

ECDAA

TRACK AND FIELD

COMMISSIONER'S HANDBOOK

Latest update June 2016

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DUTIES OF THE COMMISSIONER

BEFORE THE MEET:

1. Double check the booking of Yorkton Kinsmen Century Field ASAP by phoning the Yorkton Regional High School at 786-5560. Follow APPENDIX A for Pre Meet setup.
2. Assign all your workers. Pick competent people. See SETTING UP THE WORKERS section in this Handbook, as well as APPENDIX B.
3. ECDA uses the Hy Tek Computer program. Instructions will be sent out to division coordinators on how to complete entries of athletes.
4. Ensure all the jerseys are ready for meeting after District Meet. (see UNIFORMS section in this Handbook, as well as APPENDIX I. Singlets are kept at YRHS)
5. Don't bother obtaining pins for ribbons. Most athletes don't want them anyway.
6. Clipboards and binders need to be set up before hand and brought to the meet. There should be four Track binders – one for the Marshall, one at the Start, one at the Finish line, and one for the timers to know which race is being run.
7. Make sure all schools are aware of the fact they need to provide equipment to run the events they are in charge of. This is usually stated in the pre-meet information sent out to the schools (APPENDIX B). Hurdles, jumping boards, rakes, take off markers are provided at Century Field. Commissioner and others should be there by 8:00 am on the morning of the first day of the meet to begin set up. Key is available from general office at YRHS. Follow Setup Crew Rotation.
8. Send out all pre-meet info (schedule, workers, etc.) 3 weeks in advance to all schools (via the President) (APPENDIX B). Be sure to remind coaches to have their athletes wear their numbers in the pole vault. As well, some explanation of the "scratching of athletes" procedure should be included, as in the past coaches have done a poor job of this. (Explanation of procedure: if scratching an athlete before the meet starts, they must either be early enough that the event clipboards are still in the sound booth and do them there, or they must go to the individual events and scratch them on site. **ATHLETES CANNOT SCRATCH THEMSELVES FROM AN EVENT BEFORE OR DURING THE EVENT**; the coach must do that for them. As well, if coaches wish to add or change an athlete, they must be at the motorhome before 1:30 pm on day 1 of the meet and before 9:00 am before day 2 of the meet to do so. Finally, it would be a good idea to remind all coaches who may be running events to be as accommodating as possible to athletes who have to leave for a race or relay and come back to finish. Remind them we are here for the student-athletes.
9. Set up the running of the Pole Vault prior to Day 1 of the meet. Pole vault will be held at Century Field. Be sure you have all of the equipment, workers etc. in place.
10. Do not make District Schedules (APPENDIX C) for the athletes. Assume their coaches have done this. You may want to post a few, though, and they are at each event on the clipboard.

11. Have copies of the Provincial track schedule in the booth for athletes to look at and take (they are found on the SHSAA website.) Their decision whether to participate in Provincials may be based on what day or time their event would be at.
12. **As commissioner, your job during the meet is to oversee and problem solve. You should not be doing any jobs on the track.** If you get everyone organized well, your job during the meet will be painless, relaxed and simple.

DAY OF THE MEET:

1. Get there very early (8:00 am suggested for Day 1 and 7:30 a.m. suggested for Day 2,). Set up the sound booth. Have people assist you in setting up equipment. Ensure set up of starter gun as well (Talk to your gun operators to ensure they are there early enough to ensure this is done before the meet, so the meet can begin on time).
2. Have one of the headsets or handsets. You are the booth coordinator, so you oversee all communications.
3. Do not allow the starting order of races or lane assignments to change unless EVERYONE (starters, finish line, recorder etc.) knows what's going on. This could cause major problems with the data collection
4. Results sheets will be run to the booth by the winners or the "runner" of the specific event. Two copies of results are then made - one copy goes into a file folder (check off the events as they are entered into each folder) for award presentations, another copy gets posted in the results shed.
5. Ask all athletes (via the announcer) to clean up all garbage throughout the day.
6. Announce aggregate winners after the 4 x 400m relays.
7. Results/Standings sheets need to be printed immediately
8. Relay team selection for Provincials will occur at the coaches meeting held right after the meet. If possible, an ECDAA relays coach will be appointed. Ask the coach to provide you with a list of their team, athlete names and schools. It is also good for your own sake in case it is needed at Provincials (APPENDIX K).

AFTER THE MEET:

1. Ensure that all relay teams and coaches are in place. It is a good idea to compile a list of relay team members/coaches and email it to all schools and keep one for your own sake in case it is needed at Provincials (APPENDIX K).
2. Ensure that the District file gets to the SHSAA a.s.a.p. They will have specified a deadline.
3. You will have received a working assignment for provincials from the SHSAA. Assign a district coach and other coaches as needed to work at Provincials. Talk to Curtis Spelay at YRHS.
4. Compile the results sheets, individual and team standings sheet and revised records sheets (APPENDIX D) and placed in the track handbook. Email (via President) them to each school.

5. Write up a commissioner's report complete with pre-meet information, results and most importantly recommendations and send this to the President.
6. **Revise any and all aspects of this Handbook.** Failure to do so will negate the whole principle of compiling this Handbook in the first place.
7. Pass the revised Track Handbook on to the ECDA President

DUTIES OF THE COMPUTER OPERATORS (Hy-Tek)

(Instructions to be sent to schools prior to District Meet)

Seeding the Meet

- all entries from the various teams and schools must be received before the events can be seeded. (Unfortunately this means that there is little that can be done until just a day or two before the meet. Sometimes it ends up being the night before if just one coach is late sending in the entries) As the entries are received save them all into one common folder on the computer that will be used for running Meet Manager.

- select *File, Import Entries*
- import competition numbers as well
- if possible, make all corrections to the entries prior to beginning the seeding process.
- to begin seeding, click *Seeding* on the main menu. Click on *Select All* and then *Start Seeding*. The program will work through all the events one-by-one. Since our district does not send in times/distances with entries we simply randomize all entries as they are seeded.
- for track events to correct advancement formulas must be selected.
- 100 metres: option 3 - top 2 plus next 8 best times
- 200 metres: option 4 - top 0 plus next 6 best times
- lane and flight arrangements will be displayed. Try to re-arrange athletes so that athletes from the same district are not within the same heat/flight, or at least are not next to each other. On track events, fill the centre lanes first and lane 1 last. (The 100 metre races use 8 lanes while others only use 6.)

Printouts for Events

- Printouts are done from the *Reports* menu.
- track events require 3 printouts. Print 2 copies of the "Finish Line Sheets" (one for timers and one for place judges) and 1 copy of the "Meet Program" (for the starter).
- field events require "Field Event Score Sheets". Long Jump and Triple Jump require two copies while the rest only need one copy.

Athletes Changing Events

- if you are informed of changes prior to the meet starting, but after printouts have been done:
 - to **scratch** athletes, go to the *Athletes* menu, find the athlete, and clear the check box for the event. This will remove them from the events, but they will still be on the printouts. Ask the coaches to go to the event officials and inform them that the athlete has been scratched. (unless you re-seed the events and print new printouts)
 - to add athletes, go to the *Run* menu, find the event and add the athlete by typing in their competitor number. If time permits, reprint the sheets for the events. (Alternately, go to the *Athletes* menu and add the event for that athlete, then re-seed the event and reprint.)
- if you find changes have been made at the events
(Note: SHSAA rules govern how this is allowed, so check with officials)
- while scoring the event, type in the correct codes:
 - **DNS** if the athlete did not compete
 - **DQ** if the athlete did compete but was disqualified
 - **DNF** if the athlete competed but did not finish the event
 - **NT** - no time
 - **ND** - no distance
 - **NH** - no height
 - Scratch** - by coach

- if athletes have been added at the event, they can be added while scoring the event. Type in their competitor number in the event.
- suggestion: have a log sheet for additions and scratches, requiring the coaches who make the changes to write down their names for each change. (Sometimes changes are made by one coach and then another comes in and asks who made the change.)

Entering Results

- all results are entered under *Run* from the main menu
- choose the session you are working with
- events will generally be coming in order, but not necessarily.
- results at the events are usually recorded with two decimal points, but as a general rule we should round the results to one decimal point because the measurements and timings aren't really that accurate (especially with hand timing on the track)
- to ensure new records are recognized:
 - watch as results are entered - if a record is broken the previous record (top right) will be highlighted
 - to ensure printouts display the records, under the *Run* menu go to *Preferences, Results* and ensure that there is a check beside *Records*. These will be announced.
 - the entries and records may show two decimal points, but should really be rounded to one decimal point (hand timing isn't that accurate). If a result is with 1/10 of a record the results (or record) should be adjusted to show that the athlete *tied* the record.
- click on the event, type in the results
- in case of more than one athlete having the same distance/time, check if the event officials have left a tie or judged places. The program will leave it as a tie unless you "judge" by clicking on **JD** and type the placings in the first column, then click OK. Refer

to the sheet from the events for placings.

- when all results for an event are entered, click on **Score**. This will also send a copy of the results to the printer. Usually print 3 copies - one for the results binder, one to the awards presentation and one to post on the results boards. The *Status* should change to *Scored on the Event List*.

- for 100 metre preliminaries: enter heat results then click *List* to print the heat results.

The *Q/q* on the printout indicates those who qualify to advance to the finals.

- to seed the finals, click on *Seed*. The status of the preliminary race should show *Done* and the Finals should be available to seed at the bottom of the list. Click on *Seed*, then *Seed by Place*, *Then by Time*. Next, select *Randomize in Pairs*, which gives the centre lanes to the faster times and the outside lanes to the slower times. Print out the track sheets (3 copies as before), and when all the sheets are ready for the 100 finals, send them out to the track.

- for 200 metre preliminaries.

- advance by time only (not places)

- do not randomize lanes

Printouts

- To printout **team scores** for area teams:

- Reports, Scores

- Gender Choices: Combined

- Report Type: Team

- Grouping: Normal

- Reports, Medal Count

- results for website etc.

- Reports, Results

- select all

- accept defaults, Flat HTML

- **new records**

- Reports, Meet Summary

- session: all events

- by event

- record breakers

- both genders

- **end of meet reports for provincial team selection**

- Reports, Results

- highlight only events for Midget, Junior & Senior

- “top how many” should be 6

- clear “1 event per page”

- Style “Compiled”

- save as “flat html”, then print it

- **for a complete printout of all events, do the same as above but**

- highlight all events

- clear “top how many”

- this can be distributed to coaches, media, etc.

- **individual points for aggregate awards**

- Reports, Scores

- Gender: check both male and female
- Report Type: Individual
- Grouping: By Division
- Athlete Criteria: no age criteria
- Top How Many: 3

DUTIES OF THE ANNOUNCER

- Commissioner:
- photocopy this sheet and give it to the announcer to use during the day
 - have the announcer add to this list as necessary throughout the day

MATERIALS NECESSARY:

- scrap paper (plenty)
- pens (3)
- track and field schedule
- wristwatch/phone

NOTES:

- when not using the microphone, turn it off, as all comments from the booth/motorhome between announcements will be heard by the entire meet.
- you should be in place by 1:30 pm on Day 1 and 9:00 a.m. on Day 2.
- someone may come up to the booth to show you how to use the sound system (it's very simple)
- keep this sheet with you in the booth. Be sure to add or delete information as you feel necessary to help next year's announcer do the job effectively and efficiently.

Give it back to the commissioner at the end of the meet so he/she may revise it.

AT THE START OF THE MEET:

- remind all coaches to come up to the booth/motorhome immediately to make any scratches or changes (they should be made before 1:30 pm on Day 1 and 9:00 a.m. on Day 2)
- remind all event coordinators to come up to the booth/motorhome to get their clipboards
- remind all track athletes that if they are running the 100m, 200m, 400m, 4X100m relay, or hurdles, their number must be on the BACK. If they are running the 800m, 1500m, 3000 or 4X400m relay, their number must be on the FRONT.
- call all the first events, explaining where each event takes place (for the track, explain where they should go to check in with the clerks)
- inform all athletes as to the whereabouts of the first aid/ booth
- remind all athletes and event coordinators to send the results sheets to the results shed with the first place finisher in all field events.

DURING THE MEET (periodic announcements of the following):

- If record is broken announce old record (name, year, time/distance, etc.), then announce new record
- repeat the announcements listed under "at the start of the meet" periodically
- call each event about 10 minutes before they are to start, reminding athletes where to go. The track coordinator will remind you to call athletes to the track events

- keep people informed as to whether events are on time, behind or ahead
- remind those running field events to be as accommodating as possible to those athletes who have to leave for a track event or relay and return later to finish their event
- read out results as they are handed to you. Be sure to say their name and school
- read updates of the standings as they are handed to you
- remind athletes to inform their coaches if they are scratching from an event, and that it is up to the coach to go to the event to delete their athlete
- keep the general public informed as to what is going on at the meet at the moment
- remind event coordinators to clearly mark on their results sheets if a record has been broken
- just before the 4X400 races, ask all athletes to do quick garbage clean up
- just after the 4X400 races, ask everyone to wait a few minutes for the awards presentations.

RELAY ANNOUNCING:

- as other events end, remind all event coordinators to bring their clipboards back to the booth
- before the relays start, remind the athletes that all 4X100m relay runners should have their numbers on their backs and all 4X400m relay runners should have their numbers on their front.
- remind all exchange judges to get in place. If people are missing, the commissioner will tell you which school/ (competing unit) is responsible for which exchange and you can announce that we need these people in place NOW.
- you are responsible for checking that all exchange judges are ready prior to EACH 4X100m relay. Wait for the runners to be sent to their corners, give them a minute to get instructions, then say "Exchange 1, are you ready?" They should show the green sheet attached to the binder, to show they are ready. Repeat for exchanges 2 and 3. When all exchanges are ready, tell the starter we're ready to go.
- Immediately after each 4X100, you need to check with each exchange judge for disqualifications. Say, "Exchange 1, are there any disqualifications?" If there are no disqualifications, the exchange judge will hold up the green sheet attached to their binder. If there are, they will let you know by showing the yellow sheet attached to the binder. . Repeat for exchanges 2 and 3. If an exchange judge has a disqualification they must tell the finish line to disqualify the team in the offending lane.

AFTER THE MEET:

- give this sheet back to the commissioner with your notes, recommendations, and changes on it

SETTING UP THE WORKERS

Based on competing units.

A) **Commissioner/Meet Director (1)** - organizes, oversees

B) In the Booth

Announcer (1) - must have good voice clarity and enunciation, and a sense of humor helps

Computer Operators/Results (2) - one must have working knowledge of HyTek program

C) On the track (confirm all of these volunteers before putting their name on the pre-meet information):

Starters (2) –. See section on STARTER GUN AND BLANKS in this Handbook)

- Track Marshall (2)**
- must be knowledgeable about rules of track events
 - must have good organizational skills
 - must have patience and ability to work with young athletes
- Track Judge (1)**
- must be knowledgeable about rules of track events
 - ideally will not be assigned any other duties
- Track Timers**
- must be focus with ability to take direction and pay attention to detail
- Field Judge (1)**
- must be knowledgeable about rules of field events
 - ideally will not be assigned any other duties
- Finish Line Coordinator (1)**
- must be knowledgeable about the routines at the finish line
 - must be organized and able to coordinate workers well
- Hurdles Coordinator (1)**
- must know where the hurdles should be placed for each different event
 - must be free from commitment during the hurdles races
 - in the past, the hurdles coordinator has utilized the athletes from his/her school to get the hurdles set up in the morning, move and adjust them between races, and take them down and put them away after the last event. Confirm if this will happen. Find other school's (your own, for instance) athletes to volunteer if necessary
- Pickers/Place Judges** - sit on "ladder" on the infield and decide the order of finish

D) Event workers - if the same school/competing units run the same events year in and year out, some consistency develops. It is suggested you retain the same school divisions at the stations. All school units bring their own equipment (apparatus, lime, stopwatches, tape measures etc.) and should make an effort to know the rules for the event. **Please see the duties of the workers as listed in the Appendices.**

High Jump – Assigned by the Commissioner in consultation with ECDAA members
Long Jump – Assigned by the Commissioner in consultation with ECDAA members
Triple Jump – Assigned by the Commissioner in consultation with ECDAA members
Pole Vault – Assigned by the Commissioner in consultation with ECDAA members
Shot Put – Assigned by the Commissioner in consultation with ECDAA members
Discus –Assigned by the Commissioner in consultation with ECDAA members
Javelin – Assigned by the Commissioner in consultation with ECDAA members

F) Relay marshals are needed, two per exchange. Try to utilize the Competing units that would likely have the most people free:

1st exchange judges (2)
2nd exchange judges (2)
3rd exchange judges (2)

UNIFORMS

There are two types of uniforms – Razor Back (Narrow Back), which are the Boys uniforms and a wider back which are the Girls uniforms. Sort the uniforms according to sex and by size. Please note that the uniforms for both Boys and Girls have the same number (We have number ranges from 400 – 449 and we have 100 uniforms, so some of the numbers had to be used twice). YOU

CANNOT ASSIGN THE SAME NUMBER WITHIN THE SAME CATEGORY – i.e. two Midget Boys with the same number!)

Develop and/or copy forms for your uniform assignor (APPENDIX I).

At the Provincial meet, try to get the uniforms from the athletes or coaches before they leave. It is an incredible headache trying to get them afterwards. Afterward, make a list of those uniforms which are missing and contact the school(s) about their return (APPENDIX L). Failure to return a uniform is the responsibility of the school. Bill them if necessary.

HEADSETS/HANDSETS

Communication between the booth (commissioner), the starters (clerks), and the finish line coordinator is absolutely essential. The use of head and handsets is crucial to the operation of the meet. The supplier of the head and handsets will be determined annually between the commissioner and the ECDA members.

The number of headsets needed will be determined prior to the meet.

The field judge should also have a headset enabling that person to walk around to the field events at each starting time and relay to the announcer the names of athletes who hadn't shown up yet, saving time and effort in sending a runner.

SUPPLIES

Things you need in the results shed first thing in the morning:

- laptop, power bar, extension cord and printer
- clipboards/binders loaded with
 - a schedule taped on the back
 - rules for the event
 - event sheets (put them into chronological order)
 - records
 - a sharpened pencil(s)

NOTE: you will need 4 binders with track event sheets -
One for the Marshall, one at start line, one at finish line.

- pens
- pencils
- medals 1st, 2nd and 3rd
- ribbons
- ribbons only for 1st, 2nd and 3rd in the relays
- headsets/radios
- extra batteries for headsets
- schedules
- markers
- 8 file folders (one for each age/sex category) with a list of all the events on the front to be checked off as the final results for each event are entered into the folder
- staplers (2) and extra staples
- masking tape (2 rolls)

Things that help in the results shed:

- cellular phone

- safety pins (always handy)
- highlighter pen
- ruler
- scissors
- white out

Things you may need or want in the results shed/motorhome:

- extra tape measures
- zip ties for hanging results boards
- pencil sharpener
- extension cord and octopus
- extra stopwatches
- scotch tape
- athletic tape
- popsicle sticks to use as lap counters for longer races
- clear medium garbage bags (put over clipboards if it is raining to keep papers dry)

RIBBONS/MEDALS

Ribbons and medals will be supplied by Vice President of ECDAA and will be picked up the day of the spring meeting. Be sure to communicate with the Vice President prior to the meeting.

The following outlines the number of medals/ribbons needed for the meet. All medals/ribbons will be handed out at the tower. The numbers listed below speak to the number of medals (1st, 2nd and 3rd) and the number of ribbons (4th, 5th, 6th, 7th & 8th) per event per gender.

PAST AND FUTURE COMMISSIONERS

2007	Scott Hoffort	CTT Secondary
2008	Curtis Spelay	Melville Secondary
2009	Curtis Spelay	Melville Secondary
2010	Terry Zack	Potashville
2011	Meet cancelled	Potashville
2012	Kent Seerey, Kevin & Chantel Kitchen	ELSD East
2013	Kent Seerey, Kevin & Chantel Kitchen	ELSD East
2014	James Holowaty & Kipp Bayer	ELSD West
2015	Kipp Bayer	ELSD West
2016	Scott Hoffort	CTT Secondary

2017	Scott Hoffort	CTT Secondary
2018		YRHS
2019		YRHS
2020		Melville Secondary
2021		Melville Secondary

AT THE PROVINCIAL MEET:

1. Be conspicuous at all times. You may be called upon to problem solve District concerns. Ensure your assigned workers show up at their events (we get fined if this doesn't happen)
2. Take along all the District athlete and event lists and relay team sheets (APPENDICES I, J, and K respectively) so you can readily problem solve as necessary.
3. Take along extra uniforms in case they are needed.
4. Take your uniform assignment sheets (APPENDIX I) so that as you collect uniforms -- you can cross names off your list.
5. At the gate on Friday morning, pick up the East Central District package (envelope). You should not have to stand at the entrance to register District athletes as the SHSAA has a master list of all athletes and they take care of this. Go through the package and distribute items within as necessary
6. Attend the coaches meetings and select one other coach to attend with you) Friday before the meet and Saturday at noon.
7. Collect as many athletes' jerseys as possible before you leave. Check off the returned ones from your list. Follow up phone calls, emails, or even a follow up letter (APPENDIX L) may be necessary to obtain all unreturned jerseys.
8. It is not necessary to forward results from Provincials on to each school as the SHSAA will publish complete results online.

**** See SHSAA Handbook & Directory for all Provincial Competition Information. ****

Appendix A

District Track 2016 To Do

Pre-Meet

- Double Check track is booked
- Book Staff Lounge for coaches meeting. (May 3rd at 6:00pm)
- Book room at YRHS for post coaches meeting
 - May 26th, 2015 5-8pm
- Awards
 - Contact Bob Edwards – hand out medals
 - Dan Alspach - Medal/Ribbon's
 - Order 10 Aggregate Awards – Parks Jewellery - Contact Gary at 782-2927
- Phone GX – Contact Brett Carruthers - email: bcarruthers@harvardbroadcasting.com
- Phone Yorkton this Week – Contact Randy Brenzen – email: randy@yorktonthisweek.com
- Bleachers – Call City of Yorkton for 2 bleachers (Matt 786-1779, 828-2450 or Cell 621-2244)
- Communication – head/hand sets (Dale Sidoryk at Saltcoats) – 12 radios needed
- Concession - Contact Jason Payne at YRHS
- Photocopy Athlete #'s (none needed for YRHS, SHHS or MCS)
 - These were purchased from Sportfactor
- Records
 - Make sure records are updated and entered in Hy-tek
- Send out Pre-meet Information and coaches meeting agenda
 - Double check age group dates
 - Check Pole Vault Date
- Equipment
 - Clipboards, tape, binders, etc.
 - Plastic bags
 - Rope, flag tape
 - Extra tapes and long jump markers.
 - Zip Ties
 - Binders for Exchange Judges for relays (green and red side)

Day of Meet

- Ensure all event coordinators have a radio and binder with event sheets
- Posting Results/ Handing out medals
- Announcer
 - Avoid talking when races are trying to start
 - Schedule of events
 - Old Record Holder (Name, distance/time, school and year) when a new record has been set
 - Coaches Meeting

After the Meet

- Jersey's for Provincials – Contact Mike Haczewicz at YRHS
- Schedule available at district meet
- Provincial Relay Team Coaches
- Assign provincial meet workers
- Commissioner Report
 - Duties/recommendations
 - Pass on to Dan – ECDAA

Provincial Track

- Event workers
- Extra uniforms
- Collect uniforms
- Pick up ECDAA package
- Attend coaches meeting

Appendix B

East Central District Athletic Association Track & Field Meet

Wednesday, May 25th, 2016 - 2 p.m.

Thursday, May 26th, 2016 - 9 a.m.

Yorkton Century Field

I. ENTRIES

A. Instructions for entering teams:

Entries this year will take place using the Team Manager software. Rick Heise from Esterhazy High School will be looking after registrations this year.

It is very important that the person in charge of entering athletes in your competing area; follows the Hy-tek instructions.

All Entries for District meet must be in by Wednesday May 18th, 2016

B. Age Classifications:

SENIOR - 16 and over as of August 31st, 2015

JUNIOR - Under 16 as of August 31st, 2015

MIDGET - Under 15 as of August 31st, 2015

BANTAM - Under 14 as of August 31st, 2015

PEE WEE - Under 13 as of August 31st, 2015

Athletes in grades 9-12 competing in the **Midget, Junior and Senior** categories are eligible for provincial competition and must meet all SHSAA eligibility requirements.

C. Each athlete may be entered in a maximum of four individual events all in the same age classification and only one 4x100 relay in their own or an older classification and may be entered in the open 4x400 relay.

D. In 2004 the East Central District was divided into the following competing units, each of which may enter a maximum of two athletes per event and one 4x100 relay per age classification.

Middle Years Division (Grade 6-8) (Pee Wee & Bantam)

1. Eastland Lakes East (EEM) – includes Kamsack Collegiate, Pelly, Preeceville, Norquay, Keeseekoose and Cote (numbers 560 – 599)
2. Eastland Lakes West (EWM) – includes Canora, Invermay, Sturgis (numbers 250-299)
3. Yorkton Catholic Middle (YCM) – includes Saint Michael's, Saint Paul's, Saint Al's, Saint Mary's, Saint Theodore (numbers 700-749)

4. York Urban Middle (YUM) – includes M.C. Knoll, Columbia, Dr. Brass (numbers 650-699)
5. York Rural Middle (YRM) – includes Springside, Calder, Saltcoats, Yorkdale Central (numbers 600-649)
6. Melville Middle (MM) – includes Melville Comprehensive, Saint Henry's, Grayson (numbers **101-149**)
7. Potashville Middle (PM) – includes Esterhazy, Langenburg, Churchbridge MacDonald School (Stockholm). (numbers 460-499)

Secondary Division (Grades 9-12) (Midget, Junior and Senior)

1. Eastland Lakes East Secondary (EES) includes Kamsack Collegiate Institute, Pelly, Preeceville, Norquay, Keeseekoose, Cote (numbers 500-559)
2. Eastland Lakes West Secondary (EWS) includes Canora, Invermay, Sturgis (numbers 201-249)
3. Yorkton Catholic Secondary (YCS) – includes Sacred Heart High School only (numbers 300-399)
4. York Regional Secondary (YRS) – includes Yorkton Regional High School only (numbers 1-99)
5. Melville Secondary (MS) – includes Melville Comprehensive (numbers 150-199)
6. Potashville Secondary (PS) – includes Esterhazy, Langenburg, Churchbridge & Stockholm (grade 9) (numbers **401-459**)

Note: Please assign athlete numbers as indicated above.

Track & field coordinators are responsible for ensuring numbers are distributed to all of their athletes.

II. MEET PARTICULARS

- A. If the meet must be postponed because of weather, it will be announced on CJGX radio before 9 a.m. on Tuesday and by 6 a.m. on Wednesday.
- B. Please instruct your athletes to wear their assigned numbers while competing.
 - **Hurdles, 100 m, 200m, 400 m sprints – on the back**
 - **All other events – on the front**
- C. Track/Field Event Conflict Procedure
Coaches, in the event of an athlete having a track event running at the same time as a field event, please instruct your athletes to do the following:
 1. Check in with the officials at both events AND inform them of the event conflict.
 2. Compete at the field event until shortly before the track heat or section is about to start.
 3. Athletes in a field event can request to jump or throw out of the assigned order, but once a round is closed, their turn is missed and is considered a

pass. For example, an athlete can request to jump or throw first in round one and last in round two, in order to free up time to run a race.

4. In high jump and pole vault, once the number of competitors is reduced to eight or less, the official will attempt to delay the competition, within reason, to accommodate a race. However, in order to keep to the schedule, the official may have to resume the event in which case the athlete will have to resume competition at the current height.
- D. All S.H.S.A.A. rules regarding headwear and jewelry will be followed.
- E. Only coaches may change entries, whether by addition or deletion.
- F. To facilitate the proper, administration of the meet, we ask that coaches restrict their entries to athletes who are properly trained in technique and instructed in track protocols.

III. SCORING AND AWARDS

- A. Team results in both middle years and secondary will be announced at the completion of the meet.
- B. Individual awards will be presented as follows:
 1. Winners of the track & field events will deliver the results sheets to the scoring room. Once the results are tabulated gold, silver, bronze and ribbons from fourth to sixth will be given out at the results shed.
 2. Winners of the relay events will also be presented from first to third in all relays and will be presented at the results shed.
 3. Individual aggregate winners in all age and gender classes will be presented following the 4x400m relay at 4:00pm.

V. EVENT PARTICULARS

Note: Maximum spike length on track and runways is 6 mm.

Hurdles – 80 meters – all girls and bantam boys – timed sectional finals

100 meters – midget, junior, and senior boys – timed sectional finals

100 m – top 2 in each heat plus next 4 fastest times advance to final

200 m – top 6 times advance to final

400 m – all timed sectional final

800 m – timed final

1500m – timed final

3000m – timed final

Relays – 4x100 and 4x400 timed sectional final

Long Jump/Triple Jump – 3 jumps for all competitors; 3 more for top 6 final flight

High Jump/Pole Vault – please restrict spike length to 6 mm

Shot Put – 3 throws for all competitors; 3 more for top 6 final flight

- Pee Wee Boys & Pee Wee, Bantam and Midget Girls throw 3 kg
- Bantam and Midget Boys & Junior and Senior Girls throw 4 kg
- Senior and Junior Boys throw 12 lbs.

Discus – 3 throws for all competitors; 3 more for top 6 final flight

- all competitors throw 1 kg except Senior and Junior boys who throw 1.6 kg

Javelin (Bantam, Midget, Junior, and Senior categories only)

- 3 throws for all competitors; 3 more for top 6 final flight
- all competitors throw 600 g except Senior and Junior boys who throw 800 g

Quad Event (Two Categories - Junior, Senior boys and girls)

- 100m, 800m, Long Jump, Shot
- Separate from individual events
- Top 2 advance to Provincials
- Medals to top 3, ribbons for 4th-6th
- Able to run relays

IV. EVENT COORDINATORS AND OFFICIALS

Meet Director:	Bryce Krawetz Columbia School Phone (W) 786-5510 (H) 783-2346
Setup Crew:	Scott Hoffort, Garrett Karcha, Kevin Kitchen, Kent Seerey, Curtis Spelay & Kipp Bayer
Track and Field Judges:	Curtis Spelay (YRHS), Alan Sharp & Kevin Kitchen (KCI)
Starters:	Dale Sidoryk (Saltcoats) & Duane Miller (YRHS)
Track Marshalls:	Mike Haczekewicz (YRHS) and YRHS Students
Finish Line Coordinators:	Devin Sapara (YRHS) & Shawn Redmond (YRHS)
Track Timers:	Kurtis Decker (SHHS) & SHHS Students
Results:	Don Coleman (MCS) & Rick Heise (EHS)
Public Address:	Terry Zack (EHS)
Track and Field Awards:	Bob Edwards & Alan Sharp

High Jump:	Warren Burrell (St. Michaels) YCM
Triple Jump (North Pit):	Kipp Bayer (Sturgis) ELW
Long Jump (South Pit):	Tim Kempton & Luke Krienke (LHS)
Javelin:	Shauna Wirl (Church.) & Helpers from (MCS)
Discus:	OJ Kozey (Melvil.) & Mark Schendel (MC Knoll) YUM
Shot Put:	Scott Hoffort (SHHS) & Kent Seerey (Preeceville) ELE
Pole Vault:	Duane Miller (YRHS)
Relay Exchange #1:	Terry Zack (EHS)
Relay Exchange #2:	(St. Henry's Sr.)
Relay Exchange #3:	Leona Kitchen (CCS)

VI. MISCELLANEOUS

- A. A canteen will be provided on site.
- B. Washroom facilities are located on site, as well as change rooms.
- C. Special Olympic athletes are welcome as part of regular teams. Please make event coordinators aware of their abilities and special needs.

VII. DISTRICT TEAM SELECTION

- A. A team selection meeting for the provincial meet will be held in the Yorkton Regional High School immediately following the completion of meet. Your athletes will be at risk of non-selection if you are not there to represent them. Please confirm the availability of athletes for provincial competition prior to this meeting.

EAST CENTRAL DISTRICT TRACK AND FIELD CHAMPIONSHIP**Wednesday, May 25th and Thursday May 26th, 2016****Yorkton Century Field**

WEDNESDAY TRACK SCHEDULE			THURSDAY TRACK SCHEDULE		
Time	Division	Competition	Time	Division	Competition
2:00 p.m.	Pee Wee Girls	100 m Semi Final	9:30 a.m.	Pee Wee Girls	3000 m Final
2:05 p.m.	Pee Wee Boys	100 m Semi Final	9:30 a.m.	Pee Wee Boys	3000 m Final
2:10 p.m.	Bantam Girls	100 m Semi Final	9:45 a.m.	Bantam Girls	3000 m Final
2:15 p.m.	Bantam Boys	100 m Semi Final	9:45 a.m.	Bantam Boys	3000 m Final
2:20 p.m.	Midget Girls	100 m Semi Final	10:00 a.m.	Midget Girls	3000 m Final
2:25 p.m.	Midget Boys	100 m Semi Final	10:00 a.m.	Midget Boys	3000 m Final
2:30 p.m.	Jr. Girls	100 m Semi Final	10:15 a.m.	Jr. Girls	3000 m Final
2:35 p.m.	Jr. Boys	100 m Semi Final	10:15 a.m.	Jr. Boys	3000 m Final
2:40 p.m.	Sr. Girls	100 m Semi Final	10:15 a.m.	Sr. Girls	3000 m Final
2:45 p.m.	Sr. Boys	100 m Semi Final	10:15 a.m.	Sr. Boys	3000 m Final
3:00 p.m.	Pee Wee Girls	400 m Timed Final	10:30 a.m.	Pee Wee Girls	200 m Semi Final
3:05 p.m.	Pee Wee Boys	400 m Timed Final	10:35 a.m.	Pee Wee Boys	200 m Semi Final
3:10 p.m.	Bantam Girls	400 m Timed Final	10:40 a.m.	Bantam Girls	200 m Semi Final
3:15 p.m.	Bantam Boys	400 m Timed Final	10:45 a.m.	Bantam Boys	200 m Semi Final
3:20 p.m.	Midget Girls	400 m Timed Final	10:50 a.m.	Midget Girls	200 m Semi Final
3:25 p.m.	Midget Boys	400 m Timed Final	10:55 a.m.	Midget Boys	200 m Semi Final
3:30 p.m.	Jr. Girls	400 m Timed Final	11:00 a.m.	Jr. Girls	200 m Semi Final
3:35 p.m.	Jr. Boys	400 m Timed Final	11:05 a.m.	Jr. Boys	200 m Semi Final
3:40 p.m.	Sr. Girls	400 m Timed Final	11:10 a.m.	Sr. Girls	200 m Semi Final
3:45 p.m.	Sr. Boys	400 m Timed Final	11:15 a.m.	Sr. Boys	200 m Semi Final
4:00 p.m.	Pee Wee Girls	1500 m Timed Final	11:20 a.m.	Quadathalon Boys	100 m Timed Final
4:00 p.m.	Pee Wee Boys	1500 m Timed Final	11:25 a.m.	Quadathalon Girls	100 m Timed Final
4:15 p.m.	Bantam Girls	1500 m Timed Final	11:35 a.m.	Bantam Girls	80 m Hurdles Timed Final
4:15 p.m.	Bantam Boys	1500 m Timed Final	11:40 a.m.	Midget Girls	80 m Hurdles Timed Final
4:30 p.m.	Midget Girls	1500 m Timed Final	11:45 a.m.	Jr. Girls	80 m Hurdles Timed Final
4:30 p.m.	Midget Boys	1500 m Timed Final	11:50 p.m.	Sr. Girls	80 m Hurdles Timed Final
4:45 p.m.	Jr. Girls	1500 m Timed Final	12:00 p.m.	Bantam Boys	80 m Hurdles Timed Final
4:45 p.m.	Jr. Boys	1500 m Timed Final	12:10 p.m.	Midget Boys	100 m Hurdles Timed Final
5:00 p.m.	Sr. Girls	1500 m Timed Final	12:20 p.m.	Jr. Boys	100 m Hurdles Timed Final
5:00 p.m.	Sr. Boys	1500 m Timed Final	12:25 p.m.	Sr. Boys	100 m Hurdles Timed Final
5:15 p.m.	Pee Wee Girls	100 m Final	12:30 p.m.	Pee Wee Girls	800 m Timed Final
5:20 p.m.	Pee Wee Boys	100 m Final	12:35 p.m.	Pee Wee Boys	800 m Timed Final
5:25 p.m.	Bantam Girls	100 m Final	12:40 p.m.	Bantam Girls	800 m Timed Final
5:30 p.m.	Bantam Boys	100 m Final	12:45 p.m.	Bantam Boys	800 m Timed Final
5:35 p.m.	Midget Girls	100 m Final	12:50 p.m.	Midget Girls	800 m Timed Final
5:40 p.m.	Midget Boys	100 m Final	12:55 p.m.	Midget Boys	800 m Timed Final
5:45 p.m.	Jr. Girls	100 m Final	1:00 p.m.	Jr. Girls	800 m Timed Final
5:50 p.m.	Jr. Boys	100 m Final	1:05 p.m.	Jr. Boys	800 m Timed Final
5:55 p.m.	Sr. Girls	100 m Final	1:10 p.m.	Sr. Girls	800 m Timed Final
6:00 p.m.	Sr. Boys	100 m Final	1:15 p.m.	Sr. Boys	800 m Timed Final
			1:20 p.m. - 2:10 p.m. LUNCH BREAK		
			2:15 p.m.	Pee Wee Girls	200 m Final
			2:20 p.m.	Pee Wee Boys	200 m Final
			2:25 p.m.	Bantam Girls	200 m Final
			2:30 p.m.	Bantam Boys	200 m Final
			2:35 p.m.	Midget Girls	200 m Final
			2:40 p.m.	Midget Boys	200 m Final
			2:45 p.m.	Jr. Girls	200 m Final
			2:50 p.m.	Jr. Boys	200 m Final
			2:55 p.m.	Sr. Girls	200 m Final
			3:00 p.m.	Sr. Boys	200 m Final
			3:05 p.m.	Quadathalon Girls	800 m Timed Final
			3:10 p.m.	Quadathalon Boys	800 m Timed Final
			3:30 p.m.	Open Girls	4 x 400 m Relay
			3:45 p.m.	Open Boys	4 x 400 m Relay

EAST CENTRAL DISTRICT TRACK AND FIELD CHAMPIONSHIP						
Wednesday, May 25th and Thursday May 26th, 2016						
Yorkton Century Field						
Tuesday May 24th, 2016 - POLE VAULT						
WEDNESDAY FIELD SCHEDULE				THURSDAY FIELD SCHEDULE		
Time	Division	Competition		Time	Division	Competition
2:00 p.m.	Bantam Girls	High Jump		9:30 a.m.	Pee Wee Girls	High Jump
	Bantam Boys	Shot Put			Pee Wee Boys	Shot Put
	Midget Girls	Triple Jump			Bantam Girls	Javelin
	Midget Boys	Discus			Bantam Boys	Discus
	Junior Boys	Javelin			Sr. Girls	Long Jump
	Sr. Boys	Long Jump			Sr. Boys	Triple Jump
	3:00 p.m.	Pee Wee Boys			High Jump	Quadathalon Boys
	Bantam Girls	Triple Jump			Quadathalon Girls	Long Jump
	Bantam Boys	Long Jump			10:30 a.m.	Bantam Girls
	Midget Girls	Shot Put			Bantam Boys	Triple Jump
	Midget Boys	Javelin			Midget Girls	High Jump
	Senior Boys	Discus			Midget Boys	Shot Put
	4:00 p.m.	Pee Wee Girls			Triple Jump	Jr. Girls
	Pee Wee Boys	Discus			Sr. Boys	Javelin
	Bantam Girls	Shot Put		11:30 a.m.	Pee Wee Boys	Long Jump
	Midget Boys	Long Jump			Midget Girls	Javelin
	Jr. Girls	Javelin			Midget Boys	High Jump
	Sr. Girls	High Jump			Jr. Girls	Shot Put
	5:00 p.m.	Pee Wee Girls			Shot Put	Jr. Boys
	Midget Girls	Discus			Sr. Girls	Triple Jump
	Jr. Girls	Triple Jump			12:30 p.m.	Quadathalon Boys
	Jr. Boys	Long Jump			Quadathalon Girls	Shot Put
	Sr. Girls	Javelin		1:00 p.m.	Pee Wee Girls	Discus
	Sr. Boys	High Jump			Bantam Boys	Javelin
			Midget Girls		Long Jump	
		Midget Boys	Triple Jump			
		Jr. Boys	High Jump			
		Sr. Girls	Shot Put			
		2:00 p.m.	Bantam Boys	High Jump		
			Bantam Girls	Discus		
			Jr. Girls	Long Jump		
			Jr. Boys	Triple Jump		
			Sr. Boys	Shot Put		
			3:00 p.m.	Pee Wee Girls	Long Jump	
			Pee Wee Boys	Triple Jump		
			Jr. Girls	High Jump		
			Jr. Boys	Shot Put		
			Sr. Girls	Discus		

Appendix E

Hurdle Placement and Height

100M Hurdle Placement

Yellow Lines at YRHS

Start to first hurdle = 13m

Between hurdles = 8.5m

Last hurdle to finish line = 10.5m

80M Hurdle Placement (Bantam Boys, Junior & Senior Girls)

White Lines at YRHS

Start to first hurdle = 12m

Between hurdles = 8m

Last hurdle to finish line = 12m

80M Hurdle Placement (Bantam & Midget Girls)

Black Lines at YRHS

Start to first hurdle = 12m

Between hurdles = 7.5m

Last hurdle to finish line = 15.5m

Hurdle Height

80M – all age groups are at 30”

100M – Midget Boys are at 30”

100M – Junior Boys are at 33”

100M – Senior Boys are at 36”

Appendix F

Event Codes

Scratch: by coach only

DNS: athlete did not show

DQ: athlete competed but was disqualified (Ran out of lane on track)

DNF: athlete competed but did not finish

F: Fault (stepped over line, implement landed out of sector)

P: Pass (Athlete has passed at high jump for that height or did not want to jump that round in Long or Triple Jump)

NH: no height (competed but did not make starting height in high jump)

ND: no distance (competed but faulted all three attempts)

Appendix G

Track and Field Equipment Summary

Shot Put	PeeWee Boys & PeeWee, Bantam, and Midget Girls	3kg
	Bantam and Midget Boys, Junior & Senior Girls	4kg
	Junior and Senior Boys	12 lb
Discus	All PeeWee, Bantam, & Midgets	1kg
	Junior & Senior Girls	1kg
	Junior & Senior Boys	1.6 kg
Javelin	All PeeWee, Bantam, & Midgets	600gm.
	Junior & Senior Girls	600gm.
	Junior & Senior Boys	800gm.

Appendix H

ECDA – HIGH JUMP

STARTING HEIGHTS AND PROGRESSIONS FOR THE **DISTRICT CHAMPIONSHIP MEET**

GIRLS

PG	1.05	1.10	1.15	1.20	1.25	1.28	1.31	1.33	1.35	(+2)
BG	1.10	1.15	1.20	1.25	1.30	1.33	1.36	1.38	1.40	(+2)
MG	1.15	1.20	1.25	1.30	1.35	1.38	1.41	1.43	1.45	(+2)
JG	1.20	1.25	1.30	1.35	1.40	1.43	1.46	1.48	1.50	(+2)
SG	1.25	1.30	1.35	1.40	1.43	1.46	1.48	1.50	1.52	(+2)

BOYS

PB	1.15	1.20	1.25	1.30	1.33	1.36	1.39	1.41	1.43	(+2)
BB	1.25	1.35	1.40	1.45	1.48	1.51	1.54	1.56	1.58	(+2)
MB	1.40	1.45	1.50	1.55	1.60	1.63	1.66	1.69	1.71	(+2)
JB	1.45	1.50	1.55	1.60	1.65	1.68	1.71	1.74	1.76	(+2)
SB	1.50	1.55	1.60	1.65	1.70	1.73	1.76	1.79	1.81	(+2)

Appendix I

Uniform Assignment Sheets

MEN'S MEDIUM (15)

Singlet #	Name	School	Out	In
435				
436				
437				
438				
439				
440				
441				
442				
443				
444				
445				
446				
447				
448				
449				

MEN'S LARGE (23)

Singlet #	Name	School	Out	In
412				
413				
414				
415				
416				
417				
418				
419				
420				
421				
422				
423				
424				
425				
426				
427				
428				
429				
430				
431				

432				
433				
434				

MEN'S X-LARGE (12)

Singlet #	Name	School	Out	In
400				
401				
402				
403				
404				
405				
406				
407				
408				
409				
410				
411				

WOMEN'S SMALL (5)

Singlet #	Name	School	Out	In
400				
401				
402				
403				
404				

WOMEN'S MEDIUM (17)

Singlet #	Name	School	Out	In
405				
406				
407				
408				
409				
410				
411				
412				
413				
414				
415				
416				
417				
418				
419				

420				
421				

WOMEN'S LARGE (18)

Singlet #	Name	School	Out	In
422				
423				
424				
425				
426				
427				
428				
429				
430				
431				
432				
433				
434				
435				
436				
437				
438				
439				

WOMEN'S X-LARGE (10)

Singlet #	Name	School	Out	In
440				
441				
442				
443				
444				
445				
446				
447				
448				
449				

Appendix J

District Official Assignments

District: East Central

Event: High Jump

Each district is responsible for providing two officials for each session of the meet.

Session	Friday	Saturday
1	10:30	9:00
2	1:00	11:30
3	5:30	2:30

Please complete the names of the officials assigned to work each session

Session	Friday	Saturday
1	1. 2.	1. 2.
2	1. 2.	1. 2.
3	1. 2.	1. 2.

Appendix K

ECDA Provincial Relay Teams

4 X 100m

<i>Midget Boys</i>		
1		
2		
3		
4		
(Alt)		

<i>Midget Girls</i>		
1		
2		
3		
4		
(Alt)		

<i>Junior Boys</i>		
1		
2		
3		
4		
(Alt)		

<i>Junior Girls</i>		
1		
2		
3		
4		
(Alt)		

<i>Senior Boys</i>		
1		
2		
3		
4		
(Alt)		

<i>Senior Girls</i>		
1		
2		
3		
4		
(Alt)		

4 X 400m

<i>Open Boys</i>		
1		
2		
3		
4		
(Alt)		

<i>Open Girls</i>		
1		
2		
3		
4		
(Alt)		

Appendix L

Attention all Division Athletic Reps:

The following students have not returned their track and field singlet to me following provincials in Regina. I am making it your responsibility to inform the student(s) in your school and have the singlets mailed to me A.S.A.P. I would like to sort this out promptly. I will be looking for the singlet(s) so I can get this task out of the way!! THANKS for your cooperation on this matter.

Signed

Bryce Krawetz
ECDA

Appendix M

Commissioner Recommendations

It is critically important to the future of ECDA track and field that the current commissioner update the Handbook and place Commissioners Report in this document.