

## Hosting a state qualifying meet packet for 2025

This packet contains:

- A check list that must be followed.
- How to create a meet in MileSplit or athletic.net.
- An in-depth explanation of requirements
- In person or Zoom meeting 9:30 am, Saturday, February 8, 2025.
- The Application must be turned in prior to **Wednesday, February 26, 2025**.
- The Post Meet Report 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.**



## 2025 AIA QUALIFYING TRACK & FIELD MEET DIRECTOR CHECK LIST

- Meet must be AIA Sanctioned (by the host school Athletic Director). This means that your meet is listed under the Sanctioned Events listed here: <https://aiaonline.org/calendar/tournaments>
- **Attend via zoom or in person the mandatory meeting detailing the requirements for hosting a State Qualifying Track and Field meet. The meeting will be held February 8, 2025. You must attend or watch the recording prior to submission of application.**
- **Applications are due February 26, 2025, no exceptions.**
- Meet registration on either MileSplit or Athletic.net, this is the choice of the meet host.
- Five (5) or more schools must participate.
- **Three (3) certified officials to include: Starter and Referee. As of 2025, one of your timing officials must also be an AIA Certified Track and Field Official.**
- 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. As of 2025, one of these officials must also be an AIA Certified Official.**
- 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 is used or weigh-in of the pole vaulters in their uniform with competition shoes.
- Throwing implements are 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](mailto:chysong@cox.net) if there is a change to results, email the corrected back up. The HyTek back up must be a **complete** record of all performances from the entire meet. The athletic live results file is not a substitute for the HyTek file and will not be accepted. In HyTek, select file, back up – send the zip file to Sue.
- Meet Results uploaded to MaxPreps, [az.milesplit](http://az.milesplit.com), and [athletic.net](http://athletic.net). This ensures that all results are identical. When a site is skipped, results are grabbed and may not be correct results if changes are made.
- Post meet report emailed to with 72 hours of completion of the meet or the first Tuesday after a Saturday meet to Sue Hysong at [chyhsong@cox.net](mailto:chyhsong@cox.net).
- 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. <https://aiaonline.org/files/17957/hytek-abbreviations.pdf>
- 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.



## **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. Remember, 2025 one of the Timing Crew must also be an AIA Certified Officials. There is nothing wrong with using a coach who is certified, this is the perfect slot for a person who is always the critic. If you have an individual who wishes to become certified have them go to [www.aiaonline.org](http://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. As of 2025 it is a requirement that one of the two is an AIA 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. Suggested placement for officials during races is found in the Track and Field Officials Manual.

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. When your officials are not Certified AIA Officials, they do not receive 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 tested in 2024. If you missed this test, please contact Mary Wimmer at [mwimmer@aiaonline.org](mailto:mwimmer@aiaonline.org)
- Where to get the list of certified officials? can also email Jeanie Kosower at [jkosower@aiaonline.org](mailto:jkosower@aiaonline.org) or Mary Wimmer for a listing.

### **How to Certify and Sanction a Meet**

**Creating a track invitation on any entry platform and submitting qualifying meet paperwork are 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. Also add the schools who will be attending your event.



## 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.

**The timing company will provide all finish line and field event paperwork. The meet will not be a qualifying meet if these documents are not provided and used.** The timing company provides a service to the meet host/director and should not dictate how/which rules are followed based upon personal beliefs.

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

We have been at track meets where the long jump judge a wind reading was only recorded 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 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 a several ways these recording can be marked. 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 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.

## 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.** This is non-negotiable and not at the discretion of the timing company or meet director. It is stated in the NFHS Track and Field rule book, Rule 3-10. Be prepared to have your meet paperwork audited, if a copy is requested you will need to submit a copy of the original handwritten sheet, not a printout from the tablet.

- 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.
- Do not rely on the timing company to provide this for you, technology is not failsafe.
- Field event score sheets must also be signed by the head event judge. No field event should stop competition due to tablet malfunctions, paper copies are the document of record.

### **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 from HyTek as a csv file.

### **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 that event under the correct screen.

### **Uploading results to MileSplit**

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.

### **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 CORRECTION FOR 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 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 – [mwimmer@aiaonline.org](mailto:mwimmer@aiaonline.org) ) 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.



# 2025 AIA QUALIFYING TRACK & FIELD MEET APPLICATION

When completing the names of the HyTek/Finish Lynx operators, do not list the name of the timing company, list the name of the responsible person who will be performing the duties. Incomplete applications will be returned. They may be updated later.

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 uploading results to MaxPreps: \_\_\_\_\_

We will use paper copies at all field events and finish line to record data per NFHS rules and AIA State Qualifying Meet requirements. I understand that not doing so will nullify the state qualifying status of this meet..

MEET DIRECTOR \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Form must be completed and submitted to [mwimmer@aiaonline.org](mailto:mwimmer@aiaonline.org) by **February 26, 2025**



## 2025 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 Tuesday of the following week. Incomplete forms will not be accepted.

Meet Name: \_\_\_\_\_ Date: \_\_\_\_\_

List the three certified officials that were present

1 \_\_\_\_\_ Position: \_\_\_\_\_

2 \_\_\_\_\_ Position: \_\_\_\_\_

3 \_\_\_\_\_ Position: \_\_\_\_\_

Name of Timing/HyTek Official w/AIA Official Certification: \_\_\_\_\_

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

**Paper copies at finish line/field events?** Yes  No

Meet Director: \_\_\_\_\_

Signature: \_\_\_\_\_

School Athletic Director: \_\_\_\_\_

Signature: \_\_\_\_\_

