possible. Events though, scored separately by gender.
2. One division for all competitors.
3. Optional participation at regionals.
4. Required participation at sectionals with a legitimate mark recorded.
5. All athletes with a legitimate mark will advance to State in their respective event(s).

TRACK EVENTS

1. All field events should begin 45 minutes before the running events, but no competition may begin prior to 3pm unless authorized by the WIAA.
2. Heat leaders (fastest entries) must be determined for all of the above mentioned events. Language regarding forming heats and runners from the same school has been removed from NFHS Rule 5-6. The results of running events are based upon head-to-head competition and all contestants should have the opportunity to compete in the heat earned by the athlete's place and/or qualifying times.

3. Sections:
 - a. Sections must be conducted when more runners are entered than available lanes in the 300 meter hurdles, 400 meter relay, 400 meter dash, 800 meter relay, and 1600 meter relay.
 - b. Factors involved in determining the number of sections includes: 1) number of entries, 2) available lanes, and 3) seed times.
 - c. Sections must be established on the basis of best times.
 - d. The assignments to sections shall consist of:
 - If more than one section is run the fast section should be filled provided there are at least three competitors or relay teams in any additional section(s).
 - The slowest section(s) runs first.
 - e. The 3200 meter run should be conducted in one section. The girls' 3200 meter run must be run first followed by the boys' race.
 - f. The 1600 meter run must be conducted in two sections if there are more than 20 entries on a track of six lanes or less.
If two sections are run, half of the total number of runners must be assigned to each section. If an odd number the extra runner is assigned to the fast section.
 - If the track facility has eight or more lanes, the 1600 meter run may be conducted in one section regardless of the number of runners.
 - g. The 800 meter run and the 3200 meter relay shall be conducted as:
6 lane track
 - 9 runners/relay teams – 1 section
 - 10 – 18 runners/relay teams – 2 sections
 - 19 and above runners/relay teams – 3 sections8-9 lane track
 - 10 runners/relay teams – 1 section
 - 11 and above runners/relay teams – 2 sections
 - 21 and above runners/relay teams – 3 sections

*If more than one section is run the fast section should be filled provided there are at least three competitors or relay teams in any additional section(s). The slowest section(s) runs first.
4. NO SEMIFINALS will be conducted for any track events.
5. Qualifying from preliminaries to finals will be the winner in each heat, plus the next fastest times from any heat until all available lanes are filled with a maximum of nine. Field events advance nine regardless of the number of lanes on the track.
6. Lane Assignments:
 - a. Heats will be set up in preliminaries (where applicable) and finals as outlined under Order of Events and Time Schedules. Runners (relay teams) will be assigned to lanes on the basis of their seed times as follows:
 - a. Hurdles, 100, 200, 400, 400 relay, 800 relay
 - 6 lane track — Fastest runner (relay team) in Lane 3, next fastest in Lane 4, next fastest in Lane 2, then Lane 5, 1, and 6, in that order.
 - 8-9 lane track — Fastest runner (relay team) in Lane 4, next fastest in Lane 5, then Lane 3, 6, 2, 7, 1, 8, and 9.
 - b. 800, 1600, 3200, 1600 relay, 3200 relay
 - Fastest runner (relay team) in Lane 1, next fastest in Lane 2, etc.
 - c. A curved waterfall line for the start of the 1600 and 3200 meter runs is recommended.
 - d. Runners who have either visual or hearing impairments shall be given special consideration in assigning lanes.

- e. For 100 meter wheelchair races, one lane should be left open between athletes. For all other wheelchair races, the lane assignments and seeding procedures will be the same as the procedures for able-bodied races.
- 7. Track Stagers, Positions
The staggers and positions for the various track events shall be:
 - a. 800 Meter Run - Run from a one (1) turn stagger.
 - b. 1600 and 3200 Meter Runs - Run from the waterfall start.
 - c. 800 Meter Relay - Run from a four (4) turn stagger in lanes all the way.
 - d. 1600 Meter Relay - Run from a three (3) turn stagger. The first runner will run the entire race in the assigned lane. The second runner will start with a one (1) turn stagger and remain in the assigned lane until passing the break point.
 - e. 3200 Meter Relay - Run from a one (1) turn stagger.
- 8. Fully Automatic Timing (FAT):
 - a. FAT should be used for all regional and sectional races.
 - b. In case of system malfunction, when hand times are used they should be converted as per NFHS rule book conversion .24 for all races.
 - c. FAT system shall remain fully operational until the meet has concluded and the 30 minute time allowed for appeals has expired.
- 9. Hand Times (last resort, if necessary):
 - a. Times must be recorded in tenths of a second.
 - b. The recording of times in hundredths of a second may be used to eliminate ties to determine the next fastest times in filling lanes from preliminaries to finals.
 - c. Tournament managers should secure sufficient meet personnel so timers and finish judges are different individuals.
 - d. Hand times from regionals will be converted by adding .24 for sectional seeding purposes.
 - e. Video back-up for the sprints (100, 100H, 110H, 200) is required. The head finish judge in conjunction with the Meet Referee will review the video, when necessary, to verify finish places.
- 10. Results:
 - a. Must be announced in a timely manner.
 - b. Must be posted for coaches to review so that appeals to the meet referee may be made in a timely manner.
 - c. Timely manner = a maximum of 30 minutes after the event is completed.

FIELD EVENTS

HEIGHTS

- 1. The tournament manager will decide the starting height for both the high jump and pole vault. The starting heights shall be determined by counting down using the performance of the eighth best athlete then subtracting two increments (4" high jump and 1' pole vault).
- 2. High Jump
 - a. Starting height must be of an even numbered inch — 4'6", 4'8", 4'10", 5'0", 5'2", 5'4", etc.
 - b. The bar must be raised two inches each time until six competitors remain. The bar thereafter will be raised one inch each time.
- 3. Pole Vault
 - a. Starting height must be at 6" or 12" increments — 6'0", 6'6", 7'0", 7'6", etc. (girls) and 10'0", 10'6", 11'0", 11'6", etc. (boys).
 - b. Bar must be raised six inches each time until six competitors remain. The bar thereafter will be raised three inches each time.

4. Results must be reported in heights of 1" multiples for high jump and 3" multiples for pole vault. Other reported measurements will not be acceptable and will be reduced to the lowest 1" or 3" intervals.

COMPETITION

All competitors must check-in at the event prior to the start of the event. This applies to both flighted and open pit competition.

DISCUS THROW, LONG JUMP, SHOT PUT, AND TRIPLE JUMP

1. Preliminaries must be conducted in the discus throw, long jump, shot put, and triple jump for both Regionals and Sectionals. Each competitor will receive three trials and the best competitors will qualify for the finals. Nine competitors will qualify for the finals. If there are ties, all involved competitors for a qualifying place will be finalists. The order of competition in the finals should be reseeded so the contestant having the best preliminary performance will be last in order.
2. Athletes taking warm-up throws for the shot put and discus throw are prohibited from taking more than two implements into the circle at one time.
3. All field event implements must be weighed prior to the start of competition.
4. Tournament managers may use the open pit/cafeteria style concept for competition in the long jump and triple jump events for preliminaries only. It cannot be used for discus throw and shot put competition. If the open pit is used a specific time must be defined for the beginning and the end for each event (i.e., boys long jump, girls long jump, etc.). Coed open pit for long/triple jump may be used at facilities which have only one runway.
5. Implements should not be pooled.
6. Holding/scratching - If athletes do not take an attempt when their name is called it will be considered a scratch. That attempt is then lost. Holding an attempt is only allowed if in the final round of the finals the athlete has the best attempt and chooses to wait until all others have completed their attempts.
7. To place in a field event or to be eligible to participate in the finals, a competitor must have at least one successful/legal trial.
8. Field events must be measured and recorded in feet and inches.
9. Each legal trial must be measured and recorded immediately (including the discus throw). Measurements for the long jump, shot put, and triple jump must be to the nearest lesser 1/4". The discus throw must be recorded to the nearest lesser inch.
10. Finalists should be given 10 minutes of warm-ups between preliminaries and finals. Meet management will determine if warm-ups are allowed between flights.
11. Nine athletes advance to the finals regardless of the number of lanes on the track.

POLE VAULT AND HIGH JUMP

1. The "Five Active" continuing flight procedure must be used for all high jump and pole vault competition.
2. In the high jump, a competitor who has passed three consecutive heights after competition has begun will be permitted a warm-up jump without the crossbar in place. The allowed warm-up jump must be taken before any competition starts at the entered height.
3. In the pole vault, NFHS Rule 6-5-15: "A pole vault competitor who has passed three consecutive heights and has not attempted a jump should be permitted two minutes of warm-up jumps per the number of athletes entering at that height without the crossbar in place. The athlete(s) shall make at least one attempt at that height. Such warm-up must be taken at a height change."

SEEDING OF FIELD EVENTS AT SECTIONALS

The actual performances and first place finishes are used to seed.

RESTRICTED/UNRESTRICTED AREAS

Tournament managers must define:

1. Restricted areas where no one except appropriate competing athletes/meet personnel are allowed and where athletes are prohibited from removing any portion of their team uniform, excluding shoes. These areas include, but are not limited to:
 - a. The track infield.
 - b. The clerk of course check-in location, the start, and the finish areas.
 - c. Flagged/roped off field event competition areas.
 - d. Any other designated area(s).
2. Unrestricted areas:
 - a. In these areas coaches, managers, etc., shall be allowed to encourage, call out times, give verbal instructions, review video, etc.
 - b. In the field events athletes must go to the unrestricted area or coach's box (if provided) to confer and review video.
3. This information must be sent to all involved schools and WIAA contracted meet officials prior to the meet.

TEAM SCORING AND QUALIFYING

Team scoring will consist of eight places (10-8-6-5-4-3-2-1) for all events.

- a. At some Division 1 regionals points for eighth place (1) and possibly even seventh place (2) may not be awarded due to not having a full field of competitors.
- b. If only six competitors are in the finals because of available lanes, points for seventh and eighth places should be awarded if possible to appropriate nonqualifying athletes/relay teams from their performances in the trials.
2. Participating in sectionals will be the first four finishers in each event from each regional.
3. Participating in State will be the following:
 - a. First three finishers (Division 1) and the first four finishers (Divisions 2 and 3) in each event from each sectional.
 - b. Individuals and relay teams whose performances in sectionals rank among the eight best of all sectional performances, including sectional winners and runners-up.
 - c. Performances in the discus throw, long jump, shot put, and triple jump events may be from preliminaries or finals.
 - d. Qualifiers and Qualifying Standards will be available for the WIAA State Track & Field Tournament on the WIAA website <www.wiaawi.org> under the Track & Field Sports Page, Tournament Information after 5 pm on Friday, May 24 should all sectionals be concluded at designated times/rain dates.

AWARDS

Regionals:

- a. Plaque to championship team.

Sectionals:

- b. Plaque to championship team.
- c. Medals to first three individuals/relay teams (Division 1), first four individuals/relay teams (Divisions 2 and 3), plus other individuals/relay teams among the eight best (including the first three finishers in Division 1 and the first four finishers in Divisions 2 and 3) of all sectionals combined.
- d. All additional State qualifying medals will be mailed to the appropriate schools.

WIAA TOURNAMENT UAV POLICY

The Board of Control has approved a policy for Unmanned Aerial Vehicles or drones at outdoor WIAA State Tournament Series events. UAVs are prohibited at all WIAA indoor tournaments. Drone operation

requires a Certificate of Authorization or a 333 Exemption issued by the FAA where required by law. Operators must also receive written consent from the WIAA executive office at least 24 hours in advance, as well as approval of the host facility event management. The complete policy for UAVs is located on page 57 of the Senior High Handbook. Contact the WIAA office with all requests to operate drones at WIAA Tournament events.

REMINDERS

1. State information is available on the WIAA website.
2. Review the track and field tournament procedures in the WIAA Spring Edition of Season Regulations Booklet.
3. There will be a coaches meeting scheduled prior to the regional to discuss pertinent information.
3. If you have any additional questions, contact Melissa Gehring at the WIAA <mgehring@wiaawi.org>.

DUTIES AND RESPONSIBILITIES FOR OFFICIALS

PRE-MEET DUTIES/RESPONSIBILITIES

All officials are reminded of their responsibility to arrive early at the tournament site and prior to the meet:

1. Walk the facility to familiarize themselves with the track markings.
2. Check the designated:
 - a. Restricted areas where no one except appropriate competing athletes are allowed.
 - b. Restricted areas where athletes are prohibited from removing any portion of their team uniform, excluding shoes.
 - c. Unrestricted areas where everyone is allowed. Coaches from these areas are able to call out times and give verbal instructions.
3. Check the field event competition areas to make sure they are properly prepared and safely roped or fenced off.
4. Check to see if there will be medical personnel (physician, certified trainer, etc.) present. If so, introduce yourself and determine medical procedures for the meet. If not, find out from the meet manager how serious injuries will be handled.
5. Meet and review with the key meet officials (announcer, clerk of course, head finish judge, head timer, head umpire, and scorer) the procedures for the meet making sure they are knowledgeable in their area of responsibility. PLEASE CAREFULLY REVIEW PROCEDURES WITH THE CLERK TO INSURE ATHLETES ARE BEING PROPERLY INSTRUCTED FOR THEIR RACES.
6. The meet referee must assemble the jury of appeals and discuss their responsibilities.
7. Umpires must be used for all races (straight-away, curves, hurdles, relays).
 - a. Umpires must be equipped with flags.
 - b. Only the referee can disqualify a runner/relay team, not an umpire.

COACHES MEETING

1. The meet referee must discuss "Sportsmanship Expectations" during the Coaches Meeting.
2. The meet referee should also have coaches verify that all their athletes are in legal uniforms and using legal equipment.
3. Team captains are excused from the Coaches Meeting.

PREVENTATIVE OFFICIATING

1. The clerk of course and each individual field event judge should, prior to the start of competition, check and enforce uniform (second individual offense), visible apparel and shoe regulations.
2. The final responsibility, however, still lies with the athlete and/or coach.

3. Even if the clerk or field event judge does not catch something prior to competition if an athlete competes wearing an illegal uniform (second individual offense) and/or using illegal equipment, they will be disqualified.

Meet Referee:

1. Communicate with meet manager.
2. Communicate with starters and field referee:
 - a. Establish starting rotation for meet.
 - b. Define premeet duties to help get things started smoothly.
3. Be on-site early:
 - a. Meet with meet manager to go over site and any premeet problems. Including medical/trainer coverage.
 - b. Meet with Jury of Appeals.
 - c. Meet with umpires relative to procedures on running event incidents.
 - d. Meet with P.A. announcer and press box crew. Be sure PA is silent during actual starts.
 - e. Remind the scorer not to release the final meet results until signed by the meet referee.
4. Coaches Meeting:
 - a. Discuss sportsmanship expectations.
 - b. Have coaches verify that their athletes are legally attired and using legal equipment.

Field Referee (Sectionals Only):

1. Check each field event site for problems.
2. Meet with field event judges.
3. Facilitate pole vault check-in (weigh-in sheets and pole inspection).

Starters:

1. Meet with clerks and finish line personnel to go over details relative to smooth working arrangements (flag signals, etc.).
2. Set up any necessary equipment.
3. Supervise weighing, inspecting, and marking of legal implements.
4. Be prepared to assist meet referee in any premeet duties which may consume time and which one person cannot handle.
5. Check the designated restricted areas where:
 - a. Only appropriate athletes are allowed.
 - b. Removing any portion of the team uniform, excluding shoes, is prohibited.

REMINDERS

1. Tournament sites have been instructed to provide the necessary starting shells.
2. Tournament managers have been instructed to have the track and field areas set up and open for sufficient practice for all athletes prior to the start of competition. All areas must be immediately closed at the end of competition.