

## DISTRICT 5 TRACK & FIELD

### IMPORTANT INFORMATION

#### *ATHLETIC DIRECTORS/COACHES*

1. Enclosed/Attached are important and necessary forms for the PIAA District 5 Track & Field Championships to be held at Northern Bedford High School on Wed. May 14 at 3:00 PM. Rain Dates are May 16 and May 17. Please forward all of the attachments to your coaches as well as examining them yourself.
2. Forms and entry fees can be sent along to the meet or mailed so that I receive by Fri. May 16.
3. Do not forget the **entry fee of \$10.00 per athlete for every athlete listed on the competitor roster (per milesplit) and \$25 per team (This means \$50 for Boys and Girls Team)**. Entry fee checks should be forwarded to Jeff Batzel, Meet Director and made out to "PIAA District 5."
4. I will attempt to get the District seedings placed on the District 5 website sometime Tuesday May 13. Performance lists will be available, if requested by coaches, on Tuesday morning.
5. The Stadium and Track will be open for practice by competing teams from 5:00-7:00 on Monday May 12. A coach from your school must be present to supervise athletes who are practicing.
6. Complete a PIAA Pole Vault verification form and send a signed copy with your vaulters to weigh-ins on the day of the meet. The vaulters will be weighed in prior to competing and the meet officials will fill in the weights.
7. State Qualifiers and coaches will need to be registered for housing at Shippensburg by each schools athletic director. Note that Southern Fulton, Fannett-Metal, McConnellsburg, Everett, and Tussey Mountain are not eligible to receive on campus housing.
8. Your head coach needs to notify me at the meet of your athletes intentions at the state meet. You may not scratch at the state finals from an event. Scratches must occur at the district meet so that second place finishers may be approached concerning replacing any champions who are scratching from an event at states.

Jeff Batzel, Northern Bedford Co. HS

**TO:** District 5 Track and Field Coaches  
**FROM:** Jeff Batzel, Track and Field Chairman  
**DATE:** May 1, 2014  
**SUBJECT:** Information Concerning the District Meet

### **REGISTRATION PROCEDURE FOR DISTRICT 5 COMPETITION:**

1. [www.pa.milesplit.com](http://www.pa.milesplit.com) is the site for online registration. Registration is open and closes on Monday May 12 at 12 Noon. Everyone should be familiar by now with Milesplit. If you have problems, contact me for instructions or look for the link to online registration instructions on the milesplit website. Other coaches may contest your meet entries prior to the meet. In particular qualifying standards or validity of times. To avoid problems, please be sure and **convert** any hand held times to **FAT by adding .24**. Merely checking the hand held time box does not mean that milesplit will convert for you. **DO NOT USE PREVIOUSLY SUGGESTED MILESPLIT TIMES FROM PRIOR TO THIS SEASON, THESE ARE INVALID FOR THIS MEET.** Schools may enter any athlete that achieve the qualifying standards (refer to the D5 Track & Field website at <http://mid-atlanticsports.blogspot.com/2014/04/d5-track.html> )
2. In an individual event, a maximum of three (3) qualifying athletes per school may compete. **There is a chance that the standards some events could be lowered slightly on Friday May 9 if it appears that fewer than 12 athletes have qualified in any particular events. Check the website and with your AD for any updates regarding this situation. The D5 T&F website is at:** <http://mid-atlanticsports.blogspot.com/2014/04/d5-track.html>
3. The entry deadline is Monday May 12, 2014 at 12 Noon. Do not wait until the last minute to enter. Monday should be reserved for updates or replacements if needed. The earlier entries are placed the better gauge we can have on lowering any standards in events that have few qualifiers. I am asking that a tentative entry list of all your probable entries be on milesplit by the end of the day Wednesday May 7 to help me determine whether to alter any qualifying standards. You can always upgrade competitors performances prior to noon on Monday.
4. No additions or replacements can be made the day of the event after the entry deadline. **EXCEPTION:** Those on the approved alternates list. This list is to be submitted on Monday by entry deadline to the meet director and is for athletes who have met the district qualifying standard in individual events where 3 athletes have already qualified and been entered. Approved alternates would be athletes NOT in your top 3 per individual event who have met the qualifying standard and could be substituted into the meet at the meet site. Approved alternates is NOT part of the milesplit entry system. E-mail a list to the meet director of any approved alternates at [jbatzel@nbcsd.org](mailto:jbatzel@nbcsd.org)
5. The meet time schedule will be posted on the District 5 Track & Field Official website.
6. A performance list indicating the athletes entered in the meet should be available Tuesday (May 13, 2014) on the District 5 Website. The list will also be emailed to the coaches/AD's if requested. It will be a performance list and will not yet have lane assignments.

### **STATE MEET INFORMATION**

2014 PIAA Track and Field State Championship information, which includes the PIAA memorandum, housing reservation form, pole vault form, schedule of events, qualifying standards, etc. is located on the PIAA website. [www.piaa.org](http://www.piaa.org)

## **INFORMATION NEEDED:**

I need the following information concerning your school's participation in the 2014 District 5 track and field meet. E-mail your responses to Jeff Batzel at [jbatzel@nbcsd.org](mailto:jbatzel@nbcsd.org)

### **TRANSPORTATION INFORMATION:**

1. Your bus departure time for NBC.  
(In order to notify your school if the meet is postponed due to bad weather.)
2. Your anticipated arrival at Northern Bedford High School

## **TENTS**

If schools wish to have tents set up that will be permitted on the visitors bleachers side (closest to the school) on the end closest the scoreboard and between the bleachers and Javelin area. **There will be no tents allowed in the bleachers.**

## **ITEMS FOR SALE:**

The following items will be sold at the District 5 track and field meets.

- District 5 Track and Field Championship "T" shirts
- District 5 Track and Field Programs
- District 5 Medal Stand Pictures of Athletes (NEW!)

Order forms will be in your team packet, as well as, at various locations at the meet.

## **TRACK MARKINGS**

Adhesive tape may be used to mark exchange zone marks in the 4 x 100 relay and a maximum of 2 points (starting point and one checkpoint) in the Jumping events and Javelin. No chalk may be used (exception is Pole Vault takeoff area). Markers may be placed adjacent to the runways in lieu of adhesive tape as well. Please ask your athletes to remove the tape after competition.

## **CLERK OF COURSE**

**The Clerk of Course tent will be located on the infield closest the Long and Triple Jump areas on the pressbox bleachers side. Athletes will be only permitted to enter the infield area and tent area used for clerking after a first call is made and via the gate closest to the start of the 100 meter Dash.**

## **IMPLEMENTS:**

An athlete can weigh-in their own or a school provided implement. If an implement is weighed-in competition, the implement must be available for use by all participants. We will be weighing in Shots and Discus' beginning at 2:30 PM inside the stadium.

## **ATHLETES PER EVENT:**

An athlete may participate in no more than four (4) events including relays. Each school is permitted to enter only three (3) athletes per event. Qualifying Standards are listed on the PIAA District 5 Track & Field Website.

## **ORDER OF PARTICIPATION AND ADVANCEMENT:**

The order of participation in the field events will be from least to best performance. In the finals of the throwing events, the long jump, and triple jump the order will be from least to best. One more athlete than the number of places awarded will advance to the finals. In track events, the order of the heats will be from slowest to fastest. The winner of the heat will advance to the finals, as well as, the next best place times to fill six lanes.

## COACHING BOXES

There will be designated coaches boxes on the infield for all jumping events and Pole Vault this year. Please stay within the designated areas. You may enter the infield via your coaches tag. Please do not give tags to parents, fans, or non-coaches. This will result in your privilege to enter the infield area for coaching purposes to be revoked for the remainder of the meet and next years meet. **I am not going to Police the infield as I ended up doing in the past or this privilege will be revoked for future meets.** Let's all use good common sense and use it as intended, for "coaching," and leave the event judges do their job.

# **Instructions to enter a meet using MileSplit's Online Meet Registration System**

## **CLAIMING YOUR TEAM**

Step 1: Go to your home MileSplit state (<http://pa.milesplit.com>) by using the drop-down box in the header of any page.

If you already have a userID and password from your MileSplit state, skip to Step 3. If you do not, then you must first do Step 2.

Step 2: In the header on the right, it will say "you are not logged in." Beside that, click the "Register" button, and fill out the information. You can select your own ID, but you will be emailed a password (which you can change later).

Step 3: Click on "Teams" in the red toolbar and locate your team.

Step 4: Click on your team name and once on that page, look in the upper right hand corner and then click the black box that says "Claim this Team."

Step 5: Click either Coach or Team Administrator, but not both. Each has the same access to your team roster and online meet registration

Step 6: Click on the "Yes, I am a coach on this team" at the bottom of that page. You may add your team position in the text box, and any other information you believe we will need to quickly verify you are a coach. A school email address is also a very good indicator we use.

Step 7: Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within several hours. If you have not received the email within 12 hours, please check your junk or spam folders for the email.

If you have questions, please feel free to contact, MileSplit Online Registration support, Gayle Rich at [grich@milesplit.us](mailto:grich@milesplit.us).

## **EDITING YOUR TEAM ROSTER**

Step 1: Make sure you are logged in. Go to your team page by using the "Teams" drop-down box in the tool bar. Once on your team page, you will see a black box in the upper right corner that now says "Team Administration." Click it.

Step 2: On the left side of the page, click "Roster."

Step 3: Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster or only on the Cross Country Roster. If the athlete has already graduated and there is a graduation year, they will not appear on the live roster or in online registration. If a grad does not have the year, add it from the drop-down box. If you see misspellings, click the name and make the correction.

If you see duplicate athletes, please copy the names and email to your state webmaster (email at bottom of each page) or [drich@milesplit.us](mailto:drich@milesplit.us). We merge them, and by doing this, it ensures that all performances on either profile will not be lost.

If a current athlete does not have a grad year, please add it (please note, we do not add college grad years).

The XC and TF designate the rosters that the athlete will appear on during online registration. Please take a few moments to either "Remove from XC", or "Remove from TF", so that you will have fewer names when doing online registration. If an athlete is on both XC and TF rosters, you don't need to change a thing. You can always add an athlete back on a roster.

And if you need to add new athletes, simply click "Add Athlete" and fill out as much info as you know, but the first name, last name and HS grad year are most important.

Step 4: You are now ready to enter a meet using the MileSplit Online Registration system.

## **ENTERING A MEET ONLINE**

Step 1: Make sure you are logged in. You should have already claimed your team and edited your roster. If not, go back to the beginning before doing this step.

Step 2: Go to your state's page and click in the tool bar on "Calendar." Select the current season, and look for the meet you wish to enter. If the meet is open, you will see a green "Online Entry" box. Click it. Then on the meet page, click the green "Online Entry" box again. (If the box is red, the meet is not yet open.)

Step 3: You will see a screen that says Online Registration, with details on the meet. Click "Enter Team."

Note: If it is a password-protected meet, you will have to get that information from the meet director. MileSplit personnel are not authorized to release that information to coaches.

Step 4: Fill out the information on the next page, which is the team entry form. Your team name should be selected at the top, but if it is not, click the appropriate radio button. Your name and your email address should already be in the boxes. Enter your daytime number and an evening number. These can be the same, but both are mandatory.

If you have another coach you'd like to have access, select Additional Contact, and fill out their information as well.

Then select the Divisions you are entering, and click "Enter Team."

Step 5: You will now see the list of events for all your divisions on the left hand side. Click the first event in which you have athletes to enter. Your Athlete Pool will be displayed on the left hand side. Click all the athletes you are entering in that specific event. When each one is selected, they move to the "Currently Entered" column. If you forgot to add an athlete to the roster, you can take a moment before leaving any of the event entry pages to click "Go to Team Page to Edit Roster." This is at the bottom of the page. It will open a new window to your team roster page where you can add an athlete. Then return to the online registration window and continue entering athletes.

When all athletes are entered in an event, click "Done Editing." You will be returned to the Event

Entries page, where you can continue to enter athletes by event.

Step 6: If you are entering a Middle School team as well as a High School team, you will need to start from the Team Entry Form page and select that team. JV teams will be displayed with all HS divisions.

Step 7: If you need to edit your entries again before the meet closes, you will go back to the meet page and again click the green "Online Entry" box. It will say "Already Entered." Simply click "View/Edit Entry" and you will be in the event section.

If you have questions, please feel free to contact MileSplit Online Registration support, Gayle Rich at <mailto:grich@milesplit.us>.

PIAA DISTRICT FIVE TRACK AND FIELD CHAMPIONSHIPS

RUNNING EVENT SCHEDULE-2014

2:30- COACHES MEETING

3:00- National Anthem

**RUNNING EVENT TRIALS AND FINAL**

3:05- 100/110 Meter Hurdles- Trials

3:30- 100 Meter Dash- Trials

3:50- 3200 Meter Relay- Final

4:20- 200 Meter Dash- Trials

4:40- BREAK/POSSIBLE TIE RUNOFFS

**Running Event Finals**

5:00- 100/110 Meter Hurdles- Final

5:15- 100 Meter Dash- Final

5:20- 1600 Meter Run- Final

5:40- 400 Meter Dash- Final

6:00- 400 Meter Relay- Final

6:20- 300 Meter Hurdles- Final

6:45- 800 Meter Run- Final

7:00- 200 Meter Dash- Final

BREAK - Awards Presentations continue

7:25- 3200 Meter Run- Final

8:00- 1600 Meter Relay- Final



RUNNING EVENT CRITERIA:

1. We will run ahead of schedule if possible. Meet officials, keep meet moving. We will break between the 200 and 3200 for about 10-15 minutes to get caught up in awards. If we are behind schedule this break may be cancelled.
2. In trials, heat winners plus next fastest times advance to finals.
3. Top qualifiers in all other running events will run in last heat.
4. Number of heats will depend on number of entries.
5. Electronic Timing will be used. Times to the one-hundredth of a second.

## FIELD EVENTS

### **Long Jump/Triple Jump [SQS 16'11"/35'6" (G) and 21'6"/44'0" (B)]**

Contestants will be divided into flights. The most competitive will jump in the later flight. Each contestant will receive 3 jumps. The top 7 competitors will advance to the finals where they will get 3 additional jumps. Top Jump among the 6 jumps taken will count for final places. In the finals the order of competitors will be determined by preliminary round efforts. Order for the finals will be from the #7 preliminary round competitor first to the #1 preliminary round competitor jumping last in each of the 3 rounds of the finals. Best effort in both preliminaries and finals counts toward final places. **These events are not to start more than 15 minutes ahead of scheduled time unless dictated by weather conditions or meet management.**

### **High Jump/Pole Vault**

#### Starting Heights

Girls HJ – 4'6" SQS = 5'2"

Boys HJ – 5'6" SQS = 6'4"

Girls PV – 7'0" SQS = 10'6"

Boys PV – 9'6" SQS = 13'6"

\*Weather conditions could dictate a change in these starting heights and alter start times

In the High Jump the bar will be raised 2" at a time.

In the Pole Vault the bar will be raised 6" at a time.

The 5 Alive system will be used in both the HJ and PV as it is in the State Meet.

### **Shot Put/Discus/Javelin [SQS 36'6"/113'/121' (G) and 50'3"/148'/176' (B)]**

Contestants will be divided into flights. The most competitive will throw in the last flight. Each contestant will receive 3 attempts. The top 7 competitors will advance to the finals where they will get 3 additional attempts. Top effort among the 6 attempts taken will count for final places. In the finals the order of competitors will be determined by preliminary round efforts. Order for the finals will be from the #7 preliminary round competitor first to the #1 preliminary round competitor throwing last in each of the 3 rounds of the finals. Best effort in both preliminaries and finals counts toward final places.

### **Time Schedule**

3:00 Girls HJ, Girls PV, Girls Discus, Boys TJ, and Boys Javelin

3:30 Girls LJ

4:30 Boys HJ, Boys Discus and Girls Javelin

5:00 Boys PV and Girls TJ

5:30 Girls Shot and Boys LJ

6:45 Boys Shot

## TIPS FOR AVOIDING PROBLEMS

1. Other coaches may contest your meet entries prior to the meet. In particular qualifying standards or validity of times. To avoid problems, please be sure and **convert** any hand held times to **FAT by adding .24** . Merely checking the hand held time box does not mean that milesplit will convert for you. **DO NOT USE PREVIOUSLY SUGGESTED MILESPLIT TIMES FROM PRIOR TO THIS SEASON, THESE ARE INVALID FOR THIS MEET.**
2. **Enter six athletes in the relays.** Do this even if you are 100% sure of which 4 will run. You never know when an injury, sickness, or some other emergency might come up. You cannot add athletes into a relay at the meet. Decide who would run if you would encounter a problem with one or two or your top 4 and enter them.
3. Alternates who have met the qualifying standard cannot be entered via milesplit with a 3 person limit per individual event. Any **alternates who HAVE MET the district qualifying standard** and only when you have already entered 3 athletes in that event, should be emailed or FAXed to Jeff Batzel at Northern Bedford prior to the entry deadline. This approved alternates list will be the only changes allowed on meet day.
4. Count the number of athletes entered in the meet (milesplit) and then you or your Athletic Director have a check drawn for the amount (**\$10 per competitor**—includes relay alternates). Then add **\$50 per team** (\$100 if Boys and Girls). Be sure the check for entry fees are either brought along to the meet or mailed so that I can receive them by Friday May 16. Special arrangements for schools who cannot get checks drawn that quickly can be made but please contact the meet director to have this approved.
5. Bring your signed Pole Vault verification to the meet and send signed copy with your vaulters to the weigh-ins.