

Hosting a State Qualifying Track and Field Meet Packet for 2024

This packet contains:

- A list of requirements to hosting a successful state qualifying Track and Field Meet
- How to create a meet in az.MileSplit.com or www.athletic.net
- An in depth explanation of all requirements
- The application that **MUST** be turned in prior to March 4th.
 - If you are hosting a State Qualifying Meet prior to March 4th, all paperwork must be in prior to February 16th.
- 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**



2024 AIA QUALIFYING TRACK & FIELD MEET DIRECTOR REQUIREMENTS

- 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 February 9th 7pm. You must attend or watch the recording prior to submission of application.**
- Meet registration on either MileSplit or Athletic.net.
- Five (5) or more schools must participate.
- Three (3) certified officials to include: Starter and Referee. The Lynx or HyTek operator are suggested and will be required in 2025.
- 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, one on Lynx and the other on HyTek.**
- Wind readings must be included in results for: Long Jump, Triple Jump, 100, 200 and high hurdles. Dedicated wind gauges are required 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 MaxPreps, az.milesplit, and athletic.net.
- Post meet report emailed to with 72 hours or the first Tuesday after a Saturday meet to Sue Hysong.
- **No marks achieved using wooden/elevated runways are allowed in state qualifying meets.**
- 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 aiaonline.org.
- 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. Please check resources on aiaonline.org under track and field.



Detailed 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 officials shall be used to operate the FAT system and HyTek. It is highly suggested that one of the two be an AIA Certified Official. In 2025, one will be required to be a certified official.**

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 the others where to stand and what to look for. This is one of the hardest jobs to find individuals willing to do and stay there throughout the meet.

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. We are testing this year, 2024.
- 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 any entry platform is **not** the same as getting a meet sanctioned. A coach can create the meet on the platform(s); 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.



HyTek Meet Manager

It is up to the meet director to allow day of meet changes. Changes will not be accepted if stated in the meet information. The timing company will abide by the request of the meet director.

All athletes who compete in a track meet **shall** have their mark or time recorded for them. If an athlete competes in place of an entered athlete, those results shall be removed.

Wind Readings

Every long and triple jump must have a wind reading. Make sure that your field judge reminds officials that a wind reading is required regardless of whether or not the jump is wind legal.

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 5 second setting 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 several ways these can be recorded. One way 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 second 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 the official records the mark below the distance of each jump.

Finish Line and Field Event Sheets

All Finish Line sheets, Field Event Score sheets and other meet paperwork must be kept by the Meet Director or designee until after the completion of the State meet.

- Finish Line sheets should have the first-place hand time and order of finish to the best of the ability of the finish line judge. Finish line judge also signs each page.
- Following seeding, the timing company may request the host school to print all needed pages, single sided only. If not, the timing company must provide them prior to the start of the meet.
- Field event score sheets must also be signed by the head event judge.

Uploading Results to MaxPreps

Each invitational will designate an individual responsible for uploading results to MaxPreps. The timing company will have access to upload results. Export results as a csv file and upload each gender individually.

Uploading Results to Athletic.net

When uploading results to athletic.net, export results as a csv file and follow the directions, if an event is NOT an electronic time be sure to select "hand time" under the correct screen.



Uploading results to MileSplit

For MileSplit, a simple flat HTML copy of the results will need to be posted in the results box in the appropriate screen. Verify that the results have been uploaded prior to submitting the post meet report. Do not upload results that will not be counted in qualifying rankings.

What to do if the race is not FAT

When entering results in hytek 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**. The results will not populate in the rankings without a wind reading.

DO NOT upload or send in hand held times as FAT times to any website. This is verified with the meet backup sent to Sue Hysong.

MAKING CORRECTIONS on MaxPreps.

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 other runners are placed in front or the finisher walks off the track. 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 MaxPreps corrections.**
- Include the event, correct name and correct mark/time.
- Send a new back up copy of the entire meet to Sue Hysong.

2024 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/in person meeting for hosting State qualifying meets:

Lynx/Timing Operator _____

Name of person responsible for sending results to MaxPreps: _____

MEET DIRECTOR _____ Date: _____

(Signature)

Form must be returned to mwimmer@aiaonline.org by March 4 or February 16, 2023



2024 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 MaxPreps? 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

Was an elevated runway used? Yes No

Meet Director: _____

Signature: _____

Site Athletic Director: _____

Signature: _____

