

# **TRACK AND FIELD MANAGERS' MANUAL**

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## 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 42, and "Athletic Awards – Track", pages 43-45, 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 and field meets, that are approved by the division to be conducted on two days, must meet the requirements for limitations on the number of events for a one day 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](http://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](http://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 6-8-15. 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 MHSAs Executive Director immediately following the competition of the State Track and Field Meets by each respective meet manager on the official MHSAs report form.
- **Tickets for NorthWestern Energy:** In accordance with the MHSAs/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:** MHSAs passes must be honored at MHSAs regular season events and MHSAs 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 MHSAs 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 MHSA)

### **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](http://www.mhsa.org)).

1. [Blue Cross & Blue Shield of Montana](#)
2. [Farmers Union Insurance announcement](#)
3. [Logan Health](#)
4. [Logan Health - Mental Health Awareness Month Announcement](#)
5. [Montana Farm Bureau Federation](#)
6. [Montana Honda Dealers](#)
7. [NorthWestern Energy](#)
8. [Reach Higher Montana](#)
9. [MHSА / Stockman Bank Sportsmanship announcement](#)

### ➤ **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 email 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 AA & 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 MHSAA Executive Director has the authority to grant rights.

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

All non-media, non-profit filming for any post-season event must be approved by the MHSAA 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 MHSAA. The MHSAA 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 MHSAA Executive Director. All MHSAA media policies are in effect, including equitable coverage of male and female events.
2. Only MHSAA 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. MHSAA 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](mailto: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](http://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 MHSAA.



#### Statement relative to the MHSAA

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 MHSAA is to assure that the membership is provided with leadership and support in advancing equitable MHSAA 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 MHSAA member schools. The MHSAA 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 MHSAA 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.**

1. [Blue Cross & Blue Shield of MT](#)
2. [Farmers Union Insurance](#)
3. [Logan Health](#)
4. [Logan Health - Mental Health Awareness Month](#)
5. [Montana Honda Dealers](#)
6. [Stockman Bank](#)

#### Other Advertising

The MHSAA 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 MHSAA or other tournament-specific items can be used. Contact the MHSAA 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 MHSA-sanctioned event title and logo must appear in any large graphic (t-shirts/sweatshirts).
  - The MHSA 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 MHSA 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 MHSA events.
  
- **Voluntary Contributions/Fund Raising:** The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSA 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 MHSA 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.)
- 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 53, 55, and 58 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.

<b>III. CONDUCTING POST SEASON TRACK AND FIELD MEET</b>
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## **Competitor's Uniform:**

### **RULE 4-3:**

**NOTE:** The wearing of a medical alert with the alert visible is encouraged for risk minimization. The ultimate responsibility to have each competitor compliant with uniform rules and other reasonable and legal items is with the coach.

**ART. 1 . . .** The competitor's uniform shall be school-issued or school approved, worn as intended by the manufacturer, and meet the following requirements and restrictions:

- a. Each competitor shall wear shoes on both feet. 1. The shoes shall have an upper and recognizable sole and heel.
2. The (shoe) upper must be designed so that it can be fastened securely to the foot.
3. In cross country, the sole and heel may contain grooves, ridges or track spikes which are no longer than 1 inch.

**NOTE:** The games committee may also determine the length of spikes allowed on all-weather surfaces. (3-2-4a)

4. The use of slippers or socks does not meet the requirements of the rule.
- b. Each competitor shall wear a school-issued or school-approved full-length track top and track bottom or one-piece uniform. Any outer garment (e.g., t-shirts, sweatpants, tights) that is school-issued or school-approved becomes the official uniform, when worn. 1. When numbers are used, each competitor shall wear his/her assigned, unaltered contestant number.
2. The top and/or bottom or one-piece uniform may have school name, school logo, school nickname and/or competitor's name.
3. The top shall not be knotted or have a knot-like protrusion. Bare midriff tops are not permitted. The top must hang below or be tucked into the waistband of the uniform bottom when the competitor is standing upright.
4. Loose-fitting boxer-type bottoms or compression-style bottoms are permitted for boys and girls. Closed-leg briefs are acceptable for girls. French or high-cut apparel shall not be worn in lieu of the uniform bottom. 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 top and bottom or one-piece uniform. Bottoms may have manufacturer's logo/trademark/reference larger than 2 ¼ square inches around the waistband.
6. One American flag, not to exceed 2 inches by 3 inches, may be worn or occupy space on each item of uniform apparel. By state association adoption, to allow for special occasions, commemorative or memorial patches, not to exceed 4 square inches, may be worn on the uniform without compromising its integrity.
7. Any visible garment(s) worn underneath the uniform top and/or bottom is considered a foundation garment. Foundation garments are not subject to logo/trademark/reference or color restrictions.

**ART. 2 . . .** Additional restrictions for relay teams and cross country teams.

- a. All relay and cross country team members must wear uniforms clearly indicating, through predominant color, school logo and color combination of all outer garments worn as a uniform, that members are from the same team.

**NOTE:** The official should be able to observe that all members are from the same team.

**PENALTY: (Articles 1, 2) 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. 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.**

**ART. 3 . . .** 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:** (MHSA will follow NFHS Guidelines related to jewelry, so jewelry is allowed.)
  - a. Medical alert medals are not considered jewelry. The alert should be visible. When the medal

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:** Changes to Rules 5-3-3 and 5-3-4 expand the exchange zone in relays with legs of 200 meters or less from 20 to 30 meters. All exchange zones for races with legs longer than 200 meters will remain at 20 meters.  
"The acceleration zone is now incorporated into the existing exchange zone, thus a 30-meter exchange zone for relay races with legs of 200 meters or less," Cochran said. "The rule change does not require that tracks be repainted or resurfaced in order to follow the new NFHS rules. Existing acceleration zone markings, such as triangles, squares or colored tape, placed at that location may be used to denote the beginning of the exchange zones on a track."
  - **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: Use of relay cards:**



**Post season track meets:** When HyTek Meet Manager is being used to enter participants and the system is utilized for meet scoring, the HyTek entry serves as the first relay card (HyTek allows each relay team entered to list 4 starting runners and 4 alternate runners). If a change needs to be made from that list, the coach needs to obtain a relay card from the meet referee and turn it in to the marshal by the final call of the event.

- **Relays:** In each relay event, only one (1) relay team may be 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 double waterfall start will be used in the 800 meter run, 1600 meter run and 3200 meter run
- **Ties:** At Divisional Track and Field Meets, in the case of a tie for fifth place, sixth place, and seventh place depending on division 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 1/1000<sup>th</sup> 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 1/1000<sup>th</sup> 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.**

## **VI. APPENDICES –RESOURCES FOR TRACK AND FIELD MEET MANAGER**

Once again, thank you for agreeing to manage an MHS A post season event and if you have any questions regarding the information provided in the track and field meet manager's manual; please contact MHS A Assistant Director Scott McDonald.

**Keys to hosting and running a successful post season Track and Field Meet:** The first thing to remember is to not get complacent because you have managed a prior post season event. Plan to get things done well in advance of the tournament and try to plan for everything. Prior to hosting and running a post season competition you should ask the Administration of your School District for permission to host that event. It is extremely important to keep your administration informed of what you will require to host the event--which might be the use of the gym or other school facilities and you may need your students to have a day away from school so that you can have the entire facility to host the event. If you are fortunate enough to have a local group of people who have formed a Tournament Committee to help with bringing post season competitions to your town, make sure this group of people is involved in the planning/hosting of the event. Also, if you have the use of clerical support staff, you should let these people know that the school is hosting a post season competition and that it will require some extra work on their part so they can adjust their work load while helping with the event. It is important that you meet with the school administrators who will have teams in the post season competition to find out if they have any special needs for the track and field meet—for instance ticket prices, security needs, parking, equipment needs, etc. To get information on what is needed to manage a successful post season competition, you should read and follow the guidelines present in the MHS A Handbook for Track and Field, the MHS A Track and Field Meet Manager's Bulletin that is sent to each track and field meet manager, your Conference Handbook and if provided, the Rule Book, Case Book, and Official Manual for Track and Field. I would also recommend that you view the MHS A Rules Clinic for Track and Field.

**Contact Previous Track and Field Meet Hosts To See How They Did It:** Before you host your post season meet, you should contact people who have hosted the track and field meet before, or if you have the opportunity, you should visit other post season track and field meet sites to see how that site sets up for their event. You should ask the previous meet manager for their checklists, informational papers sent to participating schools, and their timelines used in getting items ready for their post season track and field meet.

**Start Early With Correspondence:** As a track and field meet manager, you must develop a preparation time line. Communication of meet information to the schools that will be attending the event, your workers and school/facility personnel must be done in a timely manner to give these people time to plan and allow you to make adjustments in your planning if needed.

**Meet Workers (see the Track and Field Officials Manual for a listing of required meet personnel):** A track and field meet requires long-range planning and careful attention to a large number of details. Successful meets require a core of workers who are knowledgeable about track and field rules. Finding people to work a post season track and field meet might be the most important task a meet manager has. You must develop a list of the number of people that you will need to run the post season competition, make job description/duties for those workers, and put only qualified people in the key positions of the meet. It is important that you start early with the recruitment of workers so people can plan their schedule around their work at the track and field meet. Always try to recruit extra workers because emergencies come up that won't allow volunteers to work and trying to find workers right before the competition starts is very difficult. Meet directors will recruit volunteers from parent and community groups as well as school faculty members to assist with officiating responsibilities at post season meets. Therefore, it falls to the meet director to educate the numerous individuals who are necessary to run a successful meet. Meet directors should obtain copies of the NFHS track and field rule book, the case book and the officials' manual and once volunteers have been secured, these volunteers should be provided with the NFHS rules materials so that they can become knowledgeable of and familiar with the NFHS rules and interpretations for their event prior to the meet. The MHS A strongly recommends that training seminars be

held to help workers gain knowledge of track and field rules so that events are run by the rules and fair competition is provided all student participants.

**Plan for Everything:** As a meet manager it is important that you try to plan for everything. Once the event starts and a problem arises, there is not much you can do if you haven't planned in advance. Before the competition starts review your checklists and do a final check of the facilities, locker rooms, and fields. Have extra copies of all forms/equipment/information letters available. Post signs that are easily visible and have security and evacuation plans prepared.

**A. Track and Field Managers' Key Meet Personnel Resources/Information found on the MHSA website (mhsa.org) under the Tournament Manager Track and Field page (tournament Managers' Resources Appendix:**

- Sportsmanship/equipment form
- Pole Vault Competitors' Event Verification Form
- [Support Items Allowed at Tournaments](#)



**MONTANA HIGH SCHOOL ASSOCIATION  
CROWD CONTROL**

**Section (33) SPORTSMANSHIP GUIDELINES**

- A. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

- B. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
1. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
  2. Arguing with officials or going through motions indicating dislike/disdain for a decision;
  3. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
  4. Being ejected from a contest;
  5. Physically assaulting an official.

**Section (34) CROWD CONTROL AT MHSA CONTESTS**

Because of incidents during past seasons, the MHSA member schools have been made aware of the need for crowd control measures at interscholastic contests. Believing that working toward prevention is better than seeking a cure, the MHSA offers the following guidelines to aid in planning crowd control strategy which will help insure the safety of contestants and fans. Good sportsmanship must become a common goal.

- A. Schools should understand the true purposes of athletic contests and educate their patrons to that purpose. Athletic contests are not to become rivalries to the point of losing the primary objectives of the game.
1. Provide worthwhile educational experiences for all students, players and spectators.
  2. Provide enjoyable recreation regardless of whether the game is won or lost.
- B. A full knowledge of each game's rules applying to sportsmanship which have their purpose to enhance the educational values of interscholastic athletics should be taught. How these are taught will depend upon the innovation of the school personnel. Schools might be wise to insert in their eligibility rules some concern over the misconduct of players.
- C. Copies of game rules pertaining to sportsmanship should be made available to fans. These rules could be printed in the game programs, along with the sport's recent rule changes. In the buildings where contests are being held, bulletin boards and other means of conveying the information can be used to inform the public.

- D. Leadership must be provided by the school faculty with the superintendent, principal, and athletic director leading the way and delegating authority. The superintendent, principal and athletic director are completely responsible for the entire program, including all levels of competition.
1. This includes providing an event supervisor who will be responsible for duties including but not limited to game preparation, greeting of officials, and supervision of the game/event area for the duration of the event. Special attention must be given to the supervision of student cheering sections, including having an administrator present near the vicinity of the student cheering section for all home and post-season contests to assist with crowd control.
- E. Ample help, even involving law enforcement officers, stationed at strategic points and alerted to potential problems will help prevent the initial onset of any conflict.
- F. All schools should inform their people involved in any contest that there is a specific role for the visiting participants to play as well as the host school.
- Amenities and courtesies should be displayed and extended to the visiting organizations without flaunting of rivalries.
- G. Spectators should not be allowed to enter an area where a contest is being held if they are observed in the possession of alcohol or other mood altering substances or are believed to be under the influence of these substances.
- H. Schools should eliminate possible confrontations by close observations of people who might contribute to any confrontation such as people under the influence of these mood altering substances or persons with a past history of unsporting behavior. If your team is traveling and you are aware of a likelihood of fan misbehavior, it is your responsibility to communicate those concerns with the game management of the host school.
- I. In the event a spectator assaults a referee or other official in connection with an Association Contest, he/she should be prosecuted to the full extent of the law. To save the status of interscholastic competition, schools will have to work together and be alert of potential dangers in their own communities and when they are visiting other communities.
- J. The use of bells, air horns, whistles, wooden blocks and other noise makers during indoor Association contests is prohibited. At indoor contests bands may only play before the start of a contest, during intermissions between periods (quarters) and during a time out. They may not play during "live ball." At outdoor contests the use of electronic and air-amplified devices, **including vuvuzelas**, by spectators is prohibited. At all outdoor contests bands will not be allowed to play during "live ball."
- K. The formation of "rally lines" by spectators, fans and/or students on or near the playing field/floor during the introduction of players or at any other time before, during or after a game is prohibited. Exceptions may be cheerleaders, introduction of parents as part of a "Parents' Night" ceremony, homecoming participants or special guests who have been approved by the home school administration.
- L. Schools are required to erect sideline barriers for all football, soccer and softball fields during all contests.
- M. Allowable procedures for varied and/or dimmed lighting during contest introductions are defined as follows:
1. Regular Season - for any indoor MHSA athletic contest, facility lights may be dimmed or partially extinguished only during introductions and only within the following guidelines:
    - a. If lights are dimmed or modified during introductions, enough light must remain to ensure the safety of all occupants in the facility, specifically for the purposes of maintaining crowd control and guaranteeing that aisles, stairways and exits are visible.
    - b. If partial lighting sections above the area of competition are fully extinguished, the lighting sections above the fan areas must remain on, and aisles, stairways and exits must remain visible.
    - c. The use of spotlights is allowed provided they are used appropriately and do not delay the start of the game.
    - d. Home and visiting teams must be introduced in the same manner, and gender equity standards must be met in showcasing introductions in this manner.
    - e. All local fire and public safety codes must be followed.
  2. Post Season - for all indoor post season events (playoffs and tournaments), full facility lighting will remain on throughout introductions, during competition, and between contests (if applicable).
- N. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section.
- O. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section.

### **Coaching Staff**

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behavior of the players, the student body and the community is unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribe to the values of sportsmanship and teach its principles through word and deed. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Instruct the players about their sportsmanship responsibilities.
3. Discipline those players who display unsportsmanlike behavior. If necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Select only officials who have demonstrated the highest ethical standards.
7. Respect the official's judgment and interpretation of the rules. Question them with respect and dignity only when the game rules permit. After a contest, questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Publicly shake hands with the officials and opposing coach before and after the contest.

### **Players**

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Treat opponents with respect that is due them as guests and fellow human beings.
2. Shake hands with opponents and wish them good luck before the contest.
3. Exercise self-control at all times, accepting decisions and abiding by them.
4. Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the captains' responsibility.
6. Do not engage in celebrations/chants that will antagonize or embarrass an opponent.

### **Cheerleaders**

1. Stimulate and control crowd response.
2. Choose the right cheers at the right time.
3. Be certain that words used in a cheer do not inflame an audience.
4. Avoid using bells, horns and noisemakers.
5. Use gestures that are synchronized, pleasing to watch, and easy to follow.
6. Divert the crowd's attention by starting a positive yell if booing or improper cheers develop.
7. Do not conduct a cheer at the same time as the visiting cheerleading squad.
8. School flags cannot be paraded in front of the opposing fans' sections.
9. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section.
10. Do not lead fans in any cheer that poses a safety risk, including fans jumping or bouncing on the bleachers at any time.

### **Students**

Students' habits and reaction as spectators determine the quality of sportsmanship which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

1. Know and demonstrate good sportsmanship. Good sportsmanship means always being positive with your response to the contest.
2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player and do not heckle or jeer the opposing team.
5. Remember athletic contests and mood altering substances do not mix.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.
7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. Do not direct offensive cheers/chants at opposing cheering sections.
10. Shirts must be worn at all contests.
11. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

### **Spectators**

Fan behavior whether at home or away at athletic contests reflect on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts—both individuals and property — with proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Be positive. Cheer for your team rather than against the opposition.
3. Refrain from booing and name calling.
4. Respect the officials' point of view. He/she is in charge and is doing his/her best.
5. Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
6. Do not use profanity in cheers or direct profane statements at officials, players, coaches or opposing cheering sections.

7. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. This includes signs, posters, and clothing that would be deemed inappropriate. Racist remarks are never acceptable.
8. Do not advance on the court or field to protest or communicate with officials, coaches or players.
9. The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.

#### **Officials**

1. Know the rules and accepted officiating procedures.
2. Make decisions promptly and fairly.
3. Be consistent.
4. Be neat and friendly, but businesslike.
5. Be on time and start the game on time.
6. Refrain from placing hands on players during an athletic contest.
7. During the pre-game conference make reference to the fact that you expect captains to exhibit sportsmanlike behavior and demand it from all team members.
8. Keep emotions in check. Being emotional can affect your judgment.

#### **Public Address Announcers**

1. Announcers shall not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to draw attention to themselves.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship by what they say and how they say it.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral in regard to the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall not use alcohol and tobacco products at the venue.

#### **Police and Staff Supervisors**

1. Check with the athletic director prior to the contest time for assignments.
2. Arrive on time.
3. Discourage small groups from gathering near entrances and exits.
4. Keep playing area clear of spectators before, during, and after the contest.
5. Move with the crowd.
6. Have adult violators escorted to the police station. Call parents of youth offenders to escort them home.
7. Survey the area after the contest.

#### **Administrative Staff**

1. Arrange for a supervision and crowd control committee meeting before the fall season. The committee should be comprised of:
  - a. Superintendent of Schools
  - b. High School and/or Junior High School Principal
  - c. Athletic Director
  - d. Cheerleader Coach
  - e. Student Council Representative
  - f. Community Civic Club Representative or Booster Club Representative.
  - g. Police Representative
  - h. Regular staff supervisors.
2. Publicize the recommendation of the supervision and crowd control committee.
  - a. Meet with the Chief of Police and Highway Patrol prior to the opening of school.
  - b. Hire off-duty police as game and conditions warrants. Assign duties, times etc.
  - c. Establish traffic patterns in and around the contest site. Use community volunteers or student groups.
  - d. Erect restraining fences and/or rope off areas appropriately.
  - e. Supervise gates at all times and prohibit free entry to anyone during the entire contest.
  - f. Check the physical facility to see that it is in the best possible condition to accommodate crowds.
  - g. Provide first aid capability and/or medical doctor availability.

#### **Athletic Director**

1. Review game management responsibilities.
2. Explore crowd control ideas with other schools in your conference.

3. Discuss crowd control with civic and/or booster organizations.
4. Schedule pre-season school assemblies to review contest rules, good sportsmanship and spectator behavior.
5. Review with security personnel their assignments prior to each contest.
6. Review assignments with staff prior to each contest.
7. Make sure that officials and their dressing area are taken care of in the proper manner. Questions concerning an official's call, mechanics or procedural duties should be addressed through the respective official's pool leader, the MOA Regional Director or the MOA office. A report form for unusual situations is located on the MHSA website.
8. Announce that no spectator is allowed on the field or court prior to, during, or after a contest.
9. Check with police and staff at half-time.
10. Provide a check of the facilities after the contest.



**B. Recommended Equipment for a Track and Field Meet**

**Long Jump**

Clip board/plastic cover/pencils/pens  
Take off board (clean & paint)  
50' tape - steel also  
1 nail marker—spike  
2 brooms  
2 rakes--leveling board  
2 shovels  
Flag red/white  
Chair-desk for scratch judge  
Wind gauge—Anemometer  
Cones (3)  
Pennant streamers--150' for runways (2)  
runways (2)  
Contestant benches  
Distance indicator  
Stop watch  
Event closed sign

**Triple Jump**

Clip board/plastic cover/pencils  
Take off board (clean & paint)  
100' tape - steel also  
1 nail marker--spike  
2 brooms  
2 rakes--leveling board  
2 shovels  
Distance indicator  
Chair-desk for scratch judge  
Wind gauge--Anemometer  
Cones (3)  
Pennant streamers--150' for  
Contestant benches  
Flag red/white  
Stopwatch  
Signs for runways & sticks  
Event closed sign

**Long & Triple Jump Bag:**

Clipboard (including event rules)  
Pencils/Pens 3  
Time Schedule  
Event Sheet  
Red/White Inspector Flag  
Measuring Tapes (2-50' for Long Jump and 2-100' for Triple Jump) standard/metric (Steel tape available for verification of qualifying mark)  
Scratch Pads  
Stop Watch  
Half- tennis ball--1-6

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**High Jump**

Clip board/plastic cover/pencils/pens  
3' ladder  
25' tape--10' steel tape  
2 crossbars  
1 broom  
Distance indicator  
Standards and mark position  
Event closed sign

Rag towels  
Pit & standards  
Cones (2)  
Chairs (3) or desks for event judges  
Squeegee  
Contestant benches  
Stop watch

**High Jump Bag:**

Clipboard (including event rules)  
Pencils/Pens 3  
Time Schedule  
Event Sheets  
Starting heights  
Measuring Tapes (1-25 or 50' nylon) standard/metric (steel tape available)  
Red/White Inspectors Flag  
Scratch Pads  
Stop Watch  
10' Steel Tape Measure

### **Pole Vault**

Chair or desk for event judge	Contestant bench
Clip board/plastic cover/pencils/pens	Coffee can to remove water from box (also
16' ladder/lift or aerial bucket	
sponges/towels)	
25' tape--steel also	Broom
2 cross bars/standards/pit	Crutch (V for pole vault)
4 towels	Cone
distance indicator	Pennant streamers (2) 150' for runways
wind sox	Pole vault rack
stop watch	Mats around area
Measurement stick	Event closed sign

### **Pole Vault Bag:**

Clipboard (including event rules)  
Pencils/Pens 3  
Time Schedule  
Event Sheets  
Starting heights  
Measuring Tape (1-25 or 50') standard/metric (Steel tape available)  
Scratch Pads  
Red/White Flag  
Stop Watch  
Pole vault competitor's event verification forms

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### **Shot Put**

Clip board/plastic cover/pencils/pens	Toe board
100' tape - steel also	3 nail markers (spikes)
1 broom	1 foot mat-Shoe cleaner
4 towels	Flag red/white
Distance indicator	Distance Markers-20', 25', 30', 35', 40', 45', 50', 55',
60', 65'	
Chair or desk for event judge	Sector lines--chalk liner
Pennant streamers (3-100')	Ring
Squeegee/blower to dry ring	Rake
Contestant benches	Stop watch
Plastic tarp for ring--something to hold it down	Event closed sign

### **Shot Put Bag**

Clipboard (including event rule)  
Pencils/Pens3  
Time Schedule  
Event Sheets  
Measuring tape (1-100') standard/metric (steel tape available)  
Scratch Pads  
Red/White Inspectors Flag  
Stop Watch

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### **Javelin**

Clip board/plastic cover/pencils/pens	300' tape--steel also
4 nail markers—spikes	4 towels
Flag--red/white	Distance indicator
Sector lines – painted	Pennant streamers (2) 250' to rope off area
Chair or desk for event judge	Contestant benches

Toe board for javelin—paint  
1 foot mat-Shoe cleaner  
Event closed sign

Stop watch  
Tarp for runway to keep dry  
Distance Markers -70', 80', 90', 100', 110', 120',  
130', 140', 150' 160', 170' 180' 190' 200', 210',  
220'

**Javelin Bag:**

Clipboard (including event rules)  
Pencils/Pens-3  
Time Schedule  
Event Sheets  
Measuring tape (1-300') standard/metric (steel tape available)  
Scratch Pads  
Red/White Inspectors Flag  
Stop Watch

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**Discus**

Clip board/plastic cover/pencils  
250' tape-steel also  
3 nail markers (spikes)  
1 broom  
1 foot mat-shoe cleaner  
4 towels  
Flag red/white  
Distance Indicator  
Stop watch  
Event closed sign

Chair or desk for event judge  
Sector lines - paint  
Pennant streamers (3-220')  
Ring  
Squeegee/blower to dry ring  
Contestant benches  
Distance markers -70', 80', 90', 100', 110',  
120', 130', 140', 150', 160', 170', 180', 190',  
200'  
Plastic tarp for ring to keep it dry

**Discus Bag:**

Clipboard (including event rule)  
Pencils/Pens-- 3  
Time Schedule  
Measuring tape (1-250') standard/metric (steel tape available)  
Scratch Pads  
Red/White Inspectors Flag  
Stop Watch

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**Starter Bag:**

Starters pistols (2--32 caliber/starter; 2--22 caliber for backup starter)  
Starting cartridges (2 boxes of 50:32 caliber & 22 caliber)  
Time Schedule  
Red Arm Sleeve (2)  
Arm Shield  
Whistle (2)  
2 white/yellow flags  
Clipboards (2)  
Map of facility  
Pencils/Pens (4)  
Course Markings sheet  
Rules for starter and assistant starter  
2 Note Pads  
Micro System/megaphone  
Ear plugs or cotton

**Wind Gauge:**

Personnel (at least 3)  
Wind gauge Cards  
Rules/event sheets  
Pens/Pencils  
Need runners for them  
Chair  
Yellow/white Flag  
3 clipboards  
3 notepads  
Plastic sack  
Tell person on straight-a-ways of flag use

**Implement Inspection Area:**

Scales, gauges, tape measures, etc  
Spray paint or marking device  
Time Schedule  
Measuring rules/information

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**Inspectors (Umpires) Bag:**

Clipboards--1 for each person  
Pencils--2 for each person  
Scratch Paper--1 for each person  
Yellow/White Inspectors Flags--1 for each person  
NFHS Event Inspector Rules/directions on Clipboards  
Time Schedule--1 for each person  
Summary of rules infractions reporting form--1 for each person  
Map showing places of inspector--1 for each person  
Course markings--2 laminated  
Map of facility--2 laminated  
Plastic sacks for each person

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**Hurdle Crew Bags:**

Sticks to measure hurdles  
Time schedules  
40' of string on a stick  
Pencils  
Scratch pads  
Laminated rules and course markings  
2 clipboards

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**Finish Line:**

Clip board/plastic cover/pencils  
Heat sheets/event sheet-schedule/records information, rule book for timer/picker information  
Timer and picker cards/pads--which have event, competitor's number, school, place, time and lane and are a different color for each place  
Stop watches  
Yellow/white flag  
FAT timing system—yellow/white flag  
Plastic sacks to send results to P.A. person

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**Spike inspector's area:**

Example of correct spike length



starting blocks  
starting guns and shells  
tables  
tapes to cover event rings  
tents—marshalling area/awards area  
tickets for sale/ticket signs  
timing system/back-up timing system/plans  
training tables  
various pennant streamers to rope off areas  
water tables/coolers/cups/garbage cans  
area  
welcome speaker  
wind gauges  
workers caps/t-shirts/vests

starting blocks and block cart  
stop watches  
tags—contestant/workers/officials (with string)  
tarps to put on field event rings/runways  
tents--trainer/hospitality area  
timing system and stand  
trainer  
use score clock to time events—unofficial results  
walkie talkies  
warm-up area for running events, hurdles in this  
whistles  
windsocks  
yellow/white flags

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**Secretarial:**

Computers  
Paper - 8 1/2 x 11  
File folders  
Clipboards  
Masking tape  
Scoresheets  
extension cords  
Computer printer  
Copier - in Press Box  
Hi-liters  
Scotch tape  
Rubber bands  
in  
Paper clips  
Masking tape

typing tables  
Pencils - 50 extra  
White out  
staplers & staples  
Reporting forms  
Relay cards  
Calculator  
Computer Track program  
Copy Paper (white & colored)  
Red pens - Blue pens  
Duct tape  
Plastic sacks - zip lock bags for results to be put  
Rulers  
Staple removers

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**Packets For Teams:**

Coaches passes  
Contestant/manager passes  
Safety pins  
Contestant numbers  
Facility Map/parking map  
Information sheets  
Time Schedule  
Heat sheets  
Flight sheets  
List of contestant on the packet  
Relay cards  
(also some of these items should go to marshalling tent)

**Packets for Scorers:**

Pencils  
Sharpener  
Stapler  
White-out  
Markers  
Score Sheets/Rules

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**Backup Equipment Needs:**

Backup PA system  
Extra ID badges – officials  
throwing)

Extra contestant numbers  
Extra event sheets (running, jumping, and

Extra safety pins  
Extra spike checker too  
Medical/training supplies/First Aid  
Press information/records/schedules/etc  
Specific assignment (worker lists)

Extra schedule of events  
Extra timer/picker pads  
Pencils  
Rules books

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**Organization:**

Track Meet Schedule  
Warm-up--opportunities in field events  
Gate restrictions for athletes and coaches  
First Aid/Doctor/Ambulance  
Starting heights (High Jump/Pole Vault)  
Clerk of Finish Sheets  
Record sheets (class)  
Spotter for P.A.  
Awards person from Northwestern Energy

Check-in area  
List of restrictions (spike length)  
Information regarding official dress  
Scratch meeting  
Clerk of Course Sheets  
Scorer sheets (color code)  
Dress up awards stand area - flowers, etc. paint stand  
People to call in field event results to P.A.

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**C. Athletic.net information**

[Athletic.net](http://Athletic.net), has been designated the website for MHSAA track and field data this season. Coaches in all classifications are encouraged to establish their online profiles soon if they have not already done so. Instructions are available by visiting [www.athletic.net](http://www.athletic.net).

## **D. Announcers and Media Appendix**

### **Required MHS A Announcements:**

By the direction of the Executive Board, the following announcements are designated for use during the course of the tournament. All announcements are also linked through the MHS A website ([www.mhsa.org](http://www.mhsa.org)) and samples are included.

1. [Blue Cross & Blue Shield of Montana](#)
2. [Farmers Union Insurance announcement](#)
3. [Logan Health](#)
4. [Logan Health - Mental Health Awareness Month Announcement](#)
5. [Montana Farm Bureau Federation](#)
6. [Montana Honda Dealers](#)
7. [NorthWestern Energy](#)
8. [Reach Higher Montana](#)
9. [MHS A / Stockman Bank Sportsmanship announcement](#)

### **Media Information**

A summary of [video, telecast and photography policies](#) is linked through the MHS A website.

### **Except from the MHS A Handbook and Regulations:**

#### **Section (31) RADIO BROADCASTING POLICY**

The Montana High School Association and the Montana Broadcaster's Association agree to the following joint policies on the radio broadcasting of MHS A Athletic Activities (revised policy effective July 1, 1994):

- A. The host member school shall be responsible for the local policies concerning radio broadcasting of all MHS A athletic events other than district, divisional, and state tournaments and playoffs and exhibitions. Member schools and local stations shall work cooperatively to promote the broadcasting of both male and female activities.
- B. The radio broadcasting of district, divisional, and state tournaments and playoffs and exhibitions shall be controlled by the MHS A Executive Board with the following guidelines:
  1. Any radio stations that declare their broadcasting interests to the tournament/playoff manager no less than three days in advance of the scheduled event shall, without charge, be granted permission to broadcast such contests.
  2. Radio stations with permission to broadcast any contests have an obligation to provide a reasonable amount of free air-time prior to the event to promote attendance and ticket availability of the tournament/playoff game.
  3. The local radio station serving the market that normally has carried and promoted tournament/playoff representatives' contests throughout the season shall be given first right of broadcasting facilities in the site location. This local station will broadcast the contests of any local teams participation, as well as, the consolation and championship contests.
  4. The tournament/playoff manager shall determine and assign broadcasting space to all other stations requesting permission. Assigned location shall be desirable for broadcasting and limited to no more than three (3) people. The tournament manager will provide a limit of three media passes if they are needed. These passes must be used by the broadcast team members only and are not transferable.
  5. Radio stations may request feeds from any radio station broadcasting the tournament/playoff contests. All stations are responsible for making their own broadcast arrangements. If feeds are not available, the stations may request permission to broadcast those contests of interest.



- C. The privilege to broadcast is granted on the following conditions:
1. There shall be no announcements or advertisements contrary to the principles of high school athletics.
  2. Stations shall be responsible for any and all expenses incidental to setting up and broadcasting the activity.
  3. Reports of accidents, injuries, or other incidents should be minimized and factual to prevent or minimize undue anxiety on the part of the listener.
  4. Radio stations providing "feeds" will adhere to the format approved by the Montana Broadcaster's Association.
  5. No commercials or advertisements on behalf of or at the request of the MHSA will be broadcast without a signed Timed Brokerage Agreement between the Montana Broadcasters Association and the Montana High School Association.
  6. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.
  7. Stations have demonstrated efforts to broadcast post season events for both genders when applicable.
- D. Stations that are not in compliance with MHSA policies on broadcasting will be notified in writing by the MHSA of details of their non-compliance and be allowed to respond and remedy the problem before their requests to broadcast are declined.

### **Section (32) POLICIES FOR VIDEO, CYBERCASTING, TELECASTING AND PHOTOGRAPHY OF MHSA EVENTS**

The MHSA reserves the exclusive authority to regulate photographic and video recordings and their distribution, including but not limited to photos, tapes, CD's, DVD's, broadcasts, telecasts, cybercasts, video-streaming, audio-streaming and other mediums. The Montana High School Association is the owner of the rights to and the copyright holder of all audiovisual recording, filming, videotaping, telecasting, webcasting and photography of MHSA events involving MHSA member schools.

The MHSA and its member schools will consider equitable coverage of both male and female activities when granting permission for any photography, filming, audio and/or video recording, and the subsequent use of those mediums.

All regular season and post season audiovisual rights may be granted to other parties as stipulated below:

- A. Videotaping/Filming:
1. All videotaping shall be conducted from an area designated by the event manager or tournament manager.
  2. No videotaping shall be conducted for commercial purposes unless previously approved by the MHSA Executive Director.
  3. Videotaping by spectators is allowed only from designated areas 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 as outlined below.
- B. News Media Broadcast, Telecast, Cybercast and Video Display:

1. News media may air, broadcast, telecast, cybercast, audio-stream, video-stream or display highlights only in a bona fide newscast or through an approved MHSA media outlet or website. "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 6:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of highlights are not considered "bona fide newscasts" and shall not be permitted without the written consent of MHSA.
2. News media may display highlights of an event in progress as part of a bona fide newscast so long as such highlights are not live excerpts.
3. News media highlights may not exceed five (5) minutes per event (or per day of multiple day events such as post season tournaments) of running time total in any one newscast or via an approved MHSA media outlet website.
4. News media highlights may not be sold or transferred in any way except for transfers from newspaper to newspaper within the same publishing corporation or from a newspaper to a bona fide news agency. Media highlights may not be used commercially or in any other manner not specifically set forth above without the written consent of MHSA, except for provisions granted in Section E, #3 of this policy.
5. At all times, the sportscasters should be unbiased and shall use good judgment in providing an objective, fair and professional presentation of the contests. The sportscasters should "report" the contests rather than judge or criticize the performance of the officials, coaches or players. Broadcasts should reflect sensitivity and a caring attitude towards the contests' participants.
6. The MHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

C. Commercial Broadcast, Telecast, Cybercast and Video Display:

1. All commercial broadcast, telecast, cybercast or video display of any regular or post-season event must be approved by the MHSA 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 MHSA.
2. When granted authority for commercial broadcast, telecast, cybercast or video display of MHSA events, the commercial entity must comply with the conditions set forth by MHSA, including any safety, contractual, fiscal, or other concerns that apply. The MHSA will consider the promotion of both male and female activities when granting authority.

D. Non-Media/Non-Commercial Tape Delay Policy:

Any filming by private or non-media outlets that is intended for tape-delayed broadcast, telecast, or cybercast must meet the following criteria:

1. All non-media, non-profit filming for any post-season event must be approved by the MHSA 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 MHSA. The MHSA will consider the promotion of both male and female activities when granting authority. Schools may request permission to live-stream their post season events from the Executive Director only if they are a member of the NFHS Network's School Broadcast Program (SBP).
2. All non-media, non-profit filming for regular season events must be approved by the local school districts involved in the event. Member schools are granted the authority to regulate tape-delayed telecasts and/or cybercasts of regular season events, provided that member schools and local entities work cooperatively to promote both male and female activities. (If it's a commercial broadcast, telecast, cybercast or video display, it must be approved by the Executive Director, also.)

3. All entities and outlets must comply with the conditions set forth by MHSA, including any safety, contractual, fiscal, or other concerns that apply.

E. Still Photography:

1. Personal photography by individuals (including students, coaches, parents, and/or fans) is permissible provided that the resulting images are for private home use only and not for any manner of distribution. The act of photographing any part of an MHSA event must not interfere in any way with the conduct of the event or with the view of other patrons. Personal photography is allowed only from designated spectator areas.
2. Photography by school/team representatives is allowed only for use by the individual school program (specifically yearbooks, school newspapers, other school-produced publications and/or school websites). Resale of images is prohibited, unless authority is granted under item 4 (below). Press credentials will not be issued to school/team photographers, and these individuals are allowed to photograph only from designated spectator areas. School/team representatives are not allowed in areas designated for members of the media.
3. Bona fide members of the news media may photograph and print photo images as part of their established print media or websites. Newspapers will have unrestricted use and sale of photo images that appear in print or on newspaper websites as part of news articles or in photo galleries. News media photography must not interfere in any way with the conduct of the event and is allowed only from designated news media areas.
4. Rights and conditions (including fees) of commercial photography and subsequent distribution will be specified through written consent. When granted 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 will 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.
  - 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.
  - c. For all state level competition, all post season football and all Class A post season soccer, the MHSA Executive Director has the authority to grant rights.
5. The MHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

F. Media Passes

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

G. ***Policy on Venue Video Boards/Replay Boards***

***It is recognized that as technology advances, more facilities are adding video capability to the assets utilized at contests. To ensure the proper conduct of contests, and to ensure that such video is not used to the detriment of any school, coach, participant or contest official, the following specific restrictions shall be in place:***

- 1. Any live action being shown during the contest may only be the simulcasting of the event, and no audio from the simulcast can be projected via the venue sound system;**
- 2. In the event of officials holding any type of conference to properly interpret or apply a game situation, video replays may NOT be shown during that conference and may not be shown later. There cannot be any replay of any controversial call or controversial play;**
- 3. Any replay of game action that is shown on the video board, shall be shown only once immediately following the play, only at full game speed, and without announcing commentary from any source;**
- 4. Replays of specific scoring plays and contest highlights may be shown during time-outs or during breaks between periods, but must reflect a balance between participating teams and may not include announcer commentary;**
- 5. Game administration is continually expected to exercise prudent judgment and ensure that nothing shown on the video boards can serve to incite the crowd against either team or the contest officials. Failure to perform this expected discretion may result in penalties against the school for a violation of MHSA Rules and Regulations.**

## E. Ticketing

### **Sample Ticket Chart:**

MHSA passes must be honored at MHSA regular season events and MHSA tournaments. A sample is included. To obtain a copy of the pass chart, email [bmichelotti@mhsa.org](mailto:bmichelotti@mhsa.org).

### **Ticket Distribution for NorthWestern Energy:**

In accordance with the MHSA/Northwestern Energy corporate sponsorship agreement, the tournament manager shall place twelve (12) tournament tickets at will call for the use of area Northwestern Energy employees. The distribution form for tracking these tickets is linked through the website and a sample is included.

- [NorthWestern Energy Ticket Distribution](#)

## F. Program Content Appendix

### 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. All ads are also linked through the MHSAs website ([www.mhsa.org](http://www.mhsa.org)). Pictures of the MHSAs Executive Board and Executive Staff are available on the MHSAs website.

#### MHSAs logo

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



#### Statement relative to the MHSAs

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 MHSAs is to assure that the membership is provided with leadership and support in advancing equitable MHSAs 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 MHSAs member schools. The MHSAs 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.*

In addition, please include the following statement inside your program: **“Selection of officials for district, divisional and state basketball tournaments will be made by the MOA office by using a combination of the following: coaches' input (ballots), individual officials' pool ranking and MHSAs/MOA office input.”**

#### 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 MHSAs 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.**

1. [Blue Cross & Blue Shield of MT](#)
2. [Farmers Union Insurance](#)
3. [Logan Health](#)
4. [Logan Health - Mental Health Awareness Month](#)
5. [Montana Honda Dealers](#)
6. [Stockman Bank](#)

#### Other Advertising

The MHSAs Executive Board is requesting that each tournament manager use discretion in 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 MHSAs or other tournament-specific items can be used. Contact the MHSAs office if you have questions about allowable program content.