

Memphis Shelby PAL

**Track and Field**

**Bylaws**



# Track and Field

## By – Laws

### 1. General

- A. Executive Board members and Directors shall be identified at each meet. Executive members wear blue with Memphis Shelby PAL logo caps and League Directors wear white with Memphis Shelby PAL logo caps. Members-at-Large wear gold with black Memphis Shelby PAL caps.
- B. In all cases that are not covered by the rules in this document, the National Alliance (TSSAA) rules shall apply. In instances where this document nor the TSSAA rule book has a clear and concise rules definition, it shall be up to the Memphis Shelby PAL Track Administrator to make the decision based on what is fair and equitable for the participants and the track program
- C. League Directors are to have completed Memphis Shelby PAL registration paperwork turned in to the Memphis Shelby PAL Secretary prior to the areas first practice for participants that have registered prior to an area first practice. The League Director is responsible to turn in completed registration paperwork within 7 days for any child that registers after the areas first scheduled practice. The area roster is to be maintained and updated throughout the track season by either announcing additions or deletions at the weekly Memphis Shelby PAL Board meeting or by email to the Memphis Shelby PAL Secretary.

### 2. Eligibility

- A. Competition:
  - 1. Any individual that registers with any Memphis Shelby PAL area, to compete in their track and field program must not have competed with any track and field team or organization outside of Memphis Shelby PAL after March 1 of the upcoming track and field season.
  - 2. The final date of registration for the current track season will be the Friday before the 3<sup>rd</sup> Inter-Area Track Meet to allow eligibility to compete in the Memphis Shelby PAL Track & Field Championship. Only those children that have participated in two (2) or more Inter-Area meets (Pre-Qualifying Meet included) will be eligible to compete in the Memphis Shelby PAL Track & Field Championship Finals. The final date of registration will be made to allow for this.
  - 3. Any Inter-Area track meet that is canceled or shortened due to inclement weather shall constitute an official meet for all participants listed on the heat sheets for that meet.
  - 4. Participants will be required to compete in the appropriate age divisions based on their age as of December 31 of the previous year (current school year). Children 14 year olds may compete as long as they do not turn 15 by December 31 of the current calendar year. Children turning 15 years old by the last Inter-Area Track Meet of the

current Track season may compete in the 5 year old age Division as a Novice athlete.

A copy of every child's birth certificate must be turned in to or on file with the Memphis Shelby PAL Secretary prior to the child being allowed to participate in any area practices or scheduled track meets.

5. A child is allowed to age up if the Coach and parent allow it. Once the child has moved up, they cannot move back down. This will be a permanent move. Once a move is made it is permanent.
6. In the event that a child has a serious illness or injury, (i.e.: Broken limb, pneumonia, mono), that would prevent him/her from participating in the required number of Inter-Area meets, a child may be allowed to participate in Memphis Shelby PAL Track & Field Championships provided that child has been under a physician's order to not participate. A letter from the child's physician must be received by either the Track Administrator or the Memphis Shelby PAL Secretary via postal mail, email or fax, sent from the physician

#### B. Fees:

1. Shelby Youth Sports Board of Directors will set the participation fee each year prior to February 1. These fees must be paid prior to any child being allowed to participate in any practice or scheduled meet.

#### C. Coaches:

1. All head officials should be certified by (USATF) 30 days before the start of the season.
2. There will be two (2) Coach's Clinics conducted by the Memphis Shelby PAL Track Administrator prior to March 30<sup>th</sup> for the purpose of, but not limited to, reviewing the Memphis Shelby PAL Track By-Laws and changes made, age requirements, order of events, general track procedures, coaches sheets, heat sheets and to answer questions. When possible, guest paramedics and coaches should be included to review track safety and proper techniques for Memphis Shelby PAL coaches to use in the training of their participants.
3. Each area **MUST** be represented at one of the Coaches Clinics by at least one (1) of the following: League Director or Area Track Director. It will be **mandatory for all coaches to attend one Clinic each year**. Any coaches added after the second Clinic must have the training confirmed by the Executive Board at any Memphis Shelby PAL Board meeting. Any area found in violation of this rule will forfeit their right to protest any results at Championship events and will be penalized one (1) point per child listed on their final roster.
4. All track coaches are required to sign a statement, furnished by Memphis Shelby PAL, to the effect that he/she has read and understands the Memphis Shelby PAL Track By-Laws, has read and understands the Coaches Code of Conduct and that he/she has a copy of the rules in his/her possession. The League Directors are further required to have these statements turned in and on file prior to the first track meet with the Memphis Shelby PAL Secretary.

5. All Memphis Shelby PAL track coaches must be a minimum of 19 years old. Any coach found to be under the age of 19, will be immediately suspended.
6. All coaches must show their ID badges. Badges must be visible at all times. It must also be up-to-date and display the appropriate certification qualification.

### 3. Equipment

#### A. Shoes:

All track participants are required to wear shoes. Shoes will be either running shoes or an approved athletic type shoe. All participants in the 5/6, 7/8, 9/10, 11/12 and 13/14 age divisions will be allowed to wear ¼" or smaller spiked track shoes, either metal, plastic or molded to be decided at the discretion of the parent and / or runner.

#### B. Uniforms:

1. The track uniform shall be defined as follows: Approved shirt with the official Memphis Shelby PAL logo prominently displayed on the front or back, approved shorts and approved shoes.
2. The following undergarments are approved for use under the track uniform:
  - a. Colors chosen to be worn shall be the declared team colors chosen by the Area and/or a neutral color of black, white or grey. All Relay team must have the same matching colors, no exceptions.
  - b. Undershirt sleeves may be either long, short, or tank style.
  - c. The undershirt may be a T-shirt style, or Body Armor style.
  - d. Participants may wear compression shorts (bike shorts), or fitted athletic leggings. Leggings may not have flared legs.
  - e. Sheer or lace leg coverings such as panty hose are not permitted.
  - f. Shirts with lace or ruffles are not permitted.
  - g. Undergarments may not have designs or visible writing, other than a small sized manufacturer's logo. (Logo should not be as blatant as to detract from the team uniform)
  - h. *ONLY Headbands and Wristbands can be worn by athletes if they match the declared Team colors chosen by the area and approved by Memphis Shelby PAL. Relay team colors do not have to match.*
3. Sock colors chosen to be worn shall be the declared team colors chosen by the Area and/or a neutral color of either black, white or grey. Relay team colors do NOT have to match.
4. In the event a child cannot wear the approved uniform due to religious or medical reasons, approval from the Track Administrator must be obtained.
5. All Memphis Shelby PAL areas are allowed to have a sponsor's logo that has been approved by the Board of Directors located on the back of the uniform.
6. The track uniform shirt must be tucked into the participant's shorts prior to the start of any event the individual is participating in.

7. Any unapproved alteration to a participant's uniform can result in the disqualification of that participant until the alteration is corrected. During Inter-Area meets, the decision of disqualification is left up to the Meet Director. At any Championship meet, the Memphis Shelby PAL Track Administrator or a Track Administrator appointed representative shall be responsible for the decision to disqualify a participant due to uniform violation.

C. Starting Blocks:

1. The use of starting blocks will be optional for the 10-18 age groups in any open race or relay that starts with 400M or lower.

D. Safety:

1. The metal part of any brace must be covered by foam or athletic tape. Any participant wearing a cast of any nature must present a physicians release prior to being allowed to participate.

**4. Practice:**

- A. Registration sign-ups may begin in November prior to the upcoming track season. Practice will start in January. Last day of sign-ups will be the end of January
- B. Practice time is limited to a maximum of 2 hours per day, but 3 days a week. Practice times cannot be divided or spread out over the week to create additional practice sessions

- C. It is recommended that practice sessions should not be held if the outside temperature is below 45 degrees F.

**5. Inter-Area Weekly Track Meets:**

- A. The Memphis Shelby PAL Track Administrator will publish a complete schedule of all Inter-Area meets and distribute it to all League Directors by March 15 of the upcoming track season.
  1. The Memphis Shelby PAL Track Administrator will designate the Meet Director or Hosting Area for all Inter-Area weekly track meets and publish that list by March 15 of the upcoming track season.
  2. The Meet Director of any Inter-Area meet shall have the authority to remove any coach, parent or supporter that is not conducting him or herself in a suitable manner.
  3. Coach's sheets must be turned into the Meet Director at the weekly heat sheet meeting. These meetings will be held on the Thursday night prior to the upcoming Saturday meet. At least one representative from each participating area must be present within thirty (30) minutes of the designated start time set forth by the Meet Director. Any participating area not represented within thirty (30) minutes of the scheduled start time will be disqualified from that meet. The time and place for all heat sheet meetings will be set up by the meet Director.

a. All Areas will be provided with official Coach's Sheets and will be distributed by the Memphis Shelby PAL Track Administrator. These official Coach's Sheets shall be maintained and updated throughout the track season. These Coach's

Sheets will have all the participants names typed or LEGIBLY printed on them for all heat sheet meetings.

4. All participants are required to remove any and all metal jewelry, including but not limited to earrings, necklaces and bracelets. Tape or Band-Aids may cover newly pierced ears. During Inter-Area meets, participants can be asked to remove the offending article of jewelry or simply disqualified from the event at the League Directors discretion. Any participant that is required to wear a Medical Alert bracelet, it may remain on the participant's person but must be taped during the event.
5. Chewing gum is strictly prohibited on the track or during any event an individual is participating in.
6. There will be two (2) separate categories that a participant may be entered in. "A" for "Advanced" participant or "N" for "Novice" participant. Any participant may enter either category in any event during an Inter-Area meet.
7. Leagues member organization with less than 75 team members may enter a maximum of six (6) participants or relay teams in any event. League member organizations with more than 75 team members may enter a maximum of eight (8) participants or relay teams in any event. If an age group within an area has 30+ participants, that area's respective age group will be allowed to enter a maximum of ten (10) participants or relay teams in any event. Each participant will be allowed to compete in a total of four (4) events. Each participant may participate in a maximum of three (3) track events.
  - a. At the last Inter Area Meet of the season, all participants may be entered in any combination of 4 track and/or field events.
8. Lane assignments will be set at random selection during all Inter-Area meets.
9. The following races will all be started in the waterfall line during Inter-Area meets: 3200m run, 1600m run and 800m run. Waterfall races will be limited to twelve (12) competitors when a six-lane track is in use and fifteen (15) competitors when a track larger than six (6) lanes is in use.
10. The Meet League Director will determine where the long jump competitors will jump. This may vary with age group or classification of participant.
11. Timers will be assigned to a specific lane for each event that is run completely in lanes. Timers are responsible for only the lane they are assigned.
12. The Finish Line Clerk shall record all times in ink. If a time has to be changed for any reason, the clerk will initial any changes made.
13. Ribbons will be furnished by Memphis Shelby PAL. For "A" or advanced participants, the first, second and third place finishers for the entire event will be awarded ribbons. For "N" or novice participants, the first and second place finishers will receive their corresponding ribbons and all other novice competitors will be awarded third place ribbons.
14. No team awards, prizes or trophies will be awarded during any Inter-Area meet. There will be no point tabulation of points during these meets.
15. The Starter shall be notified of all hearing impaired competitors in all events. If desired, the Starter if requested will provide hand signals.

16. The High Jump Bar will be set at the appropriate level for each age group. In the event that a jumper is participating in a track event when his/her age group is called, the jumper will be given the opportunity to check in and complete his/her attempts at the high jump when he/she is finished with the track event. The bar will be set at the highest level completed of the current 3<sup>rd</sup> place competitor in the child's respective age category.

**6. Area Divisions for Junior & Grand Championship Meets:**

*The Memphis Shelby PAL Director will categorized each Area into a Division Bracket based on the Final Team Roster going into Pre-Quals minus All Novice Competitors. Each Division will have a Team Ratio Factor that will be pre-determined and communicated to each area going into Pre-Lims and Finals. This Factor will allow each team to have the same number of potential points based on team size and prevent the unfair advantage and disadvantage of numbers. The number of participants that as area may enter in any event will be based as follows:*

**1A    5 PARTICIPANTS      2A    6 PARTICIPANTS      3A    7 PARTICIPANTS**  
**4A    8 PARTICIPANTS**

*Participant numbers may vary based on team size within the divisions based on the Discretion of the Track Administrator as accepted by the Area Sports Directors. The changes shall be communicated to each Area prior to running of Pre-Quals.*

**7. Jr. Championship/Grand Championship Qualifying and Finals:**

- A. During the course of the 2 week Preliminary events, each athlete may participate in a **maximum** of 4 events total. Any violation will result in the following penalties:  
The Area will forfeit their right to protest any results at Championships and will be penalized 1 point per child listed on their final roster. The athlete will be automatically DQ'd from any events participated in after the 1<sup>st</sup> four events.
- B. Junior Championship and Grand Championship Preliminary meets will be held on the same days and will be run simultaneously.
- C. All Championship Meets will have a start time designated by the Memphis Shelby PAL Track Administrator that will start no earlier than 8:00 a.m. no later than 9:00 a.m. unless there is inclement weather. The official start time will be announced and distributed to all League Directors prior to April 15.
- D. The Memphis Shelby PAL Track Administrator shall be visible and will occupy a position at either the Starting Line, Finishing Line or Press Box during the Meet.
- E. Junior Championship participants or "N" novice competitors will only be allowed to participate in those events noted for novice competitors. Only exception will be Shot Put and Baseball Throw events where a novice competitor can enter the "A" or advanced divisions.
- F. All participants are required to remove any and all metal jewelry, including but not limited to earrings, necklaces, bracelets and body piercing. Tape or Band-Aids may cover newly pierced earrings. Championship meet participants will not be asked to remove jewelry. If a

participant has jewelry on prior to the starting of an event, the competitor will be disqualified from that event. Any participant that is required to wear a Medical Alert bracelet must have it taped down during the event.

- G. Lane assignments for Junior Championships will be set at random. Lane assignments for Grand Championship qualifying will be set at random unless there is a fair and equitable way to determine lane assignments. Lane assignments for Championship Finals will be determined on qualifying results and will be distributed to all League Directors no later than Tuesday prior to the Championship Finals meet.
- H. The Memphis Shelby PAL Track Administrator will determine where the long jump competitors will jump. This may vary with age group or classification of participant.
- I. Timers will be assigned to a specific lane for events that competitors will finish in their assigned lanes. For all other track events, there will be two (2) timers responsible for timing all competitors. In those events, the competitors will be given a numbered stick as they finish and their corresponding time will be recorded. Whenever possible, outside and impartial individuals should be used as official timers. These individuals shall be compensated by Memphis Shelby PAL for a fee determined by the Memphis Shelby PAL Track Administrator and allotted for within the Memphis Shelby PAL Track & Field budget.
- J. Event result sheets will be posted no later than ninety (90) minutes after the completion of an event. At the end of an official event, the Finish Line Secretary shall gather all event result sheets for a specific event, including all age groups within that event, and will note the time they are given to an official to be taken to Memphis Shelby PAL officials in the press box to verify the competitors that have successfully advanced to the Championship Finals. At no time prior to the official posting, shall any results be changed for any reason without an official protest being filed.
- K. If a protest is to be filed, it must be done as follows: The protest will be made in writing by the League Director within one (1) hour after event results are posted. The protest will be hand delivered to the Memphis Shelby PAL Track Administrator along with a fifty (\$50.00) dollar protest fee. The Memphis Shelby PAL Track Administrator will review the protest at the earliest opportunity without disrupting the continuity of the Meet. If the protest is upheld, the necessary changes will be made to the result sheet and re-posted and the protest fee will be returned. If the protest is overruled, the protest fee will be forfeited and donated to the Memphis Shelby PAL Scholarship Fund.
- L. A video camera will be used at the finish line for the purpose of making an accurate decision settling a filed protest. After all filed protests have been resolved the tape shall be destroyed.
- M. Any League Director, Assistant Director or Area Coach found to have knowingly broken the rules as set forth by Memphis Shelby PAL, for the purpose of gaining an unfair advantage, will be immediately suspended. A suspension committee will review the violation and will determine the length and severity of the suspension.
- N. A series of calls will be made for every event. All competitors will have a maximum of five (5) minutes after third (final) call to check in with the Event Secretary for their event. If a competitor does not check in within the allotted time limit, they will be disqualified from that event. No adult may check in any competitor(s) that are not physically present during the check in process. For field events, it is to be noted on the meet sheets that they have checked in and if they are unable to complete their attempts due to enrollment in a track event, they are to be allowed to return and complete their attempts at their earliest opportunity.

- O. Preliminary races/events in the Grand Championship Preliminary meet will be held in all events as needed for the purpose of determining the competitors that will advance to the Grand Championship Finals and for proper lane assignments for those competitors at the Grand Championship Finals. There will be no preliminary races/events for the Junior Championships.
- P. The 3200m Relay will be run as a final at Prelims.
- Q. The 3200m run, for all ages competing will be run at Grand Championship preliminaries as a Grand Championship Final. Other events may also be completed in the same fashion at the Memphis Shelby PAL Track Administrators discretion.
- R. For all events that are completed and final, medals will be awarded to the first, second and third place finishers. For novice competitors, ribbons will be awarded for fourth and fifth place finishers and all other s will receive a sixth place ribbon. For advanced competitors, fourth, fifth and sixth place ribbons will be awarded.
- S. There will be no points awarded to any area from the Junior Championship. Points for all events during the Grand Championships will be tabulated as follows and will be on a per event basis:.

1 <sup>st</sup> Place	10 points	3 <sup>rd</sup> Place	6 points	5 <sup>th</sup> Place
	2 points			
2 <sup>nd</sup> Place	8 points	4 <sup>th</sup> Place	4 points	6 <sup>th</sup> Place
	1 point			

- T. Team trophies will be awarded for the Memphis Shelby PAL Grand Championship based on the point tabulation in each division.
- U. Coach's sheets must be turned in to the Memphis Shelby PAL Track Administrator at the Prelim Heat Sheet meeting. At least one (1) representative from each area must be present within thirty (30) minutes of the designated start time as set forth by the Memphis Shelby PAL Track Administrator. Any participating area not represented within thirty (30) minutes of the scheduled start time will be deducted ½ point per participant of that team. The Memphis Shelby PAL Track Administrator will set up the time and place for the Prelim Heat Sheet meeting.
- V. For all competitors in track and/or field events that have qualified for the Grand Championship Finals, their preliminary results will not carry over to the Grand Championship Finals.
- W. Only one (1) coach from each area will be allowed in the field prior to the running of a relay event. This coach will assist the Starting Line Secretary in getting their team checked in and lined up correctly. All coaches must leave the field prior to the start of the event. Any coach that remains in the restricted area of the field during the running of an event, that does any coaching from the restricted area, shall have their team automatically disqualified from that event. This is specifically for 5,6,7,8,& 9 year olds unless it is a special needs child.
- X. Any relay team may have a maximum of two (2) alternates listed.

## 8. Scheduling:

- A. In scheduling of Inter-Area meets, the distance traveled by all areas should be considered and everything possible should be done to limit the amount of travel each area should have to endure.

## Section 9. Order of Events:

- A. The official order of events will be as follows and will remain throughout the Inter-Area season. It may be necessary for the Memphis Shelby PAL Track Administrator to alter the Order of events for the Championship Preliminary and Finals meets. Any changes will be distributed to all League Directors.

1.	3200m run	A only	10-12 Boys & Girls
2.	100m Dash	A & N	5-14
3.	1600m Run	A only	7-14
4.	400m Relay	A & N	5-14
5.	400m Run	A only	5-14
6.	800m Relay	A & N	7-14
7.	800m Run	A only	5-14
8.	800m Medley Relay	A only	10-14
9.	50m Dash	N only	6-12 Boys & Girls
10.	3200m Relay	A only	10-14
11.	50m Low Hurdles	A only	10-11 Boys & Girls
12.	100m Low Hurdles	A only	10-14
13.	100m Intermediate Hurdles	A only	5-14
14.	200m Dash	A & N	5-14
15.	1600m Relay	A only	7-14

5 year olds must turn 5 by the first track meet of each year.

5 year olds will compete in their own age category.

Available field events will be:

50m dash  
100m dash  
200m dash  
300m dash  
400m relay (may combine boys and girls)  
Baseball Throw  
Long Jump (ages 7-14 only)  
Triple Jump (ages 10-14 only)  
Shot Put (ages 10-14 only)  
Discuss (ages 10-14 only)  
High Jump (age 10-14 only)

Calls for field events should be staggered throughout the track meet and not calling like groups to all their field events at the same time.