

2014 Region I-4A Track & Field Championships

Entry Information for Coaches

MEET REGISTRATION WILL CLOSE AT 12:00 NOON ON MONDAY, APRIL 21, 2014!

All District Meet Directors and Coaches of qualified athletes should read this carefully. A copy of this information should be given to coaches of all qualifiers.

ENTRY PROCEDURES:

1. a. **DISTRICT MEET DIRECTORS SEND DISTRICT RESULTS TO THE MCMURRY UNIVERSITY TRACK OFFICE:** District Meet Directors MUST send a complete set of results from your district meet to the McMurry Track Office so that they arrive in the McMurry Track Office by Noon, Monday, April 21, 2014. Fax or emailed copies are permissible. These results are to be sent DIRECTLY to the McMurry Track Office, NOT to the Regional Athletic Director or the Regional Director. Insure time/distance/height and finishing place for the district meet are included in the results. See appropriate address and fax number of meet director on the final page of these instructions.

b. **COACHES OF QUALIFYING ATHLETES MUST ENTER THEIR ATHLETES ON THE DIRECT ATHLETICS MEET ENTRY WEBSITE.** The coach of each qualifying athlete must enter their athlete(s) in the appropriate event(s) on the web-based meet entry service DirectAthletics.com no later than Monday, April 21 at 12:00 NOON. Coaches must enter athlete's performances from District meets for seeding purposes. See the attached instructions for use of the DirectAthletics entry service.

2. **QUALIFIERS WHO CANNOT COMPETE:** A coach who has a qualifier who cannot compete in the region meet MUST contact THE DIRECTOR OF HIS/HER DISTRICT MEET up to, or no later than Wednesday, April 23, 2014 before noon. It is also the responsibility of this coach to contact the coach of the next alternate and inform them of the open position.

3. **ALTERNATES WHO MOVE INTO QUALIFYING POSITIONS:** Coaches of alternates who have been moved up to qualifying positions must call THE DIRECTOR OF THE DISTRICT MEET to declare that their athlete will compete. The meet director will enter confirmed alternates after the final entry confirmation by district/area meet directors

4. **FINAL ENTRY CONFIRMATION PROCEDURES:** THE DIRECTOR OF THE DISTRICT/AREA MEET must email the McMurry Track Office bcrousen@mcm.edu between 8:00 a.m.-noon on Wednesday, April 23 to make final declarations of all entries from your district/area. THE DISTRICT/AREA MEET DIRECTOR MUST CALL TO CONFIRM ENTRIES EVEN IF THERE ARE NO CHANGES! Any changes in qualifiers on the official entry list will be made at this time. INDIVIDUAL COACHES OF ALTERNATES MAY NOT CALL IN CHANGES. CHANGES CAN ONLY BE MADE BY THE DISTRICT/AREA MEET DIRECTOR!!! It is the coach's responsibility to inform the District/Area Meet Director of any changes due to ineligibility, injury, etc. It is the District Meet Directors responsibility to report ALL changes from your District to the McMurry Track Office on Monday, April 21 at NOON. **REGISTRATION WILL CLOSE AT NOON ON APRIL THE 21st.** It is the meet director's responsibility to add confirmed alternates to the entry list after this confirmation process. NO CHANGES WILL BE ACCEPTED EXCEPT AT THIS EMAIL IN TIME!

THERE WILL BE NO CHANGES MADE ON MEET DAY because of someone's failure to notify the district/area meet director of a change or due to the district meet director's failure to notify or send in district results to the McMurry Track Office. All correspondence concerning the Region I-4A Track & Field Meet needs to be sent directly to the McMurry Track Office.

6. A time schedule and meet information sheet is enclosed.

7. A copy of all of this information should be given to coaches of all qualifiers by the District Meet Director at the district or area meet.

MEET INFORMATION

(Note new implement weigh-in location and times)

The Wilford Moore stadium and Bobby Lee Carter Throws Complex is located on Ross Street inside of the McMurry Campus. The track is an eight-lane EurotanWS surface with jumping events and throwing events located just outside the stadium.

EACH COACH SHOULD CAREFULLY REVIEW ALL PROCEDURES AND TIME SCHEDULES OUTLINED HERE. DO NOT MAKE ASSUMPTIONS BASED UPON PAST EXPERIENCE. THINGS MAY HAVE CHANGED!

COACHES' MEETINGS: We will have **MANDATORY** coaches' meetings according to the following schedule in the McMurry Phillips Activity Center the building on the Northeast end of the Wilford Moore Stadium and Southeast end of the Hunt PE Center):
-Thursday, April 24, 6pm

All meet information will be reviewed and questions answered at this meeting. We intend to have heats and flights available to hand out to you at this time.

WARM-UPS AND PARTICIPANT ENTRY/EXIT OF THE TRACK: No one except officials and athletes participating in an event will be allowed on the infield.

The general warm-up area will be on the grass field East of the track located in front of the band hall. The athlete should check in at the staging area 20 minutes before their scheduled race to get the hip number and to check spikes and uniforms. The athletes will be called from the pre-staging area into the stadium approximately 2 races prior to their race for entry into the stadium. The athletes will be lined up in the order of their respective lanes in their competition uniforms. (They will need to remove all warm-ups, sweats, etc. and have their competition shoes on). While this tent will be manned by official personnel at all times, please advise your athletes not to leave any valuables in this area. **THIS POLICY WILL BE STRICTLY ENFORCED!** Your team will risk disqualification if this policy is not followed. All athletes in an event group will be brought to the stadium together.

From this staging tent, the athletes will be escorted into the stadium, take a few final warm-up strides on the track and proceed directly to their respective starting line. **NO ATHLETE WILL BE ALLOWED ON THE START LINE WITHOUT A HIP NUMBER** and numbers will NOT be given at the start line. The athletes must go through the staging tent in order to receive a hip number. As soon as the race is completed, the athletes will be escorted out of the stadium by going directly out the main gate under the scoreboard back to the staging tent to retrieve their warm-ups, sweats, shoes, etc. The athletes will NOT be allowed to remain in the stadium after their race, even to retrieve any items left inside the stadium, thus it is imperative that they enter the track ready to go to the line.

TRACK WARM-UPS: The track will be available for general warm-ups from 9:00am –1:30 pm on Friday and from 9:00am – 1:30 pm on Saturday. Avoid the long jump/triple jump area where competition will be held. After those times, the track will close, anyone remaining in the stadium not in a field event will be asked to leave and the athletes must retire to the bleachers or to the warm-up area outside the stadium.

No school will be able to use the track prior to the start of the Regional Meet.

ENTRY GATE: Coaches and athletes are asked to enter the gate on the EAST side of the stadium. The gates that will be open for spectators will be on the press box side (west side).

RUNNING QUALIFYING: In the running events with preliminaries, the top two heat winners plus the next four fastest times shall advance to the finals. The lane assignments for the preliminary heats will be randomly drawn.

LANE ASSIGNMENTS FOR FINALS: The lane assignments for the finals of the running events will be based upon the following formula:

Lane One	Seventh Fastest Preliminary Time
Lane Two	Fifth Fastest Preliminary Time
Lane Three	Third Fastest Preliminary Time
Lane Four	Fastest Preliminary Time
Lane Five	Second Fastest Preliminary Time
Lane Six	Fourth Fastest Preliminary Time
Lane Seven	Sixth Fastest Preliminary Time
Lane Eight	Eighth Fastest Preliminary Time

FIELD EVENT QUALIFYING AND OPENING HEIGHTS: The top eight preliminary performances in the horizontal jumps and throws will advance to the finals and will be arranged in reverse order (with the best performance last). Starting heights in the vertical jumps will be as follows:

Boys High Jump: TBD Girls High Jump: TBD Boys Pole Vault: TBD Girls Pole Vault TBD
The high jump will progress in two-inch increments while the pole vault will progress in six-inch increments.

POLE VAULTER WEIGH-IN: PLEASE NOTE: THE UIL REQUIRES THAT ALL VAULTERS BE WEIGHED AT THE MEET AND VAULT ON THE CORRESPONDING APPROPRIATE SIZE POLE! SCHEDULE FOR VAULTERS WEIGH IN- Vaulters (Boys and Girls) must report to the implement weigh-in area at their respective times. An official will escort the group to the scales.

Girls: 7:30AM

Boys: 10:00 AM

The vaulting area is located inside the Wilford Moore Stadium and 30 minutes prior to the competition the direction of the vault will be determined. We have the ability of jumping N-S, S-N, E-W , or W-E.

LONG JUMP TRIPLE JUMP AREAS: The long jump and triple jump areas are located Southeast of the Stadium. Distances of runways are as follows:

10 foot long jump board:

28 foot triple jump board

36 foot triple jump board

42 foot triple jump board (painted)

THROWING and HIGH JUMP EVENTS: The Bobby Lee Carter Throws Complex is located West of the Wilford Moores Stadium and high jump areas are located at the South area of stadium. After the competition please remove all marks. Please instruct your athletes and fans NO SUNFLOWER seeds on the HIGH APRON!

IMPLEMENT WEIGH-IN: Located on the South side (in the weight room) of Wilford Moore Stadium. All implements will be checked in and measured. You will be allowed to bring both implements to weigh-in. Legal implements will be marked and ushered to the proper circle by an official 45 minutes prior to the start of the event. Implements that do not weigh in will be impounded. After the competition is over, it is the athlete's responsibility to check-out their implements from an official. Please follow the weigh-in schedule to prevent any delays.

Weigh-in Schedule:

Friday: Session #1: 7:00 – 8:00 am (Boys Discus)

Session #2 8:00-10:30 am (Girls Discus)

Saturday: Session #3: 7:00 – 8:00 am (Girls Shot)

Session #4: 8:00-10:30 am (Boys Shot)

PACKET PICK UP: Coaches should pick up packets on Thursday at the Coaches Meeting.

ADMISSION: Ticket prices for spectators will be \$10.00 for adults and \$5.00 for students a two day pass available for \$15.00 for adults and \$8.00 for students. Contestant with numbers, two coaches, and one trainer will be admitted free.

RESULTS: Results and qualifiers for finals for all events will be posted as soon as they are available under the bleachers on the wall of the west side entrance.. They will also be available on our website (www.mcmurrysports.com) following the conclusion of the meet on Friday and Saturday.

AWARD PRESENTATIONS: Awards for all event finals will be given out immediately after the event is completed. Please have you athlete report to the awards stand. We will not hold up awards ceremonies if athletes do not show up and awards will NOT be mailed. Please inform your athletes of this procedure. Athletes who are to receive awards in the field events (top three) will need to stay with the field officials at the event site from where they will be escorted into the stadium to the awards stand.

SEATING: All seating must be in the stadium bleachers. One warning will be given, after that your team will risk disqualification. Please adhere to this policy

DRESSING AREA: None available. The Field house at the south end of the track will be OFF LIMITS to all athletes, even in the case of inclement weather. Bathrooms will be available under the home side stands. Portable restrooms will be available on the East Side.

PARKING: Parking is available adjacent to the stadium. All Team parking/Buses, and or vans are instructed to park on the WEST side of the stadium on Ross Street..

UIL MEET RULES: The first and second place finishers in each event qualify for the State Meet.

Contestants must report on time in order to be entered in any event.

No excuse shall be accepted for failure of a team or contestant to appear at the time announced for the event to start.

Forfeiture: Any contestant who fails for any reason to be on hand at the time of the preliminaries shall forfeit the right to compete in the preliminaries and the finals of that event. UIL Plan Section 1320-J. All prelims will be drawn by computer and run against time.

PROTESTS: Any protests must be filed IN WRITING and within 30 minutes of the official results for that event being posted and/or announced. Protests may be given to the meet referee located on the infield. The written protest will be taken from there to the meet referee for a decision. If your protest is not in writing or not filed within the 30 minute time frame following that particular event, it will be automatically disallowed. Protest sheets will be provided in your team packets.

SPECIAL MEET RULES: 1. No radios or portable stereos will be allowed in the Wilford Stadium Track or Bobby Lee Carter Field Event Complex. Please remind your athletes of this policy. NO USE OF ELECTRONIC DEVICES ARE NOT ALLOWED IN ANY COMPETITION AREA! 2. In case of inclement weather, please have your athletes move into the Phillips Activity Center. Team Camps can be set up on the East side of Hunt PE Building.

RELAY CARDS: If any name on your relay (primary or alternate) has changed from your web-based entry prior to the meet, have your anchor leg turn in a relay card (provided in your team packet) at the staging tent on the first call. This is to confirm the names of the relay members in accordance with UIL rules. If your relay team qualifies for the state meet, you must declare the names of your possible six runners on the UIL website by Thursday following the regional meet.

T-SHIRTS: Commemorative T-Shirts will be on sale at the meet both Friday and Saturday for \$15 each.

MEDIA ACCESS: The Press Box will serve as the media headquarters. Results will be posted after each race on the North side of the press box. Please inform any media from your area of this policy. Media will be allowed in the infield by credential only and must confine themselves within the "media lines" on the football field. Media access to telephones and additional work space will be provided in the Memorial Stadium press box upon request; however, official results will not be provided in the press box.

TIME SCHEDULE: SEE SEPARATE PAGE

All meet results, correspondence and/or questions should be sent to:

Barbara Crousen
Head Track & Field Coach
McMurry University
1 McMurry PO Box 188
Abilene, TX 79697
Office: 325-793-4646
Cell: 325-829-4925
Fax: 325-793-4659

Email: bcrousen@mcm.edu

DIRECT ATHLETICS ENTRY PROCEDURES ARE ON THE FOLLOWING PAGE.



How to Submit Entries - Track & Field

STEP 1 - ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her team. If you don't know your username and password, click [HERE](#). You will use the same account to enter all meets run through DirectAthletics.

****NOTE ABOUT MEN'S AND WOMEN'S ACCOUNTS: You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:**

Sport: Track & Field **Team:** Guilford (M)

This indicates that you are controlling the Guilford MEN'S team (M=MEN). To switch to your Women's team, you would select "Guilford (W)".

STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again.

- 1) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2) If you have used DirectAthletics before, you will see your existing athletes on your roster. New Users should click the green "Add Athletes" link.
- 3) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4) Enter your athletes' First Name, Last Name, and School Year and click "Submit".
- 5) You may add, edit or delete athletes on your Team Roster at anytime by clicking the TEAM tab. To add athletes, click the green "Add Athletes" link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red "Delete Selected" link or the blue "Edit Selected" link respectively.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you must submit your entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
- 2) If prompted, choose an entry method. We HIGHLY Recommend using the NEW, "Enter by Athlete" method.
- 3) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 4) When you are finished with your entries, click the "Finish" link.
- 5) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 6) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule.