

INTRODUCTION

On behalf of the MHSА Executive Board, MHSА Staff and MHSА member schools, thank you for your willingness to manage a post season track and field meet. This manual has been prepared to provide a better understanding of the administration of MHSА sponsored events. It will serve as a guide to track and field meet managers and will provide for greater consistency.

I. PREPARING FOR AND MANAGING YOUR TRACK AND FIELD MEET

A. AWARDS

- **Awards—Trophies and individual awards:** The only trophies or individual awards that may be presented at any MHSА track and field meet site shall be those provided by the MHSА. No school shall be permitted to purchase or present additional trophies or individual awards over and above those authorized by the MHSА. (See rule 2, page 41, and "Athletic Awards – Track", pages 43-44, of the MHSА Handbook.) Neither the MHSА Executive Board/Office Staff nor the district/divisional officers has the authority to set aside any of the awards rules established by vote of the MHSА membership. The Executive Board has purchased trophies for all district, divisional and state track and field meets from Universal Awards and they will be shipped directly from Billings to meet managers. The Montana High School Association will pay for these trophies and awards. Awards should be inventoried when they arrive at your site. Individual ribbons/medals will be awarded to the top six (6) place winners in each event and those ribbons/medals should be placed in a bag and labeled for each event for easier reference. Duplicate ribbons and medals for individual ties and trophies for team ties must be ordered and purchased by the MHSА. Please contact Kip Ryan at the MHSА office to report ribbon, medal and trophy needs for individual and team ties.

B. MEET ENTRIES

- **All post season track and field meets shall be conducted under the Track and Field Rules of the National Federation (NFHS) except when modified by the Association Rules.**
- **Athlete post season competition requirement:** For an athlete to be eligible to compete in post-season competition he/she must compete in at least two (2) Association sanctioned meets, which can be varsity or sub varsity meets, during the regular track and field season. Only a medical waiver from a certified physician stating that an athlete has sustained an injury preventing him/her from competing until that time will be accepted as a condition to be exempt from the rule. The high school for which the student will participate must file a request with the MHSА Executive Director for consideration of a waiver of this rule
- **Entries in Meet:** MHSА rules modify Rule 4, Section 2, Article 4 of the National Federation Track Rules to provide that each school can enter up to five (5) contestants per individual event in meets involving four or more schools. In one day meets, a competitor shall not be allowed to participate in more than five events (track and/or field, including relays). Divisional track meets may be conducted on two days, providing the meet does not start before 2:00 p.m. on the first day and that the requirements for limitations on the number of events remain the same as for a one day meet, unless multiple divisions are participating in the same meet – then the starting time may be adjusted to 12:00 noon on the first day of the meet. For track and field meets, if a competitor exceeds participation limitations by competing in six or more events and the violation is not discovered until:

- Immediately following the competition in the sixth event and before the results of that event have been approved by the head finish or field event judge. **RULING:** The competitor will forfeit all places, team points and medals earned in all events. Lower place winners will be advanced to fill the place vacated by the disqualified competitor in that event only.
- The completion of the event has been approved by the head finish or field event judge. **RULING:** The competitor will forfeit all places, team points and medals earned in all events. Lower place winners will NOT be advanced to fill vacant places. **COMMENT:** Re-ranking the order of finish is only done when an “apparent place winner” has been disqualified. This means before the order of finish has been approved by the head finish or field judge. **ANY DISQUALIFICATION AFTER PLACES HAVE BEEN**

DETERMINED AND APPROVED (SIGNED) BY THE HEAD FINISH OR FIELD EVENT JUDGE VACATES THE PLACE AND VOIDS THE POINTS ASSIGNED TO THAT PLACE. Exceeding participation limitations is not intended to be consistent with the penalties for an athlete who is disqualified for unsportsmanlike conduct. It is consistent with the use of an ineligible athlete.

- If a violation is discovered after the completion of the meet, but within ten (10) days following the conclusion of the meet, the competitor will forfeit all places, team points and medals earned in all events and the meet score will be corrected.
 - Contestants officially become competitors when they report to the clerk of the course or field event judge for an event in which they are entered.
- **Limitation of events:** MHSAs rules also modify National Federation Track & Field rule 4, section 2, articles 1 and 2, Limitation of events: In one-day meets a contestant shall not be allowed to participate in more than five events (track and/or field), including relays. It is possible for a competitor to qualify in 5 individual events at the divisional and then also compete on a relay team or teams at the state meet, thus participating in more than 5 events. The state meet is considered to be more than a one day meet. At the divisional and state meets, all qualifying relay teams are not limited to the same personnel who participated in the district or divisional meets. No substitutions are allowed in individual event(s).
- **Athletic.net**, has been designated the website for MHSAs track and field data this season. Coaches in all classifications are encouraged to establish their online profiles if they have not already done so. Instructions are available by clicking the following link and reading the directions in the blog. <http://www.athletic.net/TrackAndField/School.aspx?SchoolID=22658> Also, the above link is located at the bottom of the Track and Field page on the MHSAs website (www.mhsa.org).

Athletic.net is the site that will be used for submission of state meet entries in all Classifications. Athletic.net has added the qualifying standards for all Classifications to their site. Athletic.net has a YouTube channel, which includes the most commonly used video for uploading results. By scrolling down the page, users can view a variety of other helpful videos. Here’s the link: <https://www.youtube.com/user/AthleticNetVideos>

Please refer to the **Athletic.net Information Appendix** of this manual for Athletic.net information, which is hyperlinked on the Track and Field page of the MHSAs website (www.mhsa.org).

C. SAFETY

- **Certificate of insurance:** If your meet venue requires a certificate of insurance, please call the MHSAs Office and a form to be completed and sent to Dissinger Insurance (MHSAs Insurance provider) will be sent to you. Events hosted at high school gymnasiums, football fields, tracks etc., are generally covered by the host school’s liability insurance, but other facilities may require these certificates.

- **Competition areas:** The expectation of competition areas is to have minimal risk or distractions favorable for all competitors. With that in mind, on days of competition at track and field meets, athletes should not be allowed to have radios, recorders, iPods, cell phones/camera/smart phones, video cameras and other electronic devices on the field of competition. To help avoid injury to athletes in the long jump/triple jump events, it is recommended that the entire material (sand, etc.) used in long jump/triple jump pits should be turned over/loosened/tilled before each practice and meet.
- **Pole vault safety consideration:** Prior to the competition, the head coach must verify on the [pole vault competitor's event verification form](#) (refer to the **Resources for Track and Field Meet Manager Appendix** of this manual for a copy of this form) that each of the school's pole vaulters and poles meet the requirements in NFHS Track and Field Rule 6-5-3. Before warm-ups, the head referee or head field event judge shall inspect each pole to be used in the competition to verify that the poles are legal equipment. This includes checking the placement of a top hand-hold band, numerical pole ratings a minimum of $\frac{3}{4}$ inches in a contrasting color located within or above the top hand-hold band and the proper binding of not more than two layers of adhesive tape of uniform thickness. The binding shall not be on or above the top hand-hold band. A competitor shall not use a variable weight pole, a pole which is improperly marked, a pole rated below his/her weight, or any other equipment that is not legal, during warm-up or competition. Each pole is required to have the manufacturer's pole rating mark, which must be a minimum of $\frac{3}{4}$ inches in contrasting color. Etchings, serial numbers etc. that may appear on poles shall not meet or replace this requirement. Altering the pole in any fashion renders the pole illegal.
- **Pole vault coaches' box:** It is recommended that a pole vault coaches' box be designated near the pole vault event. One (1) coach should be allowed in the coaches' box and should be issued some type of credentials to be display which will allow meet officials to easily determine the presence of unauthorized individuals in this restricted area. The intent of the coaches' box is for the coach to better serve the competitor(s) in maximizing his/her performance and to allow the coach to observe and confer (orally and visually) with the competitor to provide immediate and safety event performance evaluations.
- **Safety in field events:** The nature of the sport has many events taking place concurrently. Due to implements being thrown adjacent to the running track and field event venues located inside the track, it is very important for the meet director to make every effort in creating an environment which minimizes risk of injury for all parties involved at a track and field meet. An event official should report to the event area at least 45 minutes to an hour prior to the scheduled time of the event. Warm-ups shall not be allowed unless supervised by an event official and field event areas should be designated as "closed" prior to arrival of such an official. Once competition begins there shall be no further practice in any area. The event judge shall acknowledge when the area is clear and judges are ready to mark and record results. During both practice and competition, implements shall be carried outside the throwing sectors and returned to the throwing area. Implements shall never be thrown back. At the conclusion of any field event, there shall be no further practice and implements shall be removed from the area. Competitors violating safety rules shall receive a warning, and for a second offense, shall be disqualified from the event. If the incident reoccurs, the athlete will be disqualified from further competition in the meet. All throwing event landing sector should be corded off with rope, fence, or flags placed well outside the sector lines (it is recommended at least 40 feet—discus and javelin, at least 30 feet--shot put,) and as far as competitors in the competition may throw to enhance the safety of spectators and athletes. Spectators and non-throwing competitors must be restricted to a safe area. Spectators must be located behind these corded off areas. Spectators must never be allowed within the range of an implement reaching the landing area. Spectators violating safety rules at the site should be warned once and for a second violation shall be removed from the competition area. It is also appropriate to rope or flag the runways for all jumping events to keep the runway clear for competitors. All hard and unyielding surfaces

around the high jump and pole vault landing pits shall be padded or cushioned with a minimum of 2" dense foam or other suitable material. To help avoid injury to athletes in the long jump/triple jump events, it is recommended that the entire material (sand, etc.) used in long jump/triple jump pits should be turned over/loosened/tilled before each practice and meet.

- **Sportsmanship/Equipment Statement:** Prior to the start of a meet, the head coach from each team must verify that his/her team will exhibit good sportsmanship and that all contestants are legally equipped according to NFHS Track and Field Rules. Any questions about legal uniforms should be resolved prior to the start of a meet. The goal of all involved is to have each athlete participate and do so within the rules. **Refer to the Resources for Track and Field Meet Manager Appendix** of this manual for a copy of this form.
- **Throwing implements returned to competitors by officials:** Coaches and officials, including all those who may volunteer to assist with administration of the throwing events, must always work together to minimize the risk of injury due to improper return of throwing implements, lack of throwing sectors being cordoned off and/or lack of adequate training for those individuals working the event. A throwing implement should never be thrown or tossed back to the competitor once the trial is completed. There should be a predetermined process and individuals designated to have the responsibility to walk the implements back. This process should also include the path to follow when walking back to avoid walking through the throwing sector. This process should be carefully reviewed with all those working the event prior to any warm-ups commencing as well as at the coaches meeting and with the athletes as they report to the event for warm-ups and competition. Everyone involved should always be alert, as the unexpected can always happen. Equally important is the coach following similar procedures with his/her athletes during practice.

D. TICKET PROCEDURES

- **Ticket prices/pass policy:** For all district and divisional track meet, ticket prices are determined by each district or division. The MHSAA has established the ticket prices and pass policy for State Track and Field meets:

The following Pass Policy will be followed for State Track and Field Championships:

A. Administrators, athletic directors of participating schools, and coaches of participating schools only: Boys' AA and A - 7; Girls' AA and A - 7; Boys' B and C - 3; Girls' B and C - 3.

B. Contestants - Bona-fide contestants (1).

[Each school shall receive two (2) packets - one (1) for Boys Teams and one (1) for Girls Teams.]

C. Managers - One (1) per team per school.

D. Montana High School Coaches without contestants - None.

E. Media

1. Print news media - one pass for Associated Press and passes for working staff of local newspapers of teams in the tournament or newspapers in the marketing area of those teams. Members of the print media are required to show their Montana Newspaper Association press credentials when picking up their passes.

2. Television news media - passes for working staff of local stations of teams in the tournament or stations in the marketing area of those teams.

3. Commercial photography or broadcast - passes for working staff as contracted by the event manager or MHSAA.

4. Passes will not be issued for spouses or children who attend the event with working members of the media.

F. Montana High School Coaches other than track - None.

G. Track team members who call for tickets - None.

H. Families of any administrator, athletic director or coach - None.

Note: When more administrators and/or coaches attend than passes permitted by the above policy, extra tickets must be purchased.

State Track and Field Meet Ticket Prices:

The Executive Board has established the following minimum ticket prices for all State Track and Field Meets.

	Adult	Student
Single-Session (Friday or Saturday)	\$ 9.00	\$ 7.00
All-Session (two days)	\$17.00	\$12.00

- **Financial Report of the State Meet:** A financial report will be submitted to the MHSA Executive Director immediately following the competition of the State Track and Field Meets by each respective meet manager on the official MHSA report form.
- **Tickets for NorthWestern Energy: In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament / playoff tickets (all session reserved if your event offers reserved seating) in sets of two tickets per employee per envelope at will call for the use of Northwestern Energy employee. These tickets are to be provided at no charge to Northwestern Energy employees. Please request signatures from the employees' requesting the tickets. Per NWE policy, each employee can only claim two tickets. Refer to the Ticketing and Post-Tournament Finances appendix for the NorthWestern Energy ticket tracking form.**
- **Ticket Pass Chart:** MHSA passes must be honored at MHSA regular season events and MHSA post season events. **Refer to the Ticketing Appendix** of this manual for a link to obtain a sample ticket chart.

E. WEATHER CONCERNS

- **Weather concerns:** Lightning Storms: To help plan for weather related events, the NFHS has provided the following guidelines as a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning.
Proactive Planning

- Assign staff to monitor local weather conditions before and during events.
- Develop an evacuation plan, including identification of appropriate nearby shelters.
- Develop criteria for suspension and resumption of play:
- When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- Any other thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
- Hold periodic reviews for appropriate personnel.

Weather effects on field events: Another thing the meet manager should plan for is that if the weather is bad and field events can't be staged, alternate plans should be established before the meet starts to move the field events indoors or have the field events staged at a different time/location. The games committee and the meet referee should help develop these plans and if the field events are moved, consideration should be given to field event athletes in other events and the coaches should be kept informed of plans to change field event competitions. Before changing event sites or meet dates and/or locations, the MHSA must be notified and must approve a change in the District or Divisional Track and Field Meets.

F. LIST OF EVENTS

- For all state, divisional and district meets the following is a list of approved events for boys and girls:

Track Events

1. 100 Meter Dash
2. 200 Meter Dash
3. 400 Meter Dash
4. 110 Meter High Hurdles-boys
(10 hurdles: 39" high)
- 100 Meter High Hurdles-girls
(10 hurdles: 33" high)
5. 300 Meter Intermediate Hurdles
(8 hurdles: 36" for boys, 30" for girls)
6. 800 Meter Run
7. 1600 Meter Run
8. 3200 Meter Run
9. 400 Meter Relay
(4 competitors, 100 meters each)
10. 1600 Meter Relay
(4 competitors, 400 meters each)

Field Events

1. Pole Vault
2. High Jump
3. Long Jump
4. Triple Jump
5. Discus
6. Javelin
7. Shot Put

- **Order of events for boys and girls:** The order of events for track and field meets for a one session meet when no preliminary flights or heats are required — Rule 1, Section 2, Article 1A and Rule 1, Section 3, of the National Federation Track and Field Rules: For one session meets that require preliminaries the recommended order of events should follow Rule 1, Section 2, Article 1B and Rule 1, Section 3, of the National Federation Track and Field Rules(except when modified by the MHSAA)

G. ANNOUNCEMENTS, MEDIA, VIDEO AND WEBCAST

➤ Meet Announcer

A knowledgeable public-address announcer is a key to creating spectator interest in the meet. The announcer's primary job is to assist in keeping the meet on schedule, to aid competitors in reporting on time, alert coaches of the upcoming events and inform spectators of what is happening. The announcer's duties are many and varied. A good sense of timing and attention to detail are necessary. The announcer should:

1. Speak clearly and slowly.
2. Be serious but courteous.
3. Assist in keeping the meet on schedule.
4. Give pre-event calls. **Note:** It is recommended the first call be given 15 minutes before the event; the second call 10 minutes before the event; the final call 5 minutes before the event.
5. When making the first call for all field events, identify the location of each event.
6. Identify the location of the starting line for the first event, and each time it changes.
7. Announce results.
8. Dispense information and records, etc. but make no announcements during the starter's commands. Maintain silence when the gun is up.
9. Call attention to events and performances that might be missed by spectators.
10. Secure the proper pronunciation of contestants' names.
11. Be familiar with qualifying procedures for each event.
12. Be familiar with scoring procedures.

13. Prepare a script including an opening and closing statement.
14. Prepare announcer's time schedule.

Required MHSА Announcements:

By the direction of the Executive Board, the following announcements are designated for use during the course of the post season track and field meet. Also, **refer to the Announcers and Media Appendix** of this manual for samples and the list of announcements, all of which are also linked through the MHSА website (www.mhsa.org).

- [NorthWestern Energy](#)
- [Stockman Bank Sportsmanship announcement](#)
- [Farmers Union Insurance announcement](#)
- [Montana Army National Guard announcement](#)
- [Blue Cross Blue Shield of MT](#)

➤ **Media:**

Media Coverage: Media coverage is a very important part of any MHSА post season event. Whatever assistance that can be provided the media with their coverage of your event is always appreciated by those media agencies. Some of the requests media have in regard to their coverage of the post season event are:

- **Passes for the event**
Only bona-fide media representatives are entitled to passes. To receive a pass, one must have Montana Newspaper Association's credentials, must be a television station employee with proper identification or must be a radio station employee with proper identification. Pass arrangements should be made prior to the post season event with the meet manager. Media should display their press passes at all times.
- **Programs/Rosters for the event**
Providing the media with a packet of team rosters and a bracket or a meet program is always appreciated by the media.
- **Space for reporting**
The MHSА requires that where space in facilities allows, press tables or designated media areas will be provided. The designated media area should where athletes cannot collide with media personnel. The press should talk to the designated meet director if special services are needed. Daily newspapers, local television and local radio shall be given preference when space is inadequate for all. Remember, media personnel should not be in areas where they can interfere with running or field events or areas where athletes can collide with media personnel. These restrictions are necessary for the safety of the high school athletes and for MHSА insurance coverage.
- **Results**
The MHSА Executive Board requests that each tournament manager assign someone to call in results of the tournament to the local media outlets following each session of the tournament.

Commercial Photography: Please remember that rights and conditions (including fees) of commercial photography and distribution will be specified through written contract. When granting authority for commercial photography, the commercial entity must comply with the conditions set forth, including any safety, contractual, fiscal, or other concerns that apply. The promotion of both male and female activities should be considered when granting authority. Commercial photography rights are authorized as follows:

- a. For regular season events, the event manager has the authority to grant photography rights with the permission of participating schools. (Schools can require a percentage of the profit from the commercial sales)

- b. For district/divisional tournaments and playoffs (excluding post season football and Class A soccer), the tournament/event manager has the authority to grant photography rights with the permission of conference schools. (District/divisional tournaments and playoffs can require a percentage of the profit from the commercial sales)
- c. For all state level competition, all post season football and all Class A post season soccer, the MHSAs Executive Director has the authority to grant rights.

Before your tournament starts you should review the MHSAs policies for videotaping, cybercasting, telecasting and photography of MHSAs events which can be found in Section 32 of the MHSAs Handbook.

➤ **Video taping—schools and spectators:**

1. All videotaping shall be conducted from an area designated by the meet manager.
2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSAs Executive Director.
3. Videotaping by spectators is allowed only from designated areas (and that cannot be from the media area) and only for private home use (not for distribution, broadcast or cybercast).
4. Videotaping by school/team representatives is allowed only from designated areas and only for use by the individual school program (not for distribution, broadcast or cybercast). Schools or their representatives may videotape only those specific competitions in which their students participate.
5. Videotaping by media and commercial outlets is allowed only from designated areas and is regulated by MHSAs policy.

➤ **Webcast, Commercial Broadcast/Telecast and Tape Delay**

All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSAs Executive Director. Rights and conditions (including fees) of live commercial broadcasts, telecasts, and/or cybercasts of regular and post season events will be specified through written consent of the MHSAs.

All non-media, non-profit filming for any post-season event must be approved by the MHSAs Executive Director. Rights and conditions (including fees) of tape-delayed broadcasts, telecasts, and/or cybercasts of post season events will be specified through written consent of the MHSAs. The MHSAs will consider the promotion of both male and female activities when granting authority.

School Broadcast Program (SBP)

1. All live streaming must be previously approved by the MHSAs Executive Director. All MHSAs media policies are in effect, including equitable coverage of male and female events.
2. Only MHSAs member schools currently registered with the SCHOOL BROADCAST PROGRAM (SBP) provided by NFHS Network / PlayOn! Sports are eligible to receive rights for live streaming of post season contests. Approval by the Executive Director is required.
3. MHSAs member schools registered with the SBP who receive live streaming rights will be allowed to cover only those contests in which their team is participating.
4. After permission is granted by the Executive Director, no rights fee will be charged, but the subscriber fee required by the NFHS Network will be in effect for those who sign up to watch via the NFHS Network. The producing school will receive fifty percent (50%) of the subscriber fees paid to the NFHS Network through the subscriber process. If both schools involved in a contest are members of the NFHS Network SBP, each school may produce the contest and receive fifty percent (50%) of the subscriber fees generated through their school's production only.

5. Subscriber fees will be paid to the NFHS Network and distributed back to the schools by the NFHS Network.
6. If rights are granted, MHSA will notify the producing schools, and appropriate arrangements for admission, set-up etc. will be coordinated between the host facility and the producing school(s) covering the event through the SBP.
7. No other networks or school will be allowed to live stream any post season events without the written consent of the MHSA.

If schools are interested in joining the SBP to broadcast their post season contests, contact:

Bob Rittierodt
nfhsnet@yahoo.com
Cell: 406-321-2154
Office: 406-326-2474

H. REQUIREMENTS FOR PROGRAMS, ADVERTISING AND FUNDRAISING

➤ **District/Divisional Programs, Concessions and Corporate Sponsors:**

(1) The track and field program rights for all district and divisional programs will be determined by the respective district or division. The track and field program rights for all state tournaments will be the responsibility of the MHSA Executive Board.

(2) The concession rights for any state tournament must be approved by the Executive Director. Concession rights include but are not limited to t-shirts, other apparel, photos, buttons etc.

(3) At district and divisional events, concessions where goods and/or services are received would be at the approval of managers of events.

(4) Corporate sponsorship of any post season event is the responsibility of the MHSA Executive Board and requires Board approval. Exceptions are: a) program advertisements and b) signage or announcements acknowledging the receipt of donated goods including food or beverages for the hospitality room, the use of tents at outdoor events, or the use of other equipment necessary for staging the event. Signage should be placed only in the appropriate areas; i.e. on the tents or in the hospitality room/area. Established facility sponsorships are not affected provided that MHSA corporate sponsorship requirements are met.

➤ **Program Production and Content:**

By the direction of the Executive Board, this office requests that tournament managers use the following content in your tournament programs. Also, refer to the Program Content Appendix of this manual for samples and the list of program contents, all of which are also linked through the MHSA website (www.mhsa.org). Pictures of the MHSA Executive Board and Executive Staff are available on the MHSA website.

[MHSA logo](#)

This logo must be used somewhere on your program's cover to show that your tournament is sponsored by the MHSA.



Statement relative to the MHSA

We ask that this statement be used inside the program.

Montana High School Association

Originally founded in 1921 to regulate athletic competition, the Montana High School Association strives to serve all member schools by governing high school interscholastic activities in Montana.

The mission of the MHSA is to assure that the membership is provided with leadership and support in advancing equitable MHSA interscholastic activities for the growth and educational experience for students.

The purpose of the Montana High School Association is to ensure that interscholastic activities in Montana are administered fairly. Policies pertaining to scholastic standing, transfer, awards and other regulations that guide the Executive Board are adopted by the MHSA member schools. The MHSA is a service-based organization.

High school students throughout the state benefit greatly from interscholastic activities programs. These programs are an integral part of the high school experience, and promotion of good citizenship is essential to the growth and to the development of these valuable activities.

NorthWestern Energy Advertisement

The NorthWestern Energy ad must be used in your program as a full-page ad. Please do not contact NorthWestern Energy offices in your area for advertising.

Other MHSA Corporate Sponsor Advertising

Use of the following ads is voluntary at the district and divisional level and may be utilized at the discretion of the district/divisional, but **please do not contact these companies in your area for advertising opportunities in your programs at those levels.**

- [Farmers Union Insurance](#)
- [Stockman Bank](#)
- [Montana Army National Guard](#)
- [Blue Cross Blue Shield of MT](#)

Other Advertising

The MHSA Executive Board policy restricts allowing advertisements in tournament programs that are related to alcohol or to other controlled substances. The Executive Board strongly recommends that any advertisements that relate to alcohol and/or tobacco products not be used in tournament programs.

Prohibited Content

Only information provided by MHSA or other tournament-specific items can be used. Contact the MHSA office if you have questions about allowable program content.

- **State Worker Apparel:** All meet officials/personnel should wear distinctive apparel that enable competitors and coaches to readily identify them. This apparel can be in the form of caps, jackets, shirts or vests. If state event managers choose to provide merchandise or apparel (hats, shirts, other items) for their MHSA state event workers, the following conditions are required:

- All worker apparel must be purchased through Universal Athletics.
 - The MHSAsanctioned event title and logo must appear in any large graphic (t-shirts/sweatshirts).
 - The MHSAs logo or acronym must appear in any small graphic (hats).
 - No other sponsorship or advertising may appear on the worker apparel without prior approval by the MHSAs Executive Director through a contractual agreement.
 - The above criteria does not apply to district and/or divisional events; however, conferences are encouraged to follow these guidelines.
- **Support Items:** Refer to the Resources for Track and Field Meet Manager Appendix of this manual for a list of allowable support items at MHSAs events.
- **Voluntary Contributions/Fund Raising:** The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSAs Executive Board, raffles (or similar fund raising activities) are prohibited at playoffs, championship games, tournaments, meets, and/or festivals that are under the direct supervision of the MHSAs Executive Board. Fifty/fifty tickets are considered a form of raffle type fund raising and are therefore prohibited.

II. PRE MEET INFORMATION

A. GAMES COMMITTEE DUTIES

The administrative body is the games committee. The games committee is responsible for the proper conduct of a track and field or cross country meet. The games committee may consist of:

1. An individual (meet director or referee) in dual meets
2. State association appointed individuals for qualifying and final state meets.
3. Selected individuals for large invitational meets.
4. This committee also may serve as the jury of appeals.

The games committee shall have general supervision of the meet and shall determine the administrative procedures, terms and conditions that will govern the competition. It shall secure sanctioning for the meet from the proper authority, provide the competition areas and meet equipment, padding, and determine the time schedule. It has the authority to establish reasonable deadlines for receipt of entries in large meets. Preliminary and semifinal heats shall be formed by the games committee so that no competitor will run more heats than another in order to qualify for the finals. The games committee has the authority to determine the:

- Meet officials.
- Competition area.
- Meet time schedule.
- Number of heats required.
- Heat and lane assignments for competitors.
- Number and criteria to qualify for the next round of competition.
- The reduction or elimination of the use of timers at the finish line when a FAT system is used.
- Approved items (tape, chalk, half-tennis balls, etc.) and locations in the acceleration zones of all relay races run in lanes.
- Method of exchanging the baton in relays not run in lanes.
- Location of throwing areas.
- Assign competitors to flights of no less than five for preliminary competition.
- Order in which competitors take their trials.
- Time limitation or number of warm-up opportunities in the field events.
- Time limit and procedure to follow when competitors are excused to compete in another event.
- Determine the length of spikes allowed on all-weather surfaces.
- Specify the marking material, if any, and the number and location of check marks allowed.
- Place markers to the side of the landing area and sector lines, for the purpose of marking records or minimum qualifying standards.
- Determine the time at which field events shall terminate.
- Specify the number of throws and distances to be measured in the throwing events.
- Specify the number of jumps and distances to be measured in the horizontal events.
- Designate specific areas for coaches to observe and confer with competitors during competitions. NOTE: All areas designated for the coaches to observe and confer with competitors shall be clearly identified and marked by the host meet management.
- Provide batons, starting blocks and implements in the throwing events.
- Determine restricted areas where only competitors and meet officials are allowed.
- Declare that the top portion of the uniform must be tucked into the bottom portion.
- Be the jury of appeals or appoint a jury of appeals. The referee shall not be included as a member of the jury of appeals.
- Appoint separate or assistant referees as deemed necessary.

- Change the announced order of events, the number of heats and the number to qualify, if necessary.
- Restrict the wearing of items which are worn in excess of the school uniform required by rule.
- Authorize official pictures/video of the finish to assist in the final decision of place finish in a race. NFHS Track and Field Rule 3-2-7 requires the games committee to identify and approve the video replay or television monitoring equipment to be used to aid in making decisions related to the meet, determine the location of the equipment and specify its purpose and use by meet officials to assist in determining place finishes of races prior to the start of competition. The determination to approve such equipment must be made prior to the start of competition eliminating coaches' and spectators' unofficial electronic images and video from being presented to meet officials for viewing after competition begins. Also, the officiating crew and meet management should discuss if electronic devices are going to be used during the meet for administrative purposes. When using such devices, they should be used for the intended purposes of enhancing the administration of the meet and officials communication and not used for personal matters. The meet referee should review with the officiating team how and when the devices should be used, such as reporting event progress, results, problems, etc. Video replay or television monitoring equipment, other than the official finish line equipment approved by the games committee prior to the start of competition, shall not be used to make decisions related to the meet. Use of wireless communication devices, official communication equipment, is allowed.
- Determine the procedure for handling a lapped runner.
- Approve the use of a voice amplification system for starting running events.
- Designate a procedure to follow when there is a malfunction in the FAT system.
- Specify a time other than 48 hours for the correction of scoring errors.
- Determine the procedure for impounding and releasing illegal implements. Prior to the meet beginning, all implements to be used in throwing events, shall be weighed and measured and then certified according to the specifications found on pages 55, 57, 59 and 60 of the NFHS Track and Field Rule Book. Illegal implements shall be impounded until competition in that event is concluded.
 - **Javelin Certification:** the following is a list of tests to certify javelins:
 1. Test the weight of the javelin.
 2. Test the overall length of the javelin.
 3. Check the balance point of the javelin.
 4. Test the diameter of the tail portion of the javelin. To test the diameter of the tail section you must use calipers that have English or metric measurements and do the following:
 - 1) Find the balance point of the javelin.
 - 2) With the calipers measure the diameter of the shaft at the thickest point, front of grip;
 - 3) Calculate 90% of that measurement;
 - 4) With a tape measure, measure from the balance point to the end of the tail of the javelin;
 - 5) Go to a point $\frac{1}{2}$ the total distance from the balance point to the tail;
 - 6) Using the calipers measure the diameter at that point – it must be no less than 90% of the diameter measurement of front of grip.
- Determine and let schools know the starting heights that will be used in the pole vault and high jump competitions. The games committee must also determine how many inches the crossbar will be raised for successive heights but when only one competitor remains and they are declared the winner of the event, he/she can then determine the increments. Prior to the start of the meet, the games committee can alter starting heights and successive heights. Adjustments to starting heights must be made no later than the coaches' meeting, unless extreme weather conditions necessitate otherwise.
- A meet may be suspended by the games committee, in collaboration with the referee, due to an emergency such as hazardous weather conditions or power failure.

- Competition, interrupted because of events beyond the control of the responsible administrative authority, shall be continued from the point of interruption unless there are conference, league or state association rules which apply. All trials and marks, made up to the point of interruption, shall stand.

B. MEET DIRECTORS PRE-MEET CHECKLIST

A. MEET INFORMATION: Mail meet information, time schedule, entry blanks to competing schools which should include:

- Date and time of meet.
- Inspection/weigh in procedure for field event implements.
- Coaches meeting time and place.
- Assembly area for athletes.
- Procedure for coaches to verify vaulter's weight.
- Scoring system.
- Number of entrants allowed.
- NFHS/MHSA rules as pertain to uniforms, jewelry, and communication devices.
- Length of spikes authorized.
- Location of dressing rooms.
- Type of running surface, approach surface, and throwing surface.
- Training room or medical areas.
- Parking areas.
- Check in area for coaches.
- Restrictions on marking surfaces (no chalk)
- Restricted areas where coaches, athletes, spectators are not allowed.
- Define area of competition where uniforms may not be removed.
- Entrance gate location.

B. SET A TIME FOR YOUR FIELD EVENT OFFICIALS MEETING

- This should be held sometime during the week of meet.
- If this is not possible, all event information should be mailed to them well ahead of time.
- Event information should include:
 - a. Event specific procedures.
 - b. Breaking ties procedures.
 - c. Excused to compete in another event procedure.
 - d. Event judges instructions to athletes.
 - e. Uniform and jewelry rules.
 - f. Duties of event judges sheet.

C. SUPPLY CLERK OF COURSE AND UMPIRES INSTRUCTIONS

1. These should be mailed to your clerk and umpires well ahead of the meet.

➤ Clerk of Course

- Schedule
- Uniform/Jewelry rules
- Track color markings

➤ Umpire

- Uniform rules/Jewelry rule
- Sheet of responsibilities
- Umpires positions and responsibilities

D. PROVIDE EVENT EQUIPMENT WHICH INCLUDES

1. FIELD EVENTS

- a. Implement Inspection Area
 - Scale.
 - Measuring tape for vaulting poles.
 - Marking materials-marking pen, vinyl tape.
- a. Ladder.
- b. Measuring devices.
- c. Stop watches.
- d. Clipboards.
 - Schedule.
 - Event record
 - Entry list.
 - Rulebook.
 - Pencils
- e. Crossbars, standards, pole vault and high jump measuring bar or tapes.
- f. Red and white flags
- g. Sector boundary flags, fence, or rope.
 - Discus and javelin at least 40 feet from sector lines.
 - Shot at least 30 feet from sector lines.
- h. Brooms, shovels, rakes.
- i. Chalk or tape to mark location of high jump standards.
- j. Zero pole vault standards.
- k. Two inches of padding completely around pole vault and high jump landing pads.
- l. Orange cones for long jump and triple jump.
- m. Mark shot put toe boards for 34.92 degree circle.
- n. Event closed signs or large cones.
- o. Area for pole vault coaches.

2. TRACK EVENTS

- a. Watches or FAT equipment.
- b. Clipboards
 - Schedule
 - Event Sheets
 - Pencils
 - Records
 - Heat Sheets
 - Finish Judges' and Timers' Cards or Pads
- c. Yellow and white flags for umpires and a red and white flag for head finish judge
- d. Diagram of umpires' stations
- e. Judges and timers stands
- f. Hurdles and transport vehicle
- g. Cones for breakline
- h. Starting blocks and transport vehicle
- i. Starter's amplifier
- j. Hip numbers, if FAT
- k. Lap counter and bell

3. OTHER EQUIPMENT
 - a. Contestant numbers, pins, hip numbers
 - b. Medical and training room supplies
 - c. PA system (s)
 - d. Clerk of Course clipboard, entries, and pencils
 - e. Jury of Appeals forms
 - f. Umpires forms and infraction cards
 - g. Awards and awards stand
 - h. National anthem
 - i. U. S. Flag
 - j. Water for contestants and staff
 - k. Computers, paper, etc. if used
 - l. Copy machine, paper, etc. if used

E. AFTER THE MEET

1. Inform coaches where they can pick up Meet Results

C. JURY OF APPEALS

A jury of appeals must be designated. This group may be the track coaches or whichever individuals you wish to select (usually a group of three people make up the jury of appeals). The jury of appeals serves as the final board of appeals.

1. What is Subject to Appeal?

- Misapplication of the rules which must be filed within 30 minutes after the announcement of event results.
- 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 games committee or meet director.
- Correction of meet results involving an ineligible participant which may be made at any time when discovered.
- Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the games committee or meet director. This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.

2. Situations that are not subject to protest:

- Any judgment decision pertaining to violations or alleged violations of the rules.
- A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition. NOTE: "Yellow Flags" are not appealable unless there has been a misapplication of a rule.
- Whether a start is fair and legal.

3. Procedure to Follow in an Appeal

- Coach must submit a verbal appeal to the meet referee;
- The meet referee rules on the appeal;
- If the meet referee rules on the appeal and if the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, written appeal may be referred to the Jury of Appeals for a final decision. The meet referee cannot be a part of this final appeal board in this case.

III. CONDUCTING POST SEASON TRACK AND FIELD MEET

➤ **Competitors' uniform:**

The competitor's uniform shall be issued by the school, worn as intended by the manufacturer, and have the following restrictions:

a. Each competitor shall wear shoes.

1. Shoes shall be worn on both feet and shall have an upper and definitely recognizable sole and heel.
2. The (shoe) upper must be designed so that it can be fastened securely to the foot.
3. The use of slippers or socks does not meet the requirements of the rule.

b. Each competitor shall wear a full length track top or one-piece uniform issued by the school.

1. When numbers are used, each competitor shall wear his/her assigned, unaltered contestant number.

2. The top or one-piece uniform may have school identification and the top may have the competitor's name.

3. The top shall not be knotted or have a knot-like protrusion.

4. A single manufacturer's logo/trademark/reference, no more than 2¼ square inches with no dimension more than 2¼ inches, is permitted on the top or one-piece uniform.

5. The American flag, not exceeding 2x3 inches, may be worn or occupy space on each item of uniform apparel, and either a commemorative or memorial patch (utilized only with prior state association approval), not to exceed 4 square inches, may be worn on the uniform top.

NOTE: Only one American flag and/or commemorative patch may be displayed on the uniform (one or two piece).

6. Bare midriff tops are not allowed.

7. The top must hang below or be tucked into the waistband of the bottom when the competitor is standing upright.

8. Any visible garment(s) worn underneath the uniform top must be unadorned and of a single, solid color. As per NFHS rules, a single, visible manufacturer's logo and/or single school name or insignia no more than 2¼ inches are permitted on the undergarment. Visible items worn under both the top and the bottom do not have to be the same color.

NOTE: If more than one visible garment is worn under the uniform top, all must be the same color. (A visible garment worn under the uniform top displaying contrasting stitching to the single, solid color of the undergarment and functioning as the actual seam for the undergarment's construction is legal).

c. Each competitor shall wear a track bottom or one-piece uniform issued by the school.

1. The bottom or one-piece uniform may have the school identification.

2. Loose-fitting, boxer-type bottoms or compression-style bottom are permitted for boys and girls. Closed-leg briefs are acceptable for girls.

3. French or high-cut apparel shall not be worn in lieu of the uniform bottom.

4. The waistband of a competitor's bottom shall be worn above the hips.

5. A single manufacturer's logo/trademark/reference, no more than 2¼ square inches with no dimension more than 2¼ inches, is permitted on the bottom or one-piece uniform.

6. The American flag, not exceeding 2x3 inches, and either a commemorative or memorial patch (utilized only with prior state association approval), not to exceed 4 square inches, may be worn on the uniform bottom.

NOTE: Only one American flag and/or commemorative patch may be displayed on the uniform (one or two piece).

7. Any visible garment(s) worn underneath the uniform bottom and extending below the knees shall be unadorned and of a single, solid color. As per NFHS rules, a single, visible manufacturer's logo and/or single school name or insignia no more than 2¼ inches are permitted on the undergarment. Visible items worn under both the top and the bottom do not have to be the same color.

NOTE: If more than one visible garment which extends below the knees, is worn under the uniform bottom, all must be the same color. (A visible garment worn under the uniform bottom displaying contrasting stitching to the single, solid color of the undergarment and functioning as the actual seam for the undergarment's construction is legal).

➤ **Additional restrictions for relay races.**

a. Each team member shall wear the same color and design of school uniform although the length of the bottom or one-piece uniform may vary.

b. Any visible garment(s) worn by two or more relay team members underneath the uniform top and/or underneath the uniform bottom extending below the knees shall be unadorned and of the same single, solid color, but not necessarily the same length.

NOTE: Visible items worn under both the top and the bottom do not have to be the same color.

PENALTY: For the wearing of an illegal uniform, when a violation is observed and noted by a meet official, the competitor shall be required to make the uniform legal before becoming eligible for further competition, and shall be issued a warning that a subsequent violation shall result in a disqualification from the event. Competition will not be delayed in order to permit competitors to comply with uniform rules. The referee shall be notified of the violation by the observing meet official, and the referee shall then notify or cause to be notified the head coach of the offending school of the competitor's violation and warning. Relay competitors may not wear gloves.

Removing any part of the team uniform, excluding shoes, while in the area of competition, as defined by the games committee, is illegal. PENALTY: This shall lead to a warning and if repeated, to disqualification from the event. If the incident recurs, the competitor will be disqualified from further competition in the meet.

➤ **Headwear:** No headwear, except headbands, will be allowed unless inclement weather is encountered or in special circumstances, such as health conditions or religious considerations. A headband is any item that goes around the head (including elastic strips/bands, pre-wrap, moisture-absorbing terry cloth etc.) If worn, only one headband is permitted. Headbands may be a maximum of 5 inches wide and must be a single, solid color and be non-abrasive and unadorned except for a manufacturer's logo and/or a school logo – (logos must be no more than 2 ¼ square inches with no dimensions more than 2 ¼ inches). The headbands shall have no jewelry attached. Sunglasses are legal.

➤ **Jewelry:** Jewelry shall not be worn by competitors. (MHSA Handbook Guidelines)

a. Medical alert medals are not considered jewelry. The alert should be visible. When the medal is attached:

1. to a bracelet made of metal or an unyielding material, it shall be taped to the body.
2. to a bracelet made of a pliable material, it is not required to be taped to the body.
3. to a necklace, it shall be taped to the body.

b. Religious medals are not considered jewelry and must be worn under the uniform and taped to the body.

c. A participant may wear only one watch during the competition – it must be unadorned and worn only on the wrist and may not have a global positioning system as part of the watch.

d. Unadorned devices, such as bobby pins, barrettes and hair clips, no longer than 2 inches, may be worn to control a competitor's hair.

PENALTY: For the first violation, the competitor shall be required to remove the jewelry before further competition, and be issued a warning that subsequent violation shall result in disqualification from the event. The referee shall be notified of the violation by the observing meet official and he/she shall then notify or cause to be notified the head coach of the offending school of the competitor's violation and the warning. NOTE: The ultimate responsibility to have each competitor compliant with uniform and jewelry rules is with the coach.

Braces, concussion management and modification: NOTE: Each state association may, in keeping with applicable laws, authorize exceptions to NFHS playing rules to provide reasonable

accommodations to individual participants with disabilities and/or special needs, as well as those individuals with unique and extenuating circumstances. The accommodations should not fundamentally alter the sport, allow an otherwise illegal piece of equipment, create risk to the athlete/others or place opponents at a disadvantage.

- If a guard, cast, brace, splint, etc. (hard or unyielding items) is worn and determined by the referee that padding is required, such padding shall be closed-cell, slow-recovery foam no less than ½" thick. Knee and ankle braces which are unaltered from the manufacturer's original design/production do not require any additional padding.
- Any competitor who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the meet and shall not return to the meet until cleared by an appropriate health-care professional.
- A competitor who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, may complete the running or field event trial. He/she shall be directed to leave the activity until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to the competition.

➤ **Disqualifications:**

Unsporting conduct is behavior that is unethical or dishonorable. It includes, but is not limited to: disrespectfully addressing an official, any flagrant behavior, intentional contact, taunting, criticizing or using profanity directed toward someone. This shall apply to all coaches, contestants and other team/school personnel. PENALTY: Disqualification from that event and further competition in the meet. Disqualification of a coach or other school personnel shall be from further involvement in the meet.

NOTES:

1. The NFHS disapproves of any form of taunting that is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.
2. No coach, contestant or other school personnel shall use and/or have possession any form of tobacco product, alcohol or other mood altering drugs beginning with arrival at the site of competition until departure from the site following completion of the meet. Also, all participants are prohibited from wearing any garments with alcohol or tobacco advertisements, profanity or other inappropriate messages at track and field meets. It is the responsibility of coaches and meet directors to ensure that inappropriate apparel be removed. PENALTY: Disqualification from that event.
3. Unacceptable conduct by a competitor includes, but is not limited to: willful failure to follow the directions of a meet official, using profanity that is not directed at someone or any action which could bring discredit to the individual or his/her school. PENALTY: Disqualification from that event.
4. If a nonparticipating team member interferes with a competitor during competition, the nonparticipating team member may be disqualified from the meet. The nonparticipant's teammate(s) also may be disqualified from that event.
5. A competitor shall not compete using an illegal implement.

It is an unfair act when a competitor receives any assistance. Assistance includes:

- a. Interference with another competitor.
- b. Pacing by a teammate not in the race or persons not participating in the event.
- c. Competitors joining or grasping hands with each other during a race.
- d. Competitor using an aid during the race.
- e. Communicating with a competitor through the use of any device, including electronically during a race or trial.
- f. Coaching a competitor from a restricted area.

NOTES:

1. The use of an atomizer during competition containing a prescription drug designed to alleviate the asthmatic condition is not considered to be an illegal aid as long as a physician's statement

documenting the need of the athlete to use the prescription is presented to the meet director/referee prior to the beginning of the meet.

2. The use of a watch worn around the wrist is not considered an aid for racing.

3. A coach may instruct a competitor provided the coach is positioned in a designated coaching box or an unrestricted area. PENALTY: Disqualification from the event.

➤ **Infractions for all races:**

1. Interference is any action by a competitor that unfairly changes the course or natural running rhythm of a competitor during a race. This may include bumping, tripping or running across the competitor's path. PENALTY: Disqualification from event.

2. If interference occurs in a preliminary heat, the referee may allow the offended competitor or relay team to start in a subsequent heat in the same round of heats if a lane is available, or in the next round of heats, the same as if the offended competitor or relay team had won a place.

3. If interference occurs in the final heat or section, the referee may order a new race between all those in the finals, or between those who, in the referee's opinion, are entitled to the privilege.

➤ **Disqualified athlete and advancement of place winners:** When any apparent place winner is disqualified in an event, lower place winners in that event shall be advanced to fill vacant places, unless the disqualification occurs after the event results have become official. A running event or heat begins when the contestants report to the starting line, and is considered to be official and concluded when places have been determined and the results have been recorded at the finish line. A field event is considered official and concluded when the places have been determined and the field event judge has recorded the results. When a competitor is disqualified, the referee shall notify, or cause to be notified by way of a designee or various means of communication, the competitor or the competitor's coach, of that disqualification

➤ **Acceleration Zone:** An acceleration zone may be used in relay races where the incoming runner is running legs of 200 meters or less. When this is permitted, competitors electing to use this option must be positioned entirely within the limits of the acceleration zone. The outgoing runners for each team may take their positions on the track and commence running not more than 10m outside the exchange zone, but the baton must be passed while it is in the 20m exchange zone. A distinctive mark shall be made on the track to denote this extended running limit.

➤ **Baton:** If a contestant throws a baton, he/she and his/her team are disqualified for places in the relay. The contestant that threw the baton is eligible to continue to compete in other events unless unsportsmanlike conduct is involved. Remember there is no distinction between whether the baton was thrown into the air in disgust, or thrown into the air as an act of exhilaration. Taping a baton is prohibited – Rule 5-4-3 states that a baton shall be a smooth, hollow tube, made in one piece of wood, metal or other rigid material. The use of tape or other materials in wrapping a baton is prohibited.

➤ **Break line infractions:** The break line used to mark the end of a staggered starting zone has now been defined as that place in each lane, usually at the point of the curve (or beginning of a straightaway), that marks the end of a lane stagger. It may either be a solid line painted on the track or designated by a flag or pylon on the inside lane boundary of each lane. Competitors must run the entire distance to the break line in their assigned lanes before breaking to the pole position. A competitor who takes one or more steps inside the lane before crossing the BREAK LINE shall be disqualified.

➤ **Cutting in Relay Races:** In relay races in which it is permissible for the runner to "cut" following a baton exchange, they may do so at any time after receiving the baton regardless of their position in the exchange zone and provided they do not interfere with another runner.

- **Electronic devices:** Electronic devices may be used in unrestricted areas and coaching boxes, providing the location does not interfere with progress of the meet as determined by the meet referee. Electronic devices shall not be used to transmit information to competitor during a race or trial. Electronic devices shall not be used for any review of an official's decision.
 - **PENALTIES:**
 - a. A competitor shall be disqualified from the event.
 - b. Team personnel (e.g., coach, manager, etc.) shall be disqualified from further participation in the meet for unsporting conduct.

- **Field Event Information:**
 1. All field events are to be conducted outside unless inclement weather dictates otherwise.
 2. Should competition have started outdoors prior to the decision to move indoors, all trials and/or performances outdoors shall stand as recorded and competition shall continue as listed on event sheet.
 3. In all meets an athlete must have a legally recorded mark in the preliminaries to advance to the finals.
 4. During warm-ups for throwing events, each athlete will be allowed only one implement/attempt at a time. To bring multiple implements into the throwing area is unfair to the other athletes who wait in line with only one implement. At all post season meets, warm-ups for throwing events must be conducted in the following manner:
 - a. When athletes participate in a general warm-up the day prior to competition, each athlete will be allowed only one implement/attempt at a time.
 - b. During the general warm-up immediately prior to the event, each athlete will be allowed only one implement/attempt at a time.
 - c. A general warm-up period before the start of competition will be allowed for all competitors. Then a period of time where only the flights competitors are allowed two (2) warm-ups before their flight's competition will be allowed. Warming up without a coach or event official at the venue shall lead to a warning, and if repeated, disqualification from the event.
 5. Taping of hands, fingers in shot, discus and javelin:
 - No taping of any part of the hands or fingers will be permitted in the discus, shot or javelin event unless there is an open cut or wound that must be protected by tape.
 - Taping of the wrist is still permissible.
 - Gloves are not permitted.
 - Weight belts are permitted.
 6. Weighing Implements:
 - All shots, discus and javelins must be weighed and certified.
 7. The use of Markers for High Jump, Pole Vault, Long Jump and Triple Jump:
 - High Jump: The games committee will specify the marking material, if any, as well as the number and location of the individual check marks, which may be used on all-weather high jump aprons for the purpose of indicating check marks. There will not be any tape allowed near the bar (pad).
 - The opening heights for the high jump are determined by the games committee.
 - The Pole Vault: A mark or marker shall not be placed on the runway, but it is permissible to place markers at the side of the runway. Meet management may provide check marks, not more than three inches long, on the runway. Starting at the back of the planting box, mark intervals in the following manner: 6', 7', 8', 9', 10', 11', 12', 13', 20', 30', 40', 50', 60', 70', 80', 90', 100', 110', 120'. The runway adjacent to the pole vault box may be marked by a permanent line ½ inch drawn through the top (zero point) of the vault box extending 10 feet to each side of the box. The opening heights for the pole vault are determined by the games committee.
 - The location of the crossbar in the pole vault is restricted to a position 18 inches beyond the vertical plane of the top of the stopboard, up to a maximum of 31.5 inches beyond the vertical plane of the stopboard, in the direction of the landing surface.

- Long Jump and Triple Jump: No marker may be placed on the runway or in the landing pit. However, a competitor may place one or two markers alongside the runway to assist in the run -up and take-off. Meet management may place markers to the side of the landing pits for the purpose of marking meet records. (NOTE: Any type of somersault, back flip, etc., is prohibited in the long jump.)
 - Athletes will have the option of jumping from any of the existing boards of the runway. It is the responsibility of the athlete to inform the event judge which board they will be using for takeoff. Cones are to be used to mark the take off board that is being used for each jump.
 - A discus cage is mandatory.
 - To provide consistency in all field events regarding proper communication between competitor and judge when the athlete is going to pass, the competitor shall communicate his/her intentions to pass to the event judge before the start of the trial clock. A "pass" will not be granted if the clock has already started and the clock will continue to run. Failure to initiate a trial within the prescribed time limit will result in an unsuccessful trial.
 - It is recommended that only two warm-up throws for the javelin event be allowed on the runway so the runway doesn't get torn up during warm-ups.
- **Field event order of competition:** When preliminary trials are used in the shot, discus, javelin, long and triple jump events, competitors shall be placed in flights of no less than five (5), with each competitor allowed three preliminary trials. The order in which competitors take their preliminary trials shall be determined by the games committee. In field event competitions, each competitor should compete in only his/her flight. The head event judge may change the order of competition to accommodate a competitor(s) to be excused to participate in other event(s). The head event judge in throwing events should encourage competitors to take more than one trial in succession or place him/her in a different place in the listed order of competition before being excused for another event. These provisions are allowed only for those competing in another event. If weather or other condition would result in unfairness to any competitor, the referee shall alter the plan and prescribe single trials in prelims and finals. One or more competitors than there are scoring places shall qualify for the finals. To be eligible to compete in the finals, a competitor shall have had at least one legal jump/throw in the preliminaries, and all competitors tying for the last position shall be finalists. Final competition in these events shall be in reverse order of performance, in single rotation or the head event judge may change the order of competition to accommodate a competitor(s) to be excused to participate in other event(s). In final competition, the head event judge in throwing, horizontal and vertical jumping events should encourage competitors to take more than one trial in succession or place him/her in a different place in the listed order of competition before being excused for another event. These provisions are allowed only for those competing in another event. If weather or other condition would result in unfairness to any competitor, the referee shall alter the plan and prescribe single trials in prelims and finals. In the finals, each qualifier is allowed three additional trials and will be credited with their best performance regardless of whether it occurs in the preliminaries or finals. In the high jump or pole vault events, when the number of entries dictates, the games committee may assign competitors to flights of no less than five (5) for preliminary competition, or may conduct these events in continuing flights.
- **"5 Alive":** In meets using the "5 Alive" method of running the high jump and pole events, five competitors, as determined by the games committee, constitute a flight; and as a contestant clears the bar, passes a turn at the height, or is eliminated, the next competitor in order will be moved up so that the number of competitors in the active flight remains constant. In the "5 Alive" method, the height of the bar is not raised until all competitors have either cleared the height, passed the remaining turns at that height or have been eliminated. The head event judge may change the order of competition to accommodate a competitor(s) to be excused to participate in other event(s). The head event judge in horizontal and vertical jumping events should encourage competitors to take more than one trial in succession or place him/her in a different place in the listed order of competition before being excused for another event. These provisions are allowed

only for those competing in another event. If weather or other condition would result in unfairness to any competitor, the referee shall alter the plan and prescribe single trials in prelims and finals. In vertical jumping events, when the number of competitors remaining at a given height is fewer than nine, all competitors will be in a single continuing flight. If the vertical event contains fewer than nine competitors from the onset of the competition, one single continuing flight is the correct procedure.

- **Entry and exit of throwing circle in shot put and discus:** Competitors in the shot put and discus events must meet certain requirements to have a valid throw. One area of the requirements pertains to exiting the throwing circle. The competitor may enter the throwing circle from any direction. A competitor may exit the circle without a foul being called, providing it occurs within the 1 minute time allowed to initiate a trial and before the competitor starts his/her attempt beginning with the pause. However, at completion of the throw the competitor 1) must wait to leave the circle until the implement has landed and 2) must exit from the back half of the circle.
- **Hip numbers:** Some meets have found it easier to identify competitors who compete in distance races and the 4 X 400 relay by issuing hip numbers. Hip numbers, if used, can be handed out at the marshalling area by the clerk of the course.
- **Lane infractions:** When a race is run in lanes, competitors are expected to run the entire race in their assigned lanes. Competitors will not be in violation if they inadvertently run out of their lanes on a straightaway or in the lane to their outside on a curve, provided they do not interfere with or impede another runner. A competitor shall be considered to be out of their lane, and shall be disqualified when:
 - Without being fouled and while running around a curve, steps on or over the inside lane line or curb for three or more consecutive steps with either or both feet, or;
 - While running on a straightaway, runs in an adjacent lane and interferes with or impedes another runner, or;
 - While running around a curve runs over the outside lane line and interferes with or impedes another runner, or;
 - He/she does not finish the race in their assigned lane, or if while a member of a relay team does not make the pass in the assigned lane.
 - In a race involving a curve and where lanes are not specified, a runner may change toward the inside or outside of the track when the competitor is one full running stride (approximately 7 feet) in advance of the runner whose path is crossed. It is not a foul if a runner crosses to the inside or outside if this action does not interfere in any way with another competitor's stride. Competitors shall be disqualified when running around a curve, if they step on or over the curb (or painted curb line) for three or more consecutive steps with either or both feet.
- **Lapped Runners:** if a runner is lapped in the 1600m or 3200m races, it is not necessary for him/her to move out or be dropped from the race unless the games committee alters that plan. They shall run their normal course but if they should decide to drop from the race they must do so to the inside of the track.
- **Legal implements in warm-ups:** To reduce the likelihood of illegal implements being used in competition, only legal implements are allowed in warm-ups. By permitting only the use of legal implements in warm-ups as well as competition, the risk of injury is reduced and likewise, the risk of using an illegal implement in error during competition is very unlikely.
- **Personal Reference Marks:** To maintain the integrity of the pads on which the throwing circles are located for the shot put and discus events, the MHSA's interpretation is that **no** personal reference marks can be placed on the shot put and discus pads. This interpretation applies to regular season and post season competition.

- **Races Run in Lanes:** To better assist the finish judges for races run in lanes, runners should be instructed to return to the finish line after a race in the lanes in which they have run. In all races, whether in lanes or not, all runners must return to the finish line before leaving the track.
- **Relays:** In each relay event, only one (1) relay team may entered in each relay event per school. In relay events, no more than six individuals may be listed on the relay entry card, but only those who actually participate will be considered official entries. Relay cards must be filled out and turned in when the relay team reports to the clerk of course. The clerk of course will check which four runners are actually running. If there are preliminaries and finals, meet management must see that the clerk of course has the necessary relay cards for the finals and the clerk of course again will check the four runners actually competing. Any substitutions must come from those names on the relay entry card. It is not necessary to use the same four competitors in the finals who competed in the preliminary rounds of trials, but all competitors must be listed on the relay entry card turned in to the clerk of the course before the preliminary trials in order to make any substitutions. Also, qualifying relay teams are not limited to the same personnel at the divisional or state meet who participated in the district/divisional meet. Relay cards should be turned into the Clerk of Course at the time the relay team checks-in with the Clerk of Course. Remember that relay team members shall wear the same color and design of school uniform, although the length of the bottom or one-piece may vary. Design refers to pattern of colors used in the uniform. The use of the same colors, but arranged in a different pattern is not considered the same "design" as required by rule. Districts and divisions shall not permit more than one relay team per school to be entered for each relay event.
- **Scoring:** District, divisional and state meets shall score six (6) places in individual and relay events (using 10-8-6-4-2-1 scoring)
- **Staggers:** For all post season track and field meets, a waterfall start will be used in the 800 meter run, 1600 meter run and 3200 meter run. The 1600 meter relay will start on a three (3) curve stagger.
- **Ties:** At Divisional Track and Field Meets, in the case of a tie for fifth place in Class C running and field events, sixth place in Class AA running and field events, tenth place in Class A running and field events, and sixth/eighth place in Class B running and field events, all tying participants shall qualify for entry in the state meet.
- **Timed finals:** timed finals will be utilized in the 300 meter hurdles, 400 meter dash and the 1600 meter relay for both boys and girls.
- **Timing:** All times are to be recorded:
 - one - hundredth (1/100) of a second when fully automatic timing is used.
 - in tenth (1/10) of a second when hand digital watches are used (Times must be rounded off to the next tenth of a second. Example: 10.42 will be recorded as 10.5).
 - **FAT timing:** Because fully automated timing has been considered accurate and reliable enough to use 1/1000th of a second to break ties and advance competitors to subsequent rounds of competition, it is also then a reliable time to break ties to determine final places or lane assignments which brings greater fairness to final results and lane assignments when a tie exists. Ties for place finishes and ties for determining qualifiers for the next round shall be broken by time recorded to 1/1000th of a second. The official time of a race will continue to be recorded only to the one-hundredth of a second.
 - If the FAT system fails during one section of a timed final, then place winners will be determined by using hand times for both (all) sections of the event. Hand times will be rounded to the slower one-tenth. In the event of a tie, points for all tied places will be added together and divided among the number of tied competitors/relay teams.

- **Unfair acts:** All meet officials should be made aware of these regulations and shall be instructed to enforce the unfair act rule. It is an unfair act when a competitor receives any assistance. Assistance includes:
- Interference with another competitor.
 - Pacing by a teammate or persons not participating in the event.
 - Competitors joining or grasping hands with each other during a race.
 - Competitor using an aid during a race. **NOTE:** The use of an atomizer during competition containing a prescription drug designed to alleviate the asthmatic condition is not considered to be an illegal aid as long as a physician's statement documenting the need of the athlete to use the prescription is presented to the meet director or referee prior to the beginning of the meet.
 - Communicating with a competitor through the use of a wireless/electronic device.
 - Coaching a competitor from a restricted area. **NOTE:** It is permissible for a coach to confer with a contestant between events or trials, as long as it is not in an area restricted to contestants and meet officials.
 - A competitor receives communication electronically during a race or trial.
 - **FOR ANY VIOLATIONS OF THE ABOVE ACTS, THE REFEREE SHALL DISQUALIFY THE COMPETITOR FROM THAT EVENT.**