



MRPA Track and Field Handbook

Rule 1 Definitions:

Section 1 Field Events

Article 1 - A flight is a round of trials for contestants in the Softball Throw and the Standing Long Jump.

Article 2 - A foul is one which is counted as a trial, but which is not measured because of some violation of the rules.

Article 3 - The scratch mark is the line which is used in the Standing Long Jump and the Softball Throw to mark the limit beyond which a competitor may not touch during competition.

Article 4 - All field events will be measured in feet and inches to the nearest one quarter inch.

Section 2 Finish

Article 1 - A dead heat is a situation in which two runners cross the finish line at exactly the same instant. This results in a tie if winning places are involved. Refer to Rule 3 - Section 2.

Article 2 - The finish tape is a soft material which can be stretched across the track directly above the finish line to aid the judges in determining which runner

crosses the finish line first. (Optional)

Section 3 General Conditions

Article 1 - A preliminary flight or heat is the first level of competition in any event which qualifies participants for the next level of competition.

Article 2 - To qualify is to win the right to participate in a semi-final or final race or flight by meeting certain standards in an earlier race or flight.

Article 3 - To scratch is to designate the withdrawal of an entry before competition begins.

Article 4 - No spikes or shoes designated for spikes will be allowed on the track. In field events, any shoes designed for turf surface sports (natural or artificial) are not allowed.

Example. football/soccer shoes. The participant's shoe cannot be used to gain an advantage. Any violation of this rule will cause disqualification of the participant in the event in which the illegal shoes were worn. A shoe is a covering for the foot and must be used by participants. The Aqua Sock (or similar footwear) is permissible. The use of ballet-type slippers or socks

does not meet the requirements of this rule. No athlete will be allowed to compete in bare feet.

Article 5 - The proper track uniform consists of a minimum of a jersey or blouse, boxer-type trunks or shorts, sweats, long pants, leotards or tights which are not objectionable, and shoes. (See Rule 2, Competitors and Attendants, Section 3, Art. 1, 2, and 3). Jewelry, hair beads and decoration, sunglasses (except prescription) shall not be allowed during competition.

Article 6 - Unsportsmanlike conduct is conduct which is unfair or language which will bring discredit to the individual or the team: disrespectfully addressing an official; using profanity; criticizing an opponent or an official; throwing a baton following a relay.

Section 4 Relays

Article 1 - The baton is the implement which is used in a relay race and is handed by each runner to the succeeding teammate.

Article 2 - An exchange zone is designated for exchanging the baton during relay races. It is an area the width of one lane and 20.11 meters (22 yards) long.



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Article 3 - A relay is a race during which four runners participate as a team. An individual leg of the relay is finished when the incoming runner passes the baton to the succeeding runner.

Article 4 - A relay leg is the distance over which one runner of a relay team must run. Each runner may run only one leg of the relay.

Article 5 - In the sprint relay, outgoing runners waiting for the baton must take positions and begin running inside the passing (exchange) zone. The baton will be passed within the exchange zone (it is only the position of the baton which is decisive and not the position of the body or limbs of the competitor).

Section 5 Starting

Article 1 - The starting runner may not touch the scratch line or the ground in front of it until after the starting gun has been fired.

Article 2 - A staggered start is a method of equating the distance for all competitors when a race is run in lanes around one or more curves (200M or 400M). The runner or relay team assigned to the second and each succeeding lane starts a specified distance ahead of the runner on the left.

Article 3 - In the 800 and 1600 meter races, a curved starting line (waterfall) will be used so that each competitor will run the same distance going into the curve. (See Rule 5, Section 1, on Lane Infractions)

Article 4 - Starting blocks are not permitted.

Section 6 Track Events

Article 1 - Course is a general term used to indicate the path of a runner. In races where each runner is required to remain in a specified lane, the course is the same as the lane.

Article 2 - A heat is a preliminary race to eliminate slower competitors so the final race will include as many of the fastest competitors as desired. When there are a great number of entries in a given event, the heats could be arranged in preliminary and semi-final rounds (the number of final competitors is at least equal to the number of awards to be given). A final heat may or may not be conducted at local, regional and state meets based upon a decision of the meet committee.

Article 3 - To jostle is to run against or elbow another runner. It is a form of crowding or bumping

between two runners which hampers or impedes one of them.

Article 4 - A lane is the course which is marked on the track for a race. A runner must stay in this prescribed path unless informed otherwise by the starter. Lanes vary in width depending upon the size of the track and the number desired for a given meet. Lanes should be one meter, seven centimeters (42 inches) wide whenever possible. (See Rule 5, Sections 1 and 2)

Article 5 - A runner is a participant in a race. Other terms used to designate a participant are contestant and competitor.

Section 7 Track Meet

Article 1 - All distances except field events will be measured in meters. Field events will be measured in feet and inches to the nearest one quarter inch.

Article 2 - If preliminary heats are conducted, only winning times/marks for the final event will be submitted (i.e., heat or trial times/marks will not be submitted).

Article 3 - The Board of Review is the administrative body responsible for the



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proper conduct of a track meet.

Rule 2 **Competitors &** **Attendants:**

Section 1 **Participation Limitation**

Article 1 - Each competitor is individually responsible for promptly reporting for each event entered. He or she must report to the Clerk of Course or starting line for any running event or the designated area for field events.

Article 2 - The following is allowed event participation per age group at the local, regional and state meets:
-7&8 may participate in one (1) field event and two (2) running events and the relay or two (2) field events and one (1) running event and the relay.
-9&10 may participate in one (1) field event and two (2) running events and the relay; or two (2) field events and one (1) running event and the relay.
-11&12 may participate in one (1) field event and two (2) running events and the relay; or two (2) field events and one (1) running event and the relay.
-13&14 may participate in one (1) field event and two (2) running events; or two (2) field events and one (1) running event.

-15 yr olds may participate in one (1) field event and two (2) running events; or two (2) field events and one (1) running event.

If a competitor exceeds the event limit, the event that puts the competitor over the limit as specified above shall cause the competitor to be disqualified from the event(s) exceeding the limit. In the case it is the 4x100 relay, the team may move forward with an eligible substitute from the meet where the infraction occurred.

Article 3 - Attendants may not accompany a competitor to the starting area. Any competitor will be disqualified if, in the opinion of the meet referee, the runner has in any way been aided by a coach, teammate or anyone connected directly or indirectly with the individual concerned. Such aid includes running alongside a teammate, being stationed at various points near the track, or located near any of the field events for the purpose of aiding or coaching the competitor after the race or field event has been started.

Article 4 - A competitor officially becomes a participant when he or she, or a relay team of which they are a member, reports to the Clerk of Course or to the Judge of a field event in which he or she is entered.

Participants will not be permitted to enter the competition after the Clerk closes the entries in the running events, or in the field events after the Judge has determined the places for the competition.

Section 2 **Disqualification**

Article 1 – Any competitor who is disqualified for unsportsmanlike conduct shall be ineligible for further participation in the meet in progress and shall not advance to the next level of competition. Unsportsmanlike conduct is defined as a competitor who displays inappropriate behavior(s) or willfully fails to follow the direction of the meet referee and/or meet director.

Article 2 – Any competitor who is disqualified for competing in more than one local and/or district meet shall be ineligible for further participation in the meet in progress and shall not advance to the next level of competition.

Article 3 – Any competitor who is disqualified for competing in the wrong age group; wearing illegal shoes; aiding a participant directly or indirectly by accompanying a participant to the starting area, running alongside a participant, being stationed at points along the



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track to aid / coach a participant; or exceeding the allowed event limit shall be disqualified from that event.

Article 4 – At all meets, all protests must be filed with the Meet Referee in writing within fifteen (15) minutes of the ruling (disqualification).

Section 3 **Uniforms:**

Article 1 - A competitor must be in the proper track uniform and wearing the assigned contestant number (when numbers are used) before being permitted to compete.

Article 2 - The recommended uniforms consist of youth program t-shirts, shorts or athletic wear. (boxer type trunks, gym trunks, sweats, long pants, leotards or tights which are not objectionable), and shoes. Relay teams may run in leotards or tights which may or may not match in color.

Rule 3 Awards:

Section 1 **Awards**

Article 1 – Ribbons will be awarded at Local/Regional and State Meets.

Section 2 **Ties**

Article 1 - A tie in a running event occurs when two or more runners cross the finish line at exactly the same time. If the time is equal, the runner with the higher picked place is the winner. If place and time are the same, the persons involved will re-run the race at an appropriate time during the meet. When two or more runners or relay teams, running in separate heats or sections, have identical times, those involved will re-run the race at an appropriate time during the meet.

Article 2 - When there is a tie for places in field events determined by distance, the higher place is awarded to the competitor whose second best performance is better than the second best performance of any other competitor tied for that place.

Rule 4 Start & Finish:

Section 1 **Start**

Article 1 - The starting of each race shall be done by the report of a pistol fired so that its smoke or flash will be visible to the timers or other sounding device. A whistle or starting pistol of any caliber may be used.

Article 2 - For an unfair start, the starter or assistant starter shall recall the runners by a second shot. If any competitor is in motion after a starter gives an order to "Set," the starter shall not fire the pistol or blow the whistle and will ask the athletes to stand.

Article 3 - The starter must receive a hand signal or whistle from the head judge that the judges are ready. When communicating with the starter, the head finish judge should use the following signals: (1) to indicate ready, move one arm upward full extension and down to the side five times in succession accompanied by the use of a whistle; (2) to indicate not ready move both arms to full extension and criss-cross them. Do not use whistle.

Article 4 - In starting sprints, the starter shall direct the competitors "On your marks." At this signal, the competitors will immediately take their proper positions on their starting lines. After they have taken their positions and are steady on their marks, the starter shall instruct them to "Set." At this command, all competitors shall at once, and without delay, assume their full and final set position in such a manner that no part of their bodies touches on or over the starting line. After an interval



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of approximately two seconds, when all competitors are set and motionless, the starter shall fire the pistol, or blow the whistle.

Article 5 - For races of 800 meters and longer, the starter will use the command "On Your Marks" and, when all competitors are steady, shall fire the pistol, or blow the whistle.

Article 6 - A false start occurs when a runner fails to comply with the starter's commands; or when a runner leaves the mark with a hand or foot after the "Set" instruction, but before the pistol is fired or whistle blown or when a runner leaves the mark without the pistol being fired or whistle blown. The offenders shall be warned the first time and shall be disqualified from the event on the second violation. If a competitor uses tactics at the starting line which are designed to disconcert, he or she will be warned. If the runner's action is repeated, the contestant shall be disqualified from the event.

Article 7 - No starting equipment for the runners will be allowed.

Article 8 - In the state meets, all lanes (and positions) may either be drawn by chance or seeded.

Section 2 Finish

Article 1 - The finish line is a line on the ground across the track from finish post to finish post. It shall be indicated by a mark drawn just outside the measured course so that the inner edge of the mark coincides with the actual finish line. The competitors place in the order in which any part of their bodies (e.g., torso, as distinguished from head, neck, arms, legs, feet or hands) reaches that edge of the finish line first crossed by the competitor.

Article 2 - For the purpose of aiding the judges, but not to be used as a finish line, soft material may be stretched across the track at the finish (approximately one meter, 21.92 centimeters or four feet above the ground). This soft material shall be "breasted" by the competitor or competitors finishing and must not be seized by the hand. A soft material in white, yellow or orange has been found to be satisfactory.

Article 3 - Local, Regional, State times for running events will be recorded to the 100ths. It is strongly suggested that all meets should be recorded to the 100ths in running events.

Article 4 - Video replay equipment, other than the official equipment approved by the Board of Review, shall not be used to make decisions related to the meet.

Article 5 - The Board of Review may approve the use of an official Full Automatic Timing system (FAT) to verify the outcome of any race (use must be determined before the event begins). When using the FAT system, the standard conversion does not apply.

Rule 5 Running Infractions

Section 1 Lane Infractions

Article 1 - When a race is run in lanes, each competitor shall keep his or her own position in the course during the entire race. A competitor who, without being fouled and while running around a curve, gains an advantage by stepping on or over the inside lane line may be disqualified from the event. A competitor who, without being fouled and while running around a curve, steps on or over this lane line for three or more consecutive steps either with one or both feet shall be disqualified from the event.



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Article 2 - In a race involving a curve and where lanes are not specified, a runner may change toward the inside or outside of the track when he or she is one full running stride (2.2 meters, seven feet) in advance of the runner whose path is crossed. It is not a foul if a runner crosses to the inside or outside if this action does not interfere in any way with another competitor's stride.

Section 2 Interference

Article 1 - If any runner impedes another competitor by jostling or running across an opponent's path, deliberately runs on or inside the track curb (or painted line), or illegally runs outside the assigned lane or course, the referee shall disqualify the runner, or in a team race, the entire team from the event.

Article 2 - If interference occurs in any preliminary heat, the referee may allow the offended runner or team to start in a subsequent heat in the same round of heats if a lane is available, or in the next round of heats, just as if the runner or the team had won a place. If interference occurs in the final heat, the referee may order a new race between all of those who, in his opinion, are entitled to the privilege.

Section 3 Aiding Competitor

Article 1 - Aiding a competitor is defined as: (a) anyone associated directly or indirectly with a competitor who paces the contestant by running, or taking a position along the track for the purpose of coaching or otherwise assisting the runner; (b) a competitor who is a lap behind the leading runner paces or otherwise assists a teammate or impedes another runner; (c) any runner intentionally leaves the track and re-enters to continue the race; or (d) contestants who join hands or grasp each other in order to finish a race in a tie. For any such act(s), the competitors shall be disqualified from the event.

Article 2 - The use of any aid during a race (including carrying a baton, except in a relay) is prohibited. This includes the use of a mark of any type on the track for a relay.

Rule 6 Age Groups, Sex Division & Eligibility

Section 1 Age groups

Article 1 - Contestants will compete in events according to their age. There will be five age groups in each gender: Born in 2008 or 2009

(7 and 8 year olds) Born in 2006 or 2007 (9 and 10 year olds) Born in 2004 or 2005 (11 and 12 year olds) Born in 2002 and 2003 (13 and 14 year olds) Born in 2001 (15 year olds)

Article 2 - Competitors will determine which age group to enter by calculating their age on December 31, 2016. A competitor must be 7 by this date.

Article 3 - All contestants must compete in their respective age groups.

Article 4 - Any contestant who enters or competes in an age group which he or she does not legally belong will be disqualified from that event.

Article 5 - Each contestant must show documented proof of age to the local sponsoring agency.

Article 6 - Proof of age will be approved only after viewing a birth certificate or equivalent legal document, such as passport, adoption papers, certified school record, baptismal certificate, 1-94 card or hospital certificate.

Section 2 Sex Division

Article 1 - Contestant will compete within one sex division. Males will compete



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with males and females will compete with females.

Section 3 Eligibility

Article 1 – The intent of MRPA State Track & Field is to provide a basic playground form of participation for the beginning athlete. Any boy or girl 9-15 years of age is eligible to participate in the program as stated in Rule 6, Section 1, Article 1. Children with disabilities are welcome to participate and will be accommodated whenever reasonably possible.

Article 2 – Eligible children must compete in the program in the state in which they live. Any eligible child who lives outside the jurisdiction of a local sponsoring agency in his or her state, may participate in the program with the permission of the agency.

Article 3 – Any question regarding eligibility will first be referred to the state chair. If the question is unresolved, it shall then be presented to the regional coordinator. If the regional coordinator is unable to resolve the question, it shall be presented to the Board of Review. The ruling of this Committee is final.

Rule 7 Track Events:

Section 1 Age Groups

Boys & Girls (7-8)

1. 50 Meter Dash (54 yds., 24.5 inches)
2. 100 Meter Dash (109 yds., 13 inches)
3. 200 Meter Dash (218 yds., 26 inches)
4. 400 Meter Dash (437 yds., 16 inches)
5. 800 Meter Run (874 yds. 32 inches)
6. 4 x 100 Meter Relay (437 yds., 16 inches x 4)
7. Standing Long Jump
8. Softball Throw

Boys & Girls (9-10)

1. 50 Meter Dash (54 yds., 24.5 inches)
2. 100 Meter Dash (109 yds., 13 inches)
3. 200 Meter Dash (218 yds., 26 inches)
4. 400 Meter Dash (437 yds., 16 inches)
5. 800 Meter Run (874 yds. 32 inches)
6. 4 x 100 Meter Relay (437 yds., 16 inches x 4)
7. Standing Long Jump
8. Softball Throw

Boys & Girls (11-12)

1. 100 Meter Dash
2. 200 Meter Dash
3. 400 Meter Dash
4. 800 Meter Run (874 yds. 32 inches)
5. 1600 Meter Run (1,749 yds., 28 inches)
6. 4 x 100 Meter Relay
7. Standing Long Jump
8. Softball Throw

Boys & Girls (13-14)

1. 100 Meter Dash
2. 200 Meter Dash
3. 400 Meter Dash (437 yds., 16 inches)
4. 800 Meter Run
5. 1600 Meter Run (1,749 yds., 28 inches)
6. 4 x 100 Meter Relay
7. Standing Long Jump
8. Softball Throw

Boys & Girls (15)

1. 100 Meter Dash
2. 200 Meter Dash
3. 400 Meter Dash (437 yds., 16 inches)
4. 800 Meter Run
5. 1600 Meter Run (1,749 yds., 28 inches)
6. 4 x 100 Meter Relay
7. Standing Long Jump
8. Softball Throw

Section 2 Relays

Article 1 - Relays are races between teams of four contestants, no one may run more than one leg. The members of a team may be changed until a preliminary heat has been run. After a heat has been run, only an injured or ill member of the original relay team may be replaced by another runner. The disabled athlete may not enter further competition in the meet.

Article 2 - It is permissible for the order of running to be changed between heats and succeeding rounds or the final.



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Article 3 - Each runner shall carry a baton in hand and shall pass it to the succeeding teammate. The first runner shall start with the baton and the last runner shall carry the baton across the finish line.

Article 4 - In relay races, the baton must be passed while it is within a 20.11 meter (22 yard) exchange zone. The exchange zone is determined by lines drawn perpendicular to the inside lane line and 10 meters (11 yards) on each side of the exchange zone mark. The lines marking the limits of the exchange zone are included in the 20.11 meter measurement. The acceleration zone shall not be used.

Article 5 - The baton must actually be handed, not thrown, from one competitor to the succeeding teammate. This teammate may not take sole possession of the baton outside the exchange zone. If the baton is dropped in the exchange zone, in a legitimate attempt to hand it, either runner may retrieve it without penalty provided the runner does not interfere with an opponent. If the baton is dropped outside the exchange zone, it must be retrieved by the runner who dropped it.

Article 6 - After passing the baton, the relieved runner should stand still or jog straight ahead unless he or

she is in the inside or outside lane. In these cases, the relieved runner shall step off the track as soon as possible.

Article 7 - A team shall be disqualified for failure to pass the baton in accordance with the rules. The referee also may disqualify a team for other running infractions. The rules relative to fouling, coaching or impeding a runner apply to relay races as they do to all other track events, except within the exchange zone. In this case the runner who passes the baton and his/her successor who receives it may overlap each other. The incoming runner shall not assist his/her teammate by pushing him/her.

Article 8 - Throwing the baton following the finish of any relay is unsportsmanlike conduct and will cause the relay team to be disqualified.

Article 9 - The relay baton shall not exceed 29.9 centimeters (11.81 inches) in length. Its circumference shall be at least 10.16 centimeters (4 inches) and no more than 12.7 centimeters (5 inches). It shall be a smooth, hollow tube made in one piece. The baton shall be made of wood, metal, plastic or other rigid material. It shall weigh at least five decagrams, or 1.766 ounces. The use of tape to wrap the baton is prohibited.

Rule 8 **Field Events:**

Section 1 **General Rules**

Article 1 - Contestants shall report promptly to the Event Judge at the designated location when the event is announced. A contestant shall be charged with an unsuccessful attempt if he or she does not complete a trial or pass it within two minutes after being called for a trial unless excused by the Event Judge to participate in another event.

Article 2 - A competitor excused to compete in another event shall return to the excused event immediately following the completion of the other event.

Article 3 - In both field events, participants will have two successive attempts. The order of the third attempt will be decided by the officials in the local, district and state meets.

Article 4 - All field events will be measured in feet and inches to the nearest one quarter inch.

Article 5 - In all field events, the measurements shall be measured and be recorded with the "zero" end of the measuring tape held at the point of a contestant's landing and the feet and



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inches marking at the center point of the scratch line.

Section 2 Standing Long Jump

Article 1 - All competition in the standing long jump will be on a flat surface. A Long Jump pit may be used. It is recommended that two judges (one on either side to measure length) be used.

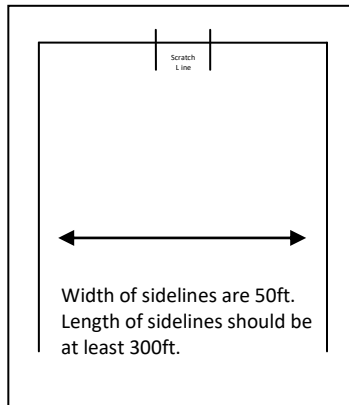
Article 2 - A competitor may (1) rock forward and backward, lifting heels and toes alternately on the surface, but may not lift either foot completely off the ground or slide it along in any direction on the ground; (2) both feet must be parallel to each other, an equal distance from the scratch line before jumping; (3) both feet must leave the ground at the same time.

Article 3 - The jumper must take off from behind the scratch line. If the jumpers shoe extends over the scratch line or makes a mark in front of it, the jump shall not be measured, but shall count as a trial.

Section 3 Softball Throw

Article 1 - The ball throwing competition will be conducted using a softball with a minimum circumference of 30.14 centimeters (11 7/8 inches), and a maximum

circumference of 30.78 centimeters (12 1/8 inches). The minimum weight of the softball must be 17 decagrams (six ounces) and its maximum weight must be 19.13 decagrams (6.75 ounces).



Article 2 - The throw may be from either a standing position or on the run.

Article 3 - No glove, tape or other foreign substance may be applied to the throwing hand unless it is required for medical reasons.

Article 4 - Stepping on or over the scratch line constitutes a foul. A contestant must throw within the five foot throw marks. A contestant is permitted one run-up without releasing the ball. Failure to release the ball on a second run-up shall constitute a trial (foul).

Article 5 - Each thrower will be allowed three (3) trials. The longest trial will be considered the winner.

Article 6 - In case of a tie, the contestant whose next best performance is better than the second best performance of any other competitor tied for that place shall be declared the winner.

Article 7 - Each legal throw will be measured for distance from a point at the center of the five foot throw marks to the spot where the ball lands between two parallel sidelines.

Article 8 - The throw must be made from inside the five-foot throw marks indicated on the scratch line. The ball must land inside the fifty-foot wide parallel sidelines. The line is out of bounds. The measurement is taken from the center of the five-foot throw marks located on the scratch line to the point touched by the ball which is nearest the scratch line.

Article 9 - Throws will be conducted in flights as stated in Rule 8, Section 1, Art. 3 and Rule 1, Section 1, Art. 1.

Rule 9 Rules Interpretation

Section 1 General Rules

Article 1 - Rules follow the National Federation of the State High School Track & Field. Selected rules have been adopted by the Board of Directors.



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Article 2 – Interpretation of these rules by the board of directors is final.

Article 3 – A Competitor officially becomes a participant when he or she, or a relay team of which they member, reports to the Clerk of Course or to the Judge of a field event in which he or she is entered. Participants will not be permitted to enter the competition after the Clerk closes the entries in the running events, or in the field events after a judge starts competition.

Equipment List:

- MRPA Handbook
- Clipboards
- Computer, Printer, Copy Paper
- Extension Cords
- Pens, Pencils, Paper Clips
- Scissors, Scotch Tape/Masking Tape
- Stapler/Staples
- Anthem
- Bull Horn

Directional Signs:

- Information Stand
- Registration/Check In
- Softball Area
- Standing Long Jump Area
- First Aid
- Restrooms
- Concessions
- Awards Table
- Clerk of Course

Meet Materials

Softball Throw:

- Softballs
- Area marked for SBT scratch line
- Measuring Tape (300)
- Traffic cones for aiming marks

Standing Long Jump:

- Measuring Tape (50)
- Rakes & Brooms

Running Events:

- Batons
- Flags for Relays
- Cones
- Starting Gun/Blanks
- Stop Watches/Timing System

Miscellaneous:

- Area for awards
- Area for Announcements
- Prepared materials for Announcer
- Refreshments
- Signs/Banners
- Tables/Chairs
- Tents
- Walkie Talkies
- Water/Ice

Local Meet Directors

Responsibilities:

1. Send local track meet results to Regional Meet Director

Regional/State Meet

Directors Responsibilities

1. Responsible for overall coordination and accountability for the entire meet.
2. Set date; reserve fields (designate parking area, sprinklers, etc.

3. Contact Starter and Clerk of Course. Send both the rule book before the meet.
4. Contact concessionaire.
5. Contact sound system contractor.
6. Develop a schedule of events.
7. Contact Athletic Trainer
8. Secure Announcer
9. Reserve tables and chairs and arrange for pick-up and delivery the day of the meet.
10. Arrange for tents to be put up.
11. Arrange for van/truck to haul meet equipment.
12. Arrange for restroom facilities.
13. Recruit volunteers and schedule assignments.
14. Publicity
15. Compile regional track results for meet program.
16. Create event/heat sheets.

Registration Check-in Guidelines:

1. Collect a completed and signed copy of the MRPA entry form for each participant.
2. Verify age of participant and event age group.
3. Participants check in by stating name, age and event. Confirm that each participant is entered in the event for which he/she is registered. Place a check mark opposite the name when they check in. If their name is not on the list, contact the Local Meet Director.
4. Give each participant a "Certificate of Appreciation"



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(Master copy available in the rule book)

5. Give each participant a program with order of events.
6. Give a hand out with next level of competition to those that qualify.

Officials:

1. Designate finish line officials who will time running events.
2. Keep finishers in order until race is finalized in the computer.
3. At the beginning of each race, ask timers to be ready with their watches cleared.
4. In the relays, get signal from passing zone judges that the teams are ready at each zone.
5. Notify starter with flag or whistle when ready.
6. After relays, check with passing zone judges to make sure that the hand-offs were in the zones. Notify recorder if there was a violation.
7. Deliver event results to recorder before next race.

Clerk of Course:

1. Responsible for recording the name and number of each competitor and shall assign each runner to the proper heat and starting position. He/she is responsible for giving all necessary instructions concerning the rules governing the race.
2. Final check to make sure shoes and uniform comply with Rule Book.

3. Assign running numbers when applicable.

Staffing a Meet:

1. Meet Director
 2. Announcer
 3. Awards Writer/Presenter
 4. Electronic Timer(s)
 5. Clerk
 6. Finish Judges
 7. Starter
 8. Turn/Lane Inspectors – can use field event officials (3)
 9. Softball Throw (3) measurer/recorder/ball chaser (use volunteers/kids)
 10. Standing Long Jump (3) Measurer/recorder/raker
- Note: Some of these volunteers can be used to register participants before the meet.