

# SECTION V TRACK AND FIELD HANDBOOK

## REVISED MARCH 2009

The purpose of this track & field guide is to give each track and field coach, the school that fields a team, and each individual league a set of guidelines that will enable us to improve the sport of track and field here in Section Five. The contents are the results of meetings with league coordinators, input from coaches, officials organizations, and past practices of the Section Five Outdoor Track and Field Committee.

As new materials or regulations are introduced into the procedures of Section Five track, they will be added to this handbook. Each year this book will be distributed to each track coach and athletic director, and **should be read carefully.**

### TABLE OF CONTENTS

Page 1.	Introduction & Table of Contents
Page 2.	Sectional Guidelines
Page 2 & 3.	Sectional Representation
Page 3 & 4.	Seeding For Sectionals
Page 4.	Sectional Scoring Format
Page 4 & 5 & 6.	NYSPHSAA Meet Qualifying
Page 6 & 7.	Scratch Procedures
Page 7.	Appeal Procedures
Page 7 & 8.	Special Events
Page 8 & 9.	Recognition Of A Section V Record
Page 9.	Emergency State Team Selection Procedure
Page 10 & 11.	Section V Sportsmanship Policy
Page 12.	Operation Offense

### APPENDIX

- A. Sectional Classifications
- B. Sectional Meet Qualifying Standards
- C. Order Of Events (all meets) & State Meet Standards
- D. Section V Media
- E. Section V Leagues
- F. Team Championships
- G. Directory Of League Coordinators
- H. League Coordinator Sectional Meet Assignments
- I. School Assignments for Sectional Meets
- J. Sectional/State Qualifier Records
- K. Sectional/State Qualifier Bid Form
- L. Sectional Eligibility Form
- M. State Meet Chaperone Form
- N. Pole Vault Certification Form
- O. State Championship Qualifying Standards
- P. Online Entry Procedures.
- Q. Coach of the Year Members
- R. Hall of Fame Members

## IV. SECTIONAL GUIDELINES

1. The Games Committee will be composed of the Section V Coordinators, along with the league coordinators on the Outdoor Track Committee.
2. The Games Committee will determine heat and lane assignments, along with field event procedures.
3. Each site will be governed by a Meet Director appointed by the committee.
4. Each school must provide at least two (2) workers to aid the officials at each meet in which they participate. (Each league must provide the same at the State Qualifier.) See APPENDIX - H. & I.
5. Any input from coaches and/or leagues must be directed through their respective league coordinators to the Track and Field Committee.
6. Videotaping by coaches and families will be allowed so long as the athletes do not view any part of the tape during the competition. No electronic devices of any kind are allowed in the competition area with athletes, coaches or parents.

## V. SECTIONAL REPRESENTATION

1. As of the 2007 spring season sectional representation will be determined under a **"qualifying standard format."** All entries for each class will be determined as follows, regardless of league representation:

Entries will be determined by their best performance. There will be an automatic qualifying standard by classification (AA, A, B, C, D) for each event, and a provisional standard also. Anyone meeting the automatic standard will automatically make it into the sectional meets if the coach submits an online entry. If there are not enough entries to fill the heats/lanes then anyone making the provisional standard can make it into the meets. Heats/lanes/field will be filled up to 2 time the number of lanes that the track being used has (D2). D1 will take 24 entries per lane race, 20 in non-lane races and field. Provisional qualifiers will be accepted until the lanes are filled based on best performance to worst. For a performance to be considered for sectionals it must appear on the Section V Leader Board. A performance must be submitted within one week after it was done or it will be invalid. **Only submit performances that meet one of the two standards.**

**NOTE: There is no other procedure to enter sectionals!!! Also, qualifying performance MUST appear on the class leader board to be valid for use as a qualifying performance.**

2. If there are more automatic qualifiers than two times the number of lanes then all automatic qualifiers will be entered and heats will be added.
3. Pole vaulters must have a valid, updated, signed weight certification form at the meet. **No form, no vaults!** A copy of the form can be found at the back of this handbook. Please make extra copies of the blank. Vaulters **will** be weighed before competition begins.
4. Each school will be required to submit a competitors eligibility certification form to verify that each of the athletes entered into the sectional meet has met the required six (6) competition rule. This form can be found at the back of this handbook, and must accompany seeding cards to the seeding meeting. And a "6" must appear on the athletes entry card on the bottom center front.

## VI. SEEDING FOR SECTIONALS

1. **All entries for sectionals must be submitted online** through the Section V Track and Field Web Site. There is no other method for submission of entries.
2. The seeding meeting will be attended by the League Coordinators, Officials Assigner, Section V Coordinators, Host Site Representatives. This is a closed meeting of committee members only. Coaches may not attend unless approved by the Sectional Coordinators.
3. All entries will be chosen based on their best performance. Seeding will also be done based on the performances.

## VII. SECTIONAL SCORING

1. Both boys and girls will score six (6) places.
2. Points per place as follows: 1st.-10, 2nd.-8, 3rd.-6, 4th.-4, 5th.-2, 6th.-1.

## VIII. NYSPHSAA MEET QUALIFYING "STATE QUALIFIER"

1. To qualify for this meet an athlete must meet the following conditions:

- (A) A school shall qualify a relay team by entering the team with six names online. The coach may submit any six names they wish to, and has until 9:00 PM the Wednesday after the sectionals to make any changes to the entry. After 9:00 PM Wednesday there can be no substitutions or changes to the entry without penalty.
- (B) The athlete must have been a class champion (A, AA, B, C, CC, D) in the event they wish to participate in, or fall within the top times or distances based on their best performance. Performances submitted must appear on the sectional leader boards to be considered valid. From this point on the classes will be designated as "Large" and "Small" in this handbook.
2. **ALL ENTRIES MUST** be submitted by the athlete's coach **including any class champion**. For a class champion to be automatic it must be noted on the entry class champion. **Entries will only be accepted via online entry** in their team account. Once the selections are made it is final.
  3. Entries for the events will be as follows: 1x the number of lanes available for each event. The entries will include the class champion(s) plus the next best performances submitted to fill for each classification "Large" and "Small". If there is a tie for the final entry position it will be at the discretion of the sectional coordinators if the field will be expanded or reduced by one. Generally the field will be reduced by one.
  4. Scratches may be made up to 9:00 pm the Wednesday after the sectional meets without penalty. After this time if an athlete is scratched then they will be scratched from the entire meet.
  5. As scratches are made the next best submitted performance will be moved into the open position for both Division 1 and Division 2. If there are only eight entries in an event and scratches are made then there will not be a full field.
  6. Scratch deadline is 9:00 pm the Wednesday after the sectional meets.
  7. All athletes accepted will be listed by event on the Section V web site. Coaches should check this after Wednesday 11:00 pm.
  8. All races in will be run as one heat finals by division except for the 3000, 3200 and steeplechase. These three events will each be a combined full race with both divisions. Field event flights will be set up by class, distance races will be run as one race.

10. In each event the top finishing individual/relay from each class (Large, Small) will advance to the NYSPHSAA Championships to represent Section V. In each event a second individual/relay in each division can qualify if they have met the state standard (APPENDIX - O ) in their event in a invitational from the last weekend in April to the state qualifier. If two or more make the standard in an event then the individual/relay that posts the best mark at the state qualifier will move on to the state meet.
11. Those athletes that qualify for the state meet must report to the Sectional Coordinators to receive all pertinent information and forms concerning the state meet within one hour of completion of their event.
12. All athletes must travel and room with the Section V team. The total cost for each athlete will be met by their respective school.
13. Videotaping by coaches and families will be allowed as long as the athletes do not view any part of the tape during the competition. Viewing of such videotape will result in disqualification.

## IX. SCRATCHES

### (A) SECTIONALS

1. Scratch forms will be available at each sectional site. All scratches must be reported at least 15 minutes before the start of the meet on the scratch form, with one portion going to the clerk, and one to the Head Field Judge. Verbal scratches will not be accepted!
2. Once athletes scratch, they are scratched from the entire meet. If any athlete scratches during the meet all results will stand up to that point, but the athlete will be disqualified from further competition. In a field event all trials up to the point of the scratch will stand, but the athlete will not be allowed to take any further trials.
3. In the case of a relay team six (6) names are allowed. If the team does not compete the coach must designate which four athletes will be disqualified from further competition. If the team has only four (4) available athletes listed on the card, and the team must be scratched due to one or more individuals injured or sick, then the member(s) causing the scratch will be scratched from the remainder of the competition, the rest of the relay team will each be charged with an event and can only compete in three other events for the whole meet.

## (B) STATE QUALIFIER

1. Scratches should be completed prior to the meet. A scratch deadline without penalty will be 9:00 PM by the Wednesday after sectionals. **Any scratches after this deadline will cause the athlete to be scratched from the entire meet .**

[ Note: It is the responsibility of each league coordinator to pass this information on to all coaches in their respective leagues. ]

2. Scratches during the state qualifier will be handled the same as during sectional competition. (See above) No exceptions.

## X. APPEALS

1. An appeals committee will be formed at the seeding meeting for each sectional site and for the state qualifier. The purpose of this committee is to act, upon request, on the possible misinterpretation of the rules by the officials. A decision will be made only after consultation with the referee. **NO APPEAL** may be entertained that deals with a judgment or lack thereof on the part of an official.
2. All appeals must be in writing. Forms will be made available by the meet director or the sectional coordinator.
3. All appeals must be made within 15 minutes of the completion of the heat, race, or field event that is being appealed.

## XI. SPECIAL EVENTS

### A. PENTATHLON

1. For an athlete to enter the sectional meet or the state qualifier he/she must have at least one valid point total in a pentathlon competition prior to the sectional seeding meeting which meets either the automatic or provisional standard.
2. To allow for a proper rest period for people doubling in the 800/3200 relay, the following procedure will be used for both sectionals and the state qualifier:
  - A. The pentathlon 800/1500 will be run after the 800 final in the sectional meets, and after the 200 final in the state qualifier, if ready.

- B. If either the boys or girls are not ready to run their race there will be a 20 minute break at that point.
- C. If one group of pentathletes is ready as scheduled they will run during the 20 minute time break, and the other group when ready.

## B. STEEPLECHASE:

- 1. For an athlete to enter the sectional or state qualifier he/she must have at least one valid time in a steeplechase race prior to the sectional seeding meeting which meets either the automatic or provisional standard.
- 2. Valid performance means that the athlete finished the race in a legally sanctioned high school competition.
- 3. If the sectional or state qualifier sites do not have a steeplechase water pit then the race shall be run on the Thursday directly prior to the day of the meet.

## XII. RECOGNITION OF A SECTION V RECORD

- 1. For a performance to be recognized as a Section V record the following conditions must be met:
  - A. The performance must be made during a multi-team meet involving four or more schools.
  - B. For running events there must be three times for the performance to be valid.
  - C. For a field event verification must be provided that the implement used was of proper weight/size, and that the area used for throwing or jumping was level and flat.
  - D. At least one certified official must be in charge of the competition.
  - E. If an anemometer is available it is recommended that it be used to measure legal wind velocity during the 100, 200, 100/110H, long and triple jumps. If an anemometer is not available then it will be at the discretion of the referee, starter, meet director, and head finish/field judge to determine if the wind velocity is above the allowable limit for a valid record. This decision must be made prior to the particular event being run.
  - F. If fully automatic timing is used as the official time for a contest then that recorded time may be used instead of the three watch requirement.

### XIII. EMERGENCY STATE TEAM SELECTION PROCEDURE

1. In the event that the state qualifier is canceled or terminated early due to weather or some other unforeseen circumstance the following procedure will be used to select individuals to represent Section V at the state championship meet:
  - A. The Section V Coordinators shall call each league coordinator for names of individuals/relays that the coordinator feels should be considered for a position on the state meet team.
  - B. Information that should be provided should include name, school, league, event, grade, and their top three (3) performances in the event(s) being recommended for. If top five (5) performances are available that is even better.
  - C. The Section V Coordinator will meet with their respective committee to discuss and select Section V's representatives. The committee shall consist of one league coordinator representing each classification (A, AA, B, C, CC, D) as appointed by the Section V Coordinator.
  - D. The committee shall rank the individuals/relays in each event according to the final leader board entries, and offer their comments and suggestions to the Section V Coordinator.
  - E. At the end of this meeting the Section V Coordinator shall select the individuals/relays to represent Section V. Once the selections have been made they are final.

## XIV. SECTION V SPORTSMANSHIP POLICY

The Section V Athletic Council is committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play at all sectional activities. We will oppose instances and activities which run counter to the best values of athletic competition in order to insure the well being of all individual players. We will expect acceptable standards of good citizenship and propriety with proper regard for the rights of others.

We are further committed to the belief that schools participating in sectional activities should be held responsible for the conduct of their players, coaches, faculty members, and spectators. Conduct which is detrimental to the educational value of athletic activities may be deemed just cause for the school's reprimand, probation, or suspension from a particular sport or sectional activity.

### 1. SPECTATOR CODE OF BEHAVIOR AND ETHICS

It is the responsibility of the spectator to:

- A. Keep cheering positive. There should be no profanity or degrading language or gestures.
- B. Avoid actions which offend visiting teams or individual players.
- C. Show appreciation of good play by both teams.
- D. Learn the rules of the game in order to be a better informed spectator.
- E. Treat all visiting teams in a manner in which you would expect to be treated.
- F. Accept the judgments of the coaches and officials.
- G. Encourage other spectators to participate in the spirit of good sportsmanship.
- H. Avoid the use, abuse and resulting negative influence of drugs, including alcohol and tobacco.

### 2. STUDENT ATHLETES CODE OF BEHAVIOR

It is the responsibility of the student/athlete to:

- A. Demonstrate self control and respect for others at all times be they officials, spectators, athletes or other individuals.
- B. Remember that participation in athletics is a privilege that is not to be abused.
- C. Deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- D. Respect the integrity and judgment of the officials.
- E. Remember that improper behavior while in uniform reflects poorly upon yourself, your family, your school and your community.
- F. Understand and abide by the rules and regulations of the game.
- G. Accept victory with grace and defeat with dignity.
- H. Remember that the use, abuse and resulting negative influence of drugs, including alcohol and tobacco, is detrimental to the game and its participants.

### 3. COACHES CODE OF BEHAVIOR AND ETHICS

It is the responsibility of the coach to:

- A. Promote good sportsmanship by setting a positive example while coaching your athletes.
- B. Respect the integrity and judgment of the sports officials.
- C. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price.
- D. Recognize that the participants in individual/team sports are young men and women with human frailties and limitations, who will make mistakes.
- E. Refrain from the use of crude or abusive language with players, opponents, officials or spectators.
- F. Instruct the players in the elements of good sportsmanship and remove players from competition who demonstrate unsportmanlike behavior.
- G. Avoid behavior that will incite players, opponents or spectators.
- H. Avoid and eliminate negative comments to radio, TV and newspaper reporters.
- I. Avoid the use, misuse and negative impact of drugs including alcohol and tobacco, on the players, spectators and the game.

### 4. EXPECTATIONS AND RESPONSIBILITIES OF SCHOOLS PARTICIPATING IN SECTION V CONTESTS:

- A. Participating schools will be expected to share Section V Codes of Behavior with their students and spectators in an effective manner.
- B. Each participating school will be held responsible for the conduct of their players, cheerleaders, coaches, faculty and spectators.
- C. If a school brings spectator buses to the contest site they will be responsible for providing adequate supervision when the buses arrive and depart.
- D. Each participating school must have an appropriate number of identified supervisors at the contest site. This person(s) would report directly to the Section V site chairperson. If there is not a school representative the team's coach will be responsible.
- E. Banners and signs must be positive in nature and approved by the Section V site supervisor. The Section V site supervisor will determine where the banner may be placed.
- F. (1) OUTDOOR ACTIVITIES - If a high school band is attending a sectional activity such as a football or soccer game, as a matter of courtesy it would be expected that the school administration notify the site chairperson or athletic director that the band will be in attendance. If the band intends to perform on the field at such an activity, prior permission of the Section V site chairperson will be required. The band would need to be under the supervision of the school's music director or a faculty advisor.  
  
(2) INDOOR ACTIVITIES - There will be no noisemakers allowed at the contest site. If a school wishes to have a pep band in attendance, the group will need to have prior permission of the Section V site chairperson, or the athletic director of the school where the contest will be held. The band would need to be under the supervision of the school's music director or a faculty advisor.

- G. If a violation occurs at a contest site, the Section V site chairperson will be responsible for making a report to the appropriate sport chairperson. The sport chairperson(s) will inform the administration of the school(s) involved in the violation and a written report will be sent to the Executive Director and/or President of Section V within five (5) days of the contest. If the conduct is found to be detrimental, appropriate action could be taken as noted in the "Sportsmanship Policy of Section V."

## XV. OPERATION OFFENSE

Families in our society face the pressure and results of chemical use, abuse, and dependency on a daily basis. Student/athletes face this issue with the added pressure of performing in competition.

Section Five has chosen to take a proactive position in dealing with the student/athlete and alcohol, tobacco, and other drugs. Section Five and its' member schools promote Operation Offense, which is designed to heighten communications among student/athletes, parents, and school personnel.

Operation Offense has been instrumental in presenting programs which focus on education and prevention. If you would like to learn more about Operation Offense, please contact your athletic director, school principal, or coach.

# APPENDIX (see link)

- A. Sectional Classifications
- B. Sectional Meet Qualifying Standards
- C. Order Of Events (all meets) & State Meet Standards
- D. Section V Media
- E. Section V Leagues
- F. Team Championships
- G. Directory Of League Coordinators
- H. League Coordinator Sectional Meet Assignments
- I. School Assignments for Sectional Meets
- J. Sectional/State Qualifier Records
- K. Sectional/State Qualifier Bid Form
- L. Sectional Eligibility Form
- M. State Meet Chaperone Form
- N. Pole Vault Certification Form
- O. State Championship Qualifying Standards
- P. Online Entry Procedure
- Q. Coach of the Year Members
- R. Hall of Fame Members