**2023 Suburban Parochial League Week #X Meet**

[HOST Schools] cordially invite you to compete at the SPL Week #x meet to be held on Saturday, Date, 2023 at [Location name and address].

The JV coaches and volunteer meeting will begin at 8:00am with competition starting [insert time or shortly thereafter]. The Varsity coaches and volunteers meeting will begin approximately 15 minutes after the JV meet but not earlier than 11:45am with the meet beginning shortly thereafter. The following teams will compete at the meet:

* List schools

Please note:

* The venue host will/will not allow spikes on their track. The maximum length of the spikes are allowed are [⅜” or ¼”]. Note, the SPLTF By-Laws specify 1/4" spikes are the max length allowed but we also need to be cognizant of what the venue will allow too. **Only varsity 7th & 8th grade athletes** are allowed to wear spikes. JV athletes can only wear trainers or racing flats.
* **RULE CHANGE REMINDER:** Long Jump, Triple Jump and Javelin contestants need to have their marks ahead of time as they'll not be allowed to move backwards from to the pit to get their marks.
* If there will not be certain events run, note that here. Ex. There will be no triple jump due to damage to the boards.
* NO Pets are allowed!
* NO **TEAM** Tents are allowed.
* Athletes are to remain in their team area, stay off the football field and pole vault and high jump pits.
* There [will be/will not be] concessions at this meet

**Event Participation Limits and Scoring**

Each school can enter **two** athletes in the 75 M, 75 M Hurdles (V), 100 M, 200 M dashes and 400 M, 600 M (JV), 800 M (V) runs. Schools may enter four participants in the JV 800 M Run and unlimited entries in the Varsity 1600 M Run.

For the 75 m dash and 100 m dash, schools should assign specific runners to heats as follows:

* **Best runner in heat 1: List schools**
* **Best runner in heat 2: List schools**

Schools may enter only one team per school in the relay races. Schools may enter four individuals in all field events, with the exception of the high jump. The high jump will have a maximum of two participants per school.

There will be a limit of **FOUR** events total per athlete for the day.

Scoring for the individual events and relays will be 7-5-4-3-2-1 (follow NFHS scoring rules - see table Rule 2), with the exception of the 4 x 100 minor relay which will score as 4-3-2-1.

We will be scoring on eight levels: 5th grade boys, 5th grade girls, 6th grade boys, 6th grade girls, 7th grade boys, 7th grade girls, 8th grade boys and 8th grade girls.

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# **JUDGING**

The decision of the Meet Director with respect to disputes and disqualifications will be final. All coaches are expected to support these decisions as well as be responsible for their athletes’ and supporters’ behavior.

# **STAGING**

All running events will be staged at the north end of the track. Runners of both grades will be escorted together to the start line or relay exchange zones.

**MEET WORKERS**

All workers and coaches report to the finish line by 8:15 AM for JV and 11:45 AM for Varsity. You must supply all watches and equipment to run your event. We will time to 5 places.

Attached are each school’s worker assignments for the meet. Volunteers need to be well trained and instructed to run the events they are assigned. Please use the [www.s-p-l.org](http://www.s-p-l.org) website where rules for each event are listed. **Please take time in advance of the meet to instruct your volunteers and have them watch the** [**instructional videos**](https://www.youtube.com/channel/UCOWkWfk1UW2GoeBHCn3-O2g)**. The success of all our meets depends on this.**

Please note, **if you are scheduled to run a field event**, you need to bring all the equipment necessary to run that event: clipboard, rakes, tape measures, measuring poles, cones, pens/pencils, shot puts, javelins, discus, etc. The host schools will provide scoring sheets and ribbons for each field event. The SPL web site lists the equipment required for each event.

Relay exchange judges are expected to stay at their assigned position throughout each session to monitor races and to ensure the safety of the athletes.

We are looking forward to a fun, exciting and competitive track meet that reflects the tradition and quality of our respective schools. If you have any questions, please feel free to call or email me. Thanks in advance for all your support and we look forward to seeing you on April 30!

Sincerely,

Name

Meet Director

Email address

Phone:

**VOLUNTEER ASSIGNMENTS AM & PM**

|  | **HOST** | **TEAM** | **TEAM** | **TEAM** | **TEAM** | **TEAM** |
| --- | --- | --- | --- | --- | --- | --- |
| Meet Director | 1 |  |  |  |  |  |
| Head Field Judge |  |  |  |  |  | 1 |
| Starter | 1 |  |  |  |  |  |
| Announcer | 1 |  |  |  |  |  |
| Head Finish Line | 1 |  |  |  |  |  |
| Finish Line Judges |  | 2 | 2 | 2 |  | 2 |
| Scoring |  |  |  |  |  |  |
| Staging | 4 |  |  |  |  |  |
| Shot Put |  |  | 4 |  |  |  |
| Javelin / Discus |  |  |  |  | 4 |  |
| Long Jump |  |  |  |  |  | 4 |
| Triple Jump |  | 4 |  |  |  |  |
| High Jump |  |  |  | 3\* |  |  |
| Relay Judges |  | 1 | 1 | 2 | 2 |  |
| Ribbons \ Recorder | 2 |  |  |  |  |  |
| Games Committee | Name | Name | Name | Name |  |  |
|  |  |  |  |  |  |  |
| **TOTAL PER SESSION** | **10** | **7** | **7** | **7** | **6** | **7** |

* **Or -**

| **School** | **School** | **School** | **School** | **School** | **School** | **School** | **School** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

\* Denotes school in charge of event or volunteer group.

* Need (1) Head Finish Line Judge, (1) Assistant Stager, (1) Escort, (1) Announcer
* Need (4) workers per field event:
	+ Triple Jump
	+ Long Jump
	+ High Jump
	+ Shot Put
	+ Discus/Shot
* Need (4) staging
* Need (5) Games Committee members - Members should be head coaches with more than one year of experience and who are familiar with both [SPL](http://www.s-p-l.org/documents/SPLTF_ByLaws_020823.pdf) and NFHS rules. This should NOT be assigned to a parent volunteer.
* Need (x) finish line judges

**JV Order of Events - Session 1**

| **Session 1: Junior Varsity (Grades 5, 6)** |
| --- |
| **Girls Field Events** |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 5, 6 | Each school allowed 4 entries |
| Triple jump | 6, 5 | Each school allowed 4 entries |
| Shot put (6 lbs.) | 6, 5 | Each school allowed 4 entries |
| Javelin | 5, 6 | Each school allowed 4 entries |
| High jump | 5, 6 | Each school allowed 2 entries |

| **Session 1: Junior Varsity (Grades 5, 6)** |
| --- |
| **Boys Running Events** |
| **Event** | **Seq** | **Special instructions** |
| 75 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 3 qualify for finals. |
| 600 m run | 5, 6 | Set up on 200m start line. Stay in lane 1st curve only. |
| 100 m dash prelim | 5, 6 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 5, 6 | Normal 4-curve stagger start. Stay in lane entire race. |
| 400 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 800 m run | 5, 6 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 800 m medley relay (1x1x2x4) | 5, 6 | Normal 2 curve stagger start. First three runners stay in their lane, 4th runner cut in as soon as they get baton. |
| 400 m relay (minor) (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 400 m relay (major) (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race.  |

**JV Order of Events - Session 2**

| **Session 2: Junior Varsity (Grades 5, 6)** |
| --- |
| **Boys Field Events** |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 5, 6 | Each school allowed 4 entries |
| Triple jump | 6, 5 | Each school allowed 4 entries |
| Shot put (6 lbs.) | 6, 5 | Each school allowed 4 entries |
| Javelin | 5, 6 | Each school allowed 4 entries |
| High jump | 5, 6 | Each school allowed 2 entries |

| **Session 2: Junior Varsity (Grades 5, 6)** |
| --- |
| **Girls Running Events** |
| **Event** | **Seq** | **Special instructions** |
| 75 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 3 qualify for finals. |
| 600 m run | 5, 6 | Set up on 200m start line. Stay in lane 1st curve only. |
| 100 m dash prelim | 5, 6 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 5, 6 | Normal 4-curve stagger start. Stay in lane entire race. |
| 400 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 800 m run | 5, 6 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 800 m medley relay (1x1x2x4) | 5, 6 | Normal 2 curve stagger start. First three runners stay in their lane, 4th runner cut in as soon as they get baton. |
| 400 m relay (minor) (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 400 m relay (major) (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race.  |

**Varsity Order of Events - Session 1**

| **Session 3: Varsity (Grades 7, 8)** |
| --- |
| **Girls Field Events** |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 7, 8 | Each school allowed 4 entries |
| Triple jump | 8, 7 | Each school allowed 4 entries |
| Shot put (8 lbs.) | 8, 7 | Each school allowed 4 entries |
| Discus | 7, 8 | Each school allowed 4 entries |
| High jump | 7, 8 | Each school allowed 2 entries |

| **Session 3: Varsity (Grades 7, 8)** |
| --- |
| **Boys Running Events** |
| **Event** | **Seq** | **Special instructions** |
| Hurdles 75 m prelim | 7, 8 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Once prelims have finished, move hurdles off in lanes 1 and 2. |
| 800 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| Hurdles 75 m finals | 7, 8 | Begin approximately 10 minutes after last prelim is run |
| 200 m dash prelim | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. Top 4 qualify for finals. |
| 75 m dash prelim | 7, 8 | Same as hurdles. Top 4 qualify for finals. |
| 100 m dash prelim | 7, 8 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 7, 8 | Normal 4-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race.  |
| 400 m dash | 7, 8 | Normal 2-curve stagger start. Stay in lane entire race.  |
| 100 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 1600 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 400 m relay (minor) (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 400 m relay (major)(4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 1600 m relay (4 x 400) | 7, 8 | Normal 2 curve stagger start. All runners stay in lane entire race. |

**Varsity Order of Events - Session 2**

| **Session 4: Varsity (Grades 7, 8)** |
| --- |
| **Boys Field Events** |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 7, 8 | Each school allowed 4 entries |
| Triple jump | 8, 7 | Each school allowed 4 entries |
| Shot put (8 lbs.) | 8, 7 | Each school allowed 4 entries |
| Discus | 7, 8 | Each school allowed 4 entries |
| High jump | 7, 8 | Each school allowed 2 entries |

| **Session 4: Varsity (Grades 7, 8)** |
| --- |
| **Girls Running Events** |
| **Event** | **Seq** | **Special instructions** |
| Hurdles 75 m prelim | 7, 8 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Once prelims have finished, move hurdles off in lanes 1 and 2. |
| 800 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| Hurdles 75 m finals | 7, 8 | Begin approximately 10 minutes after last prelim is run |
| 200 m dash prelim | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. Top 4 qualify for finals. |
| 75 m dash prelim | 7, 8 | Same as hurdles. Top 4 qualify for finals. |
| 100 m dash prelim | 7, 8 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 7, 8 | Normal 4-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race.  |
| 400 m dash | 7, 8 | Normal 2-curve stagger start. Stay in lane entire race.  |
| 100 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 1600 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 400 m relay (minor) (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 400 m relay (major)(4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race.  |
| 1600 m relay (4 x 400) | 7, 8 | Normal 2 curve stagger start. All runners stay in lane entire race. |

**Lane Assignments**

**JV GRADES 5 & 6**

|     | 75mDash(1) | 600mRun  | 100mDash(1) | 800mRelay  | 400mDash | 75m Dash Finals | 200mDash | 100mDashFinals  | 800m Run (2) | 800mMedleyRelay | 400mRelayMinor | 400mRelayMajor |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lane 1 | SCH 1 | SCH 2 | SCH 3 | SCH 4 | SCH 5 |  | SCH 6 |  | n/a | SCH 1 | SCH 2 | SCH 3 |
| Lane 2 | SCH 6 | SCH 1 | SCH 2 | SCH 3 | SCH 4 |  | SCH 5 |  | n/a | SCH 6 | SCH 1 | SCH 2 |
| Lane 3 | SCH 5 | SCH 6 | SCH 1 | SCH 2 | SCH 3 |  | SCH 4 |  | n/a | SCH 5 | SCH 6 | SCH 1 |
| Lane 4 | SCH 4 | SCH 5 | SCH 6 | SCH 1 | SCH 2 |  | SCH 3 |  | n/a | SCH 4 | SCH 5 | SCH 6 |
| Lane 5 | SCH 3 | SCH 4 | SCH 5 | SCH 6 | SCH 1 |  | SCH 2 |  | n/a | SCH 3 | SCH 4 | SCH 5 |
| Lane 6 | SCH 2 | SCH 3 | SCH 4 | SCH 5 | SCH 6 |  | SCH 1 |  | n/a | SCH 2 | SCH 3 | SCH 4 |

1. These lane assignments are for the preliminary races in the 75m and 100m dash. Lane assignments for the finals will be determined by finish places in the preliminaries with the best finishers in lanes 3 and 4. Other finishers will be placed accordingly moving towards the outside lanes. One heat only in 200m dash.
2. Universal start will be used for this race. Starter will line runners up at the line.

**Lane Assignments**

**VARSITY GRADES 7 & 8**

|  | Hurdles75m(1) | 800mRun(2) | Hurdles75mFinals | 200mDash  | 75mDash (1) | 100mDash (1) | 800mRelay | 75mDashFinals | 200mDash  | 400 m Dash | 400 m Dash | 100m Dash Finals | 1600mRun(2) | 400mRelayMinor | 400mRelayMajor | 1600mRelay |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lane 1 | SCH 5 | n/a |  | SCH 6 | SCH 1 | SCH 2 | SCH 3 |  |  | SCH 4 | SCH 5 |  | n/a | SCH 6 | SCH 1 | SCH 2 |
| Lane 2 | SCH 4 | n/a |  | SCH 5 | SCH 6 | SCH 1 | SCH 2 |  |  | SCH 3 | SCH 4 |  | n/a | SCH 5 | SCH 6 | SCH 1 |
| Lane 3 | SCH 3 | n/a |  | SCH 4 | SCH 5 | SCH 6 | SCH 1 |  |  | SCH 2 | SCH 3 |  | n/a | SCH 4 | SCH 5 | SCH 6 |
| Lane 4 | SCH 2 | n/a |  | SCH 3 | SCH 4 | SCH 5 | SCH 6  |  |  | SCH 1 | SCH 2 |  | n/a | SCH 3 | SCH 4 | SCH 5 |
| Lane 5 | SCH 1 | n/a |  | SCH 2 | SCH 3 | SCH 4 | SCH 5 |  |  | SCH 6 | SCH 1 |  | n/a | SCH 2 | SCH 3 | SCH 4 |
| Lane 6 | SCH 6 | n/a |  | SCH 1 | SCH 2 | SCH 3 | SCH 4 |  |  | SCH 5 | SCH 6 |  | n/a | SCH 1 | SCH 2 | SCH 3 |

1. These lane assignments are for the preliminary races in the 75m and 100m dash. Lane assignments for the finals will be determined by finish places in the preliminaries with the best finishers in lanes 3 and 4. Other finishers will be placed accordingly moving towards the outside lanes. One heat only in 200m dash.
2. Universal start will be used for this race. Starter will line runners up at the line.