

Hosting a state qualifying meet packet for 2023

This packet contains:

A check list

How to create a meet in MileSplit.

In depth explanation of requirements

The application that **MUST** be turned in prior to March 1

A post meet form that must be emailed to Sue Hysong within 72 hours of your meet.

If these criteria are not met your meet will NOT be a state qualifying meet



2023 AIA QUALIFYING TRACK & FIELD MEET DIRECTOR CHECK LIST

- Meet must be AIA Sanctioned (by the host school Athletic Director).
- **Attend the zoom/in person meeting hosted by the AIA detailing the requirements for hosting a State Qualifying Track and Field meet – this is new. You must attend or watch the recording prior to submission of application.**
- Meet registration MUST use az.milesplit. There is NO exception to this.
- Five (5) or more schools must participate.
- Three (3) certified officials to include: Starter and Referee.
- Six (6) lane judges which includes judges for curves. These are NOT optional.
- Fully automatic timing must be used. The most common ones are Digital line-scan camera system such as FinishLynx. **Two officials must be present here for the entire meet.**
- Wind readings must be included in results for: Long Jump, Triple Jump, 100, 200 and high hurdles. There should be dedicated wind gauges for the track and one for each runway used.
- AIA pole vault verification form or weigh-in of the pole vaulters in their uniform with competition shoes.
- Throwing implements weighed and measured—or are provided from one source and have been certified.
- HyTek back up sent to Sue Hysong within 72 hrs. Email to chysong@cox.net if there is a change to results, email the corrected back up.
- Meet Results uploaded to az.milesplit.
- Post meet report emailed to with 72 hours or the first Tuesday after a Saturday meet to Sue Hysong.
- The following equipment is strongly recommended for the host site:
 - Wind gauges – one for each long jump/triple jump runway.
 - Copy of HyTek Meet Manager licensed to the host school.
 - Scale for throwing implement weigh-ins and some way to mark/identify the implements as legal weight (nail polish, spray paint, etc.).
 - Shells for starter – contact starter to make sure you have compatible shells.
- All approved State Qualifying Meets must use AIA determined school abbreviations found on the Track & Field page of AIA365.
- Make sure you cover points of emphasis and have an updated copy of NFHS event rules for your workers. Do NOT assume they know ALL the rules that you do.



Steps to create the meet using az.milesplit.

Step One: Use this link to create a google doc for creation. If your meet does NOT appear on the calendar page of az.milesplit email me. Please give this 48-72 hours to appear.

- https://docs.google.com/forms/d/e/1FAIpQLSdUu-W5_KTBuGu3c2JITJd7TCasw5DO0Rls5ipc2IP4wlYcPw/viewform

If you are running any special events you need to list them at the bottom of the form. Otherwise it will default to all Arizona events. The default is also three entries per individual event and one relay team. Also defaulted is that registration opens up 14 days before your event and closes three days before. All of these can be changed in the meet set up.

Step Two: Once the meet appears on your team page and calendar go in and edit.

Follow these step by step directions found at:

<https://www.aiaonline.org/files/17556/how-to-create-a-meet-you-are-hosting-using-milesplit.pdf>



In depth explanation of requirements for hosting a state qualifying meet.

Certified Officials

A minimum of three certified officials must be used. The starter and referee must be AIA Certified Officials. The third official can be either the field judge, clerk of the course or the finish line judge. There is nothing wrong with using a coach who is certified. If you have an individual who wishes to become certified have them go to www.aiaonline.org and find the link for OFFICIALS. Then they must select How to Become an Official.

A minimum of two appointed officials shall be used to operate the FAT system (Rule 3-8-1).

The only other requirement for workers is that you have six lane judges for all running events. You should have one lead umpire who can direct your others where to stand and what to look for. In my years of running meets this is one of the hardest jobs to find individuals willing to do.

For straight away events (100 and Hurdles) judges should be lined up on both sides of the track. For the hurdles judges should look for the lead and trail legs and the effort to hurdle, go over the hurdle. For full lap races one judge should be positioned at apex of the curve. One judge should be positioned on the inside of the track going into the curve and one judge should be positioned coming out of the curve. Things to look for would be running out of lane and any contact between runners.

Requirements to become a certified official:

- Background check—either an Arizona CCW permit or finger print card will work
- Fees are \$50 per year. This includes the NFHS registration and insurance.
- The NFHS Rules Test only has to be taken for the first time an official registers. After that the test is only taken the Olympiad year and in conjunction with the timeline for USATF testing. Next Olympiad year starts January 1, 2021.

Where to get the list of certified officials?

There will be a listing of certified and registered officials under SPORTS→TRACK. One can also email Jeanie Kosower at jkosower@aiaonline.org for a listing.

How to Certify and Sanction a Meet

Creating a track invitation on Milesplit or any other platform is **not** the same as getting a meet sanctioned. A coach can create the meet on platforms; however, only the Athletic Director can create and sanction the meet on the AIA calendar of sanctioned events.

Steps for the Athletic Director: after logging into his/her dashboard the AD selects SCHEDULES. The Third choice after this is Invitational Tournaments. In the upper right corner is the choice for + NEW. The various sports will be listed. Go to Boys Track or Girls Track (will have to duplicate the process). Either create a Varsity Invitational or a FR/SO Invitational. Fill in the boxes: Event Name, Start Date, End Date, Venues, Event Type, Event Administrator, and Number of Participants, Open to All? Multiple Games per team in a day (Select NO), Value of Awards, Entry Fee amount.



Clerk of the Course and HyTek

It is up to the meet director to allow day of meet changes. Changes may not be accepted if stated in the meet information.

All athletes who compete in a track meet **shall** have their mark or time recorded for them. I have been to meets where the meet director or the person doing the HyTek states that only name changes in the results will be made for those who make the state qualifying standards. All name changes need to be in HyTek prior to posting results. On the other hand I have had coaches email to tell me that they made a substitution and the name needs to be changed several days after a meet. At that point it's a little late.

All changes need to take place at the athlete check in. In the far past meet directors used to have scratch meetings where coaches would sit around and make all of the changes. This is unnecessary and can simply be done at the field event venue or in the clerking area at the discretion of meet management.

Wind Readings

I was once at a track meet where the long jump judge thought all she had to do was record a wind reading if the long jump was wind aided. **Every long and triple jump must have a wind reading.**

A meet will require a wind gauge for the track events (High Hurdles and the 100 and 200 Meter Dash) and for each runway being used for the long and triple jump. Rule 3, Section 17, Article 17 states where the gauges need to be placed. The anemometer shall be four feet above the ground and within two (2) meters of the track or runway. For track events it should be at the 50 meter mark and for the jumps 20 meters from the foul line. In the triple jump if you have several marks then the 20 meters is from the furthest foul line. Time settings are usually 5-10-13 seconds. The five seconds is for the jumps, 10 seconds is for the 100 meter dash and the 13 seconds is for the 200 meter dash.

For long jump and triple there are a several ways these recording can be marked. One of the ways is for the official who is reading the anemometer has a heat sheet and records the wind readings for every jump. The official shall verify who is on the runway.

A simple **recommendation** is that the individual reading the gauge has a white board and white board marker. After every jump they record the wind reading and hold it up for the official recorder to see and they mark it below the distance.

Uploading results to MileSplit

Each invitational will designate an individual responsible for uploading results to MileSplit. Usually if you have Sue Hysong or Clyde Resendez they will upload results. **For MileSplit, a simple flat HTML copy of the results will need to be emailed in. They will parse the rankings from this format.** Verify that the results have been uploaded prior to submitting the post meet report.

Also upload results to athletic.net, if an event is NOT an electronic time be sure to select that event under the correct screen.

What to do if the race is not FAT

When entering results in hitek the individual should record an "H" at the end of the result. Thus 11.29 hand held should be recorded as 11.3H.

IF a wind reading is forgotten do NOT make up a number, leave it blank.

DO NOT upload or send in hand held times as FAT times to MileSplit.

MAKING CORRECTION FOR MILESPLIT.

Errors do occur in the scoring of the meet and it might not be until results are posted that a coach might inquire about a correction. A coach has seven days to make a request for the correction. Often times in the distance races a finisher might collapse after the line and runners are placed in front. In a sprint event the lane might be misread. After confirming from the LYNX picture make the corrections by the following:

- **Send me (email) all corrections for milesplit corrections.**
- Include the event, correct name and correct mark/time.
- Send a new html copy of the entire meet.

2023 AIA QUALIFYING TRACK & FIELD MEET APPLICATION

NAME OF MEET: _____ DATE OF MEET: _____

MEET DIRECTOR: _____ E-mail _____

Preferred contact phone: _____

HyTek Operator: _____ E-mail _____

Finish Lynx Operator: _____ E-mail _____

HOST SCHOOL: _____

Host Athletic Director: _____

SCHOOL ADDRESS: _____

SITE OF MEET: _____

School Personnel who attended Zoom meeting for hosting State qualifying meets:

Lynx/Timing Operator _____

Name of person responsible for sending results to MileSplit: _____

MEET DIRECTOR _____ Date: _____

(Signature)

Form must be returned to mwimmer@aiaonline.org by March 1, 2023



2023 STATE TRACK QUALIFYING POST MEET REPORT

In conjunction with the bylaw (11.5) on reporting results, this form needs to be emailed to chysong@cox.net within 72 hours of your event—or Monday of the following week.

Meet Name: _____ Date: _____

List the three certified officials that were present

1 _____ Position: _____

2 _____ Position: _____

3 _____ Position: _____

Anomalies to report:

Number of umpires used throughout the meet: _____

Have results been uploaded to MileSplit? Yes No

Has a HyTek back up been sent to Sue Hysong? Yes No

Date received by Sue Hysong:

Are wind readings recorded for the 100-200-HH? Yes No

Are wind readings recorded for the long jump? Yes No

Are wind readings recorded for the triple jump? Yes No

Did more than five schools participate? Yes No

Did someone attend the host meeting via Zoom? Yes No

Meet Director: _____

Signature: _____

School Athletic Director: _____

Signature: _____

