

**OFFICIAL EVENTS**  
**SPL LEAGUE FINALS MEET ADMINISTRATION PROCEDURES**

**SUBURBAN PAROCHIAL LEAGUE**  
**FINALS MEET**

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**MEET ADMINISTRATION**

**660A. Eligible Participants.**

1. DIVISIONAL FINALS meets determine persons eligible to participate in specific events at LEAGUE FINALS meet.
2. Substitution for a contestant who qualified for the League Finals Meet (SPL Championship Meet) is allowed only in the event that the qualifying athlete is absent due to illness, injury or activity that prevents their competing.

Only a **single** contestant may substitute and compete in the individual events for which the absent athlete qualified. Multiple substitutes for multiple events are **NOT** allowed, nor may the qualifying athlete participate in some of the events and have a substitute finish up for them.

(a) Substitutions must be communicated in advance of the LEAGUE FINALS MEET to the Meet Director or the Meet Director's designate in writing NO LATER than 30 minutes before the Meet/Session begins. The deadline for reporting substitutions is 8:00 AM for Junior Varsity and 11:45 AM for Varsity on the day of the Meet.

(b) The lane assignment or field event participation sequence that the absent qualifying athlete earned is / are assigned to the substitute.

3. Relay Teams: Relay teams qualify as a unit and as such, coaches may freely substitute a member or members of a relay team up to and including all four members of the qualifying relay team.
4. Maximum Events: Individual contestants have a four (4) event maximum, to include racing on a relay team.

Note: (a) Effective 02-27-2020 the **4 x 400m relay** run at the end of the League Finals Meet became a scoring event. As such, participation in this event counts toward the 4-event maximum.

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**B. Open Events.**

1. These events are for only those team members who did not qualify in ANY Field, Running or Relay Event during the DIVISIONAL FINALS Meets, AND who are not used as either a “substitute” or as a member of a relay team at the LEAGUE FINALS Meet. In addition, it is on the coach’s honor to only allow OPEN event participation by those athletes who have previously competed in an SPL meet during this season or have medical or health-related reasons why they did not.

**THE OPEN EVENTS ARE:**

- OPEN 600 - Meter Run (JV only)
- OPEN 100- Meter Dash (Both JV and Varsity)
- OPEN Shot Put (Both JV and Varsity)
- OPEN 800-Meter Run(Varsity only)

2. **Open Events Participation Limits**

- a. There is no limit to quantity of participants a team may place in the OPEN 600 or the OPEN 800.

The Games Committee may choose to run both grades simultaneously to save time if in their opinion, the number of runners is small enough to preclude interference between runners.

- b. **There is a limit of 2 runners per school in each OPEN 100 Meter event** (for example, two participants from each school may participate in the Boys 5th grade OPEN 100, two from the Girls 5th grade, etc).

- c. **There is no limit on shot putters per school** in each OPEN Shot Put event. The event should be conducted, to the extent possible, at a site that will not interfere with any other events.

- d. An athlete competing in an OPEN event may compete in a maximum of two (2) OPEN events. Coaches are required to submit a roster of their OPEN event competitors to the Meet Director or his designate no later than 10:00 AM the Friday prior to the LEAGUE FINALS Meet. Submission of the roster is via an on-line methodology and is intended to assist in both the staging of OPEN events and the policing of this Rule. Any changes, to include day-of-meet additions, are to be completed by 8:00 AM for the JV and 12 Noon for the Varsity on the day of the LEAGUE FINALS Meet.

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**C. Awards.**

Individual, relay and field event awards are given to eight (8) places:

First = Medallion; Second = Red ribbon; Third = Yellow; Fourth = White;

Fifth = Green; Sixth = Pink, Seventh = Purple; Eighth=Light Blue.

Awards are presented immediately after each event.

A male and female SPL Athlete of the Year will be chosen by the majority of head coaches present at the conclusion of the LEAGUE FINAL Meet and announced at the meet.

**D. Team Scoring (Award achievement).** Points will be awarded to places as follows:

Individual Running and Field Events (except for OPEN events)	10-8-6-5-4-3-2-1
Major Relays	10-8-6-5-4-3-2-1
400 Meter MinorRelay	3-2-1-1/2-0-0-0-0
800 Meter Medley	4-3-2-1-0-0-0-0
OPEN Events:	3-2-1-0-0-0-0-0

**E. Team Awards.** Team awards are earned by event points.

1. Trophies awarded to First, Second, and Third places in each of four (4) competing groups:

JV Boys (Gr. 5, 6)      Varsity Boys (Gr. 7,8)

JV Girls (Gr. 5, 6)      Varsity Girls (Gr. 7,8)

2. The Ray Morello “traveling” Trophy is awarded to the school scoring the greatest overall point total -- (all 4 groups combined) in League Finals meet

**F. Relays.** Instruct and escort both levels simultaneously. Relay judges must have Lane Assignment & Event Procedure. Lane Assignments cannot be changed for any relay, to ensure identical assignments at all exchange-zones.

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**G. High Jump.**

1. Both Junior Varsity (5th/6th grade) and Varsity (7th/8th grade) compete in this event. Girls high jump begins 15 minutes earlier than other events to help keep the track meet "ontime".
2. For 7th grade girls high jump, practice jumps should begin before the preliminary heat of the boy's hurdles.
3. Starting height is 3'2" for Junior Varsity and 3'8" for Varsity jumpers. The starting heights are the same for both boys and girls.
4. The crossbar will be raised two (2) inches for JV and three (3) inches for Varsity when each round is completed until six(6) competitors are remaining. Then the bar will be raised two (2) inches at both JV and Varsity, per round, until three (3) competitors are remaining. Then, the bar will be raised one (1) inch per round until the competition is over.
5. "Passing" at lower heights is encouraged as it saves jumper energy, speeds the event, and is a tie breaker. In the event of a tie, the larger number of passes one jumper has over another will be used as the determinant of the winner. See high jump procedures for more detail.

**H. Lane Assignments and Field Event Forms**

Lane Assignment and Event Line-up Forms, noting team and individual contestant names, including participating sequence, are to be given to:

Head / Assistant Starter,

Staging Director,

Lane and relay judges,

Head Finish Judge, and

Field Event Judges.

1. Intent is to assign preferred lanes / participation sequence to best qualifiers.
  - a. Lanes 4 and 5 are assigned to the 1st Place qualifiers for 75 meter dash, 100 meter dash, and Hurdles.
  - b. Lanes 3 and 4 are assigned to the 1st Place qualifiers for races than run one or more curves (200 meter, 400 meter, etc.)

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- c. 1st Place qualifiers will not have another runner assigned to their same lane.
2. For fairness, assignments should alternate the divisional qualifiers from race to race (i.e., lane 1, then 2, then 3.)
3. Starters should try to maintain assigned lanes in all events.

**I. Staging.**

Staging area, with sufficient workers, is an important contributor to efficient Meet Administration.

**J. Meet Information Letter.**

The FINALS Meet Information Letter will be sent to all SPL member schools no later than two weeks prior to LEAGUE FINALS Meet, to include track location and meet worker assignments.

1. To avoid error and confusion, the Meet Information Letter will not include information on events, calling order, or events procedures, since these are already described in SPL official documents such as this one.

**K. Finish Line Area**

1. Meet management and the Head Finish Line Judge should physically create, on both sides of the finish line, an area that is segregated from athletes, coaches and parents that is solely for the Head Finish Line Judge, Finish Line Judges, and Timers.

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**MORNING SESSION1: (5th/6th Grade Girls Field, 5th/6th Boys Running)**

(1) Information Packets are available from 7:30-7:45 am. (2) Coaches Meeting at 7:45 AM; and attendance is mandatory for all schools. (3) Field events start at 8:00 am. Note: *Effective with the 2022 season, priority is given to high jump when a conflict with another field event occurs. The subordinate event to High Jump cannot be closed until the high jumpers return to the subordinate event and complete all of their tries in that event.* (4) Running Events start at 8:30am.

**JUNIOR VARSITY (Grades 5, 6)**

**GIRLS FIELD EVENTS**

Event	SEQ	Special Instructions
LONG JUMP	5,6	
TRIPLE JUMP (Hop, Step, Jump)	6,5	
SHOT PUT (6 lbs.)	6,5	
HIGH JUMP	5,6	
JAVELIN	5,6	
OPEN SHOT PUT	6,5	

**BOYS RUNNING EVENTS**

Event	SEQ	Special Instructions
75m Dash <u>PRELIM</u>	5,6	Eight runners in each of 2 heats. Four from each of 2 PRELIM heats qualify to FINALS.
OPEN 100m Dash <u>PRELIM</u>		Run concurrently with 75M Dash PRELIM on opposite straightaway. Heats formed randomly.
600mRun	5,6	All 12 runners in one race. Set-up on 200m start line. Stay in lane 1st curve only. Cut-in at break line.
100m Dash <u>PRELIM</u>	5,6	Same as 75 PRELIM above.
800m Relay (4x200)	5,6	Normal 4-curve stagger-start. Stay in lane for entire race.
400m Dash	5,6	All 12 runners in one race. Normal 2-curve stagger-start. Stay in lane for entire race.
75m Dash <u>FINAL</u>	5,6	
OPEN 100m Dash <u>FINAL</u>	5,6	Lanes assigned randomly.
200m Dash		All 12 runners in one race. Normal 1-curve stagger-start. Stay in lane for entire race.

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<b>OPEN 600m Run</b> (Only for runners who did not qualify)	5,6	Set-up on 200m start line. Stay in lane 1st curve only, cut-in at break line.
<b>100m Dash <u>FINAL</u></b>	5,6	
<b>800m Run</b>	5,6	All 12 runners in one race. Set-up for universal start.
<b>800m Medley Relay (1x1x2x4)</b>	5,6	Normal 2 curve stagger-start. First three runners stay in their lane. Fourth runner can cut in as soon as they get the baton.
<b>400m Minor Relay (4x100)</b>	5,6	Normal 2 curve stagger-start. Stay in lane the entire race.
<b>400m Major Relay (4x100)</b>	5,6	Normal 2 curve stagger-start. Stay in lane the entire race.

### MORNING SESSION 2: (5th/6th Boys Field, 5th/6th Girls Running)

\*\*\*\*Session 2 cannot begin until all events are completed in Session 1.\*\*\*\*

### JUNIOR VARSITY (Grades 5, 6)

#### BOYS FIELD EVENTS

Event	SEQ	Special Instructions
<b>LONG JUMP</b>	5,6	
<b>TRIPLE JUMP (Hop, Step, Jump)</b>	6,5	
<b>SHOT PUT (6 lbs)</b>	6,5	
<b>HIGH JUMP</b>	5,6	
<b>JAVELIN</b>	5,6	
<b>OPEN SHOT PUT (6 LBS)</b>	6,5	

#### GIRLS RUNNING EVENTS

Event	SEQ	Special Instructions
<b>75m Dash <u>PRELIM</u></b>	5,6	Eight runners in each of 2 heats. Four from each of 2 PRELIM heats qualify to FINALS.
<b><u>OPEN 100m Dash PRELIM</u></b>		Run concurrently with 75M Dash PRELIM on opposite straightaway. Heats formed randomly.
<b>600m Run</b>	5,6	All 12 runners in one race. Set up on 200m start line. Stay in lane 1st curve only, cut-in at break line.
<b>100m Dash <u>PRELIM</u></b>	5,6	Same as <b>75 PRELIM</b> above.
<b>800m Relay (4x200)</b>	5,6	Normal 4-curve stagger-start. Stay in lane for entire race.

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<b>400m Dash</b>	5,6	All 12 runners in one race. Normal 2-curve stagger-start. Stay in lane for entire race.
<b>75m Dash <u>FINAL</u></b>	5,6	
<b>OPEN 100m Dash <u>FINAL</u></b>	5,6	Lanes assigned randomly.
<b>200m Dash</b>	5,6	All 12 runners in one race. Normal 1-curve stagger-start. Stay in lane for entire race.
<b>OPEN 600m Run **(Only for runners who did not qualify)**</b>	5,6	Set-up on 200m start line. Stay in lane 1st curve only, cut-in at break line.
<b>100m Dash <u>FINAL</u></b>	5,6	
<b>800m Run</b>	5,6	All 12 runners in one race. Set-up for universal start.
<b>800m Medley Relay (1x1x2x4)</b>	5,6	Normal 2 curve stagger-start. First three runners stay in their lane. Fourth runner can cut in as soon as they get baton.
<b>400m Minor Relay (4x100)</b>	5,6	Normal 2 curve stagger-start. Stay in lane the entire race.
<b>400m Major Relay (4x100)</b>	5,6	Normal 2 curve stagger-start. Stay in lane the entire race.

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### AFTERNOON SESSION 1: (7th/8th Grade Girls Field, 7th/8th Boys Running)

START 15 minutes after JV, but NOT BEFORE 12:00 pm. (1) Information Packets are available from 11:45-Noon. (2) Brief mandatory Coaches Meeting for all schools.(3) High Jump competitors should be checked in by 11:45 AM and ready to start practice jumps. Note: *Effective with the 2022 season, priority is given to high jump when a conflict with another field event occurs. The subordinate event to High Jump cannot be closed until the high jumpers return to the subordinate event and complete all of their tries in that event.* (4) All other field and running events start at Noon.

### VARSITY (Grades 7, 8)

#### GIRLS FIELD EVENTS

Event	SEQ	Special Instructions
LONG JUMP	7,8	
TRIPLE JUMP (Hop, Step, Jump)	8,7	
SHOT PUT ( 8 LBS )	8,7	
HIGH JUMP	7,8	
DISCUS	7,8	
OPEN SHOT PUT ( 8 LBS )	8,7	

#### BOYS RUNNING EVENTS

Event	SEQ	Special Instructions																																																								
75m Hurdles <u>PRELIM</u>	7,8	# of runners per heat depends upon total (each school allowed 2)																																																								
Total Runners Heat:    Qualifiers ...Running in Today'sFINAL		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>18</th> <th>17</th> <th>16</th> <th>15</th> <th>14</th> <th>13</th> <th>12</th> </tr> </thead> <tbody> <tr> <td><b>A</b></td> <td>6</td> <td>6</td> <td>8</td> <td>8</td> <td>7</td> <td>7</td> <td>6</td> </tr> <tr> <td><b>B</b></td> <td>6</td> <td>6</td> <td>8</td> <td>7</td> <td>7</td> <td>6</td> <td>6</td> </tr> <tr> <td><b>C</b></td> <td>6</td> <td>5</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td><b>A</b></td> <td>3</td> <td>3</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td><b>B</b></td> <td>3</td> <td>3</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td><b>C</b></td> <td>2</td> <td>2</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		18	17	16	15	14	13	12	<b>A</b>	6	6	8	8	7	7	6	<b>B</b>	6	6	8	7	7	6	6	<b>C</b>	6	5	-	-	-	-	-	<b>A</b>	3	3	4	4	4	4	4	<b>B</b>	3	3	4	4	4	4	4	<b>C</b>	2	2	-	-	-	-	-
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100m OPEN <u>PRELIM</u>	7,8	Run concurrently with 75M Hurdle PRELIM on opposite straightaway. Heats formed randomly.																																																								

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<b>800m Run</b>	7, 8	Set-up for universal start. Can't start until 100m OPEN Prelim completed						
<b>75m Hurdles <u>FINAL</u></b>	7,8	League Qualifying per applicable divisional standards						
		Final will begin at completion of 800m Run						
<b>200m <u>PRELIM</u></b>	7,8	# of runners per heat depends upon total (each school allowed 2)						
<b>Total # of runners</b>  Qualifiers ...Running in Today's FINAL	<b>Heat Breakdown based on total runners</b>	<b>18</b>	<b>17</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>12</b>
	<b>A</b>	6	6	8	8	7	7	6
	<b>B</b>	6	6	8	7	7	6	6
	<b>C</b>	6	5	-	-	-	-	-
		The top four (4) runners in each heat qualify to run in today's final. Each coach will designate his two entries in this specific race as the "A" runner (faster runner) and "B" runner, so that the staging area can equitably distribute the faster and slower runners between heats.						

<b>75m Dash <u>PRELIM</u></b>	7,8	Eight runners in each of 2 heats. Four from each of 2 PRELIM heats qualify to FINALS.
<b>100m Dash <u>PRELIM</u></b>	7,8	Same as <b>75M PRELIM</b> above.
<b>800m Relay (4x200)</b>	7,8	Normal 4-curve stagger-start. Stay in lane for entire race.
<b>75m Dash <u>FINAL</u></b>	7,8	
<b>OPEN 100m Dash <u>FINAL</u></b>		Lanes assigned randomly.
<b>200m Dash <u>FINAL</u></b>	7,8	Normal 1-curve stagger-start. Stay in lane for entire race.
<b>OPEN 800m Run</b> <b>** (Only for runners who did not qualify)**</b>	7,8	Set-up for universal start.
<b>400m Dash</b>	7,8	All 12 runners in one race. Normal 2-curve stagger-start. Stay in lane for entire race.
<b>100m Dash <u>FINAL</u></b>	7,8	
<b>1600m Run</b>	7,8	All 12 runners in one race. Set-up for universal start.
<b>400m Minor Relay (4x100)</b>	7,8	Normal 2 curve stagger-start. Stay in lane entire race.
<b>400m Major Relay (4x100)</b>	7,8	Normal 2 curve stagger-start. Stay in lane the entire race.
<b>1600m Relay (4x400)</b>	7,8	3-turn stagger-start. 1st leg runs entire first 400 meters in a designated lane and 2nd leg cuts-in after third turn, following a specific mark.

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**AFTERNOON SESSION 2: (7th/8th Grade Boys Field, 7th/8th Girls Running)**

**\*\*\*\*Session 2 cannot begin until all events are completed in Session 1.\*\*\*\***

**VARSITY (Grades 7, 8)**

**BOYS FIELD EVENTS**

Event	SEQ	Special Instructions
LONG JUMP	7,8	
TRIPLE JUMP (Hop, Step, Jump)	8,7	
SHOT PUT (8 LBS)	8,7	
HIGH JUMP	7,8	
DISCUS	7,8	
OPEN SHOT PUT (8 LBS)	8,7	

**GIRLS RUNNING EVENTS**

Event	SEQ	Special Instructions
75m Hurdles <u>PRELIM</u>	Boys 7,8	2 Heats
Total Runners:		<b>16</b> <b>15</b> <b>14</b> <b>13</b> <b>12</b>
Heat:	<b>A</b>	8   8   7   7   6
	<b>B</b>	8   7   7   6   6
Qualifiers run in Today's FINAL	<b>A</b>	4   4   4   4   4
	<b>B</b>	4   4   4   4   4
		Hurdles "set-up": 30-inches height. - From start to #1 hurdle = 13.5 m - Between the six hurdles = 8.5 m - Last hurdle to finish line = 19 m
OPEN 100m Dash <u>PRELIM</u>		Run concurrently with 75M Hurdle PRELIM on opposite straightaway. Heats formed randomly.
800m Run		Set-up for universal start.
75m Hurdles <u>FINAL</u>	7,8	Final will be run at the completion of the 800m Run.

continued

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**AFTERNOON SESSION 2 (cont'd):**

<b>200-m Dash <u>PRELIMS</u></b>	7,8	# Of runners per heat depends upon total.				
Total Runners: Heat:		<b>16</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>12</b>
	<b>A</b>	8	8	7	7	6
	<b>B</b>	8	7	7	6	6
		The top four (4) runners in each heat qualify to run in today's final. Seed prelims by alternating finishers from 3 DIVISIONAL FINALS meets in order of finish.				

<b>Event</b>	<b>SEQ</b>	<b>Special Instructions</b>
<b>75m Dash <u>PRELIM</u></b>	7,8	Eight runners in each of 2 heats. Four from each of 2 PRELIM heats qualify to FINALS.
<b>100m Dash <u>PRELIM</u></b>	7,8	Same as <b>75M PRELIM</b> above.
<b>800m Relay (4x200)</b>	7,8	Normal 4-curve stagger-start. Stay in lane for entire race.
<b>75m Dash <u>FINAL</u></b>	7,8	
<b>OPEN 100m Dash <u>FINAL</u></b>		Lanes assigned randomly.
<b>200m Dash <u>FINAL</u></b>	7,8	Normal 1-curve stagger-start. Stay in lane for entire race.
<b>OPEN 800m Run (Only for runners who did not qualify)</b>	7,8	Set-up for universal start.
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<b>400m Major Relay (4x100)</b>	7,8	Normal 2 curve stagger-start. Stay in lane the entire race.
<b>1600m Relay (4x400)</b>	7,8	3-turn stagger-start. 1st leg runs entire first 400 meters in a designated lane and 2nd leg cuts-in after third turn, following a specific mark.

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### Revision History

<u>Date</u>	<u>Change</u>
2024-02-21	(1) Revised meeting time for coaches and volunteers. (2) Updated start time for all field events.
2022-02-09	(1) High Jump is given priority over other field events when a conflict occurs; subordinate field event is to remain open until high jumpers are able to return and complete all tries in that event. (2) Revised start time for high jump; begin prior to other field and running events. (3) Clarified starting heights for Jr Varsity and Varsity high jump to correspond with Divisional Finals meet.
2020-02-27	Moved 800M VAR run in between Hurdles Prelim and Hurdles Final, before 100M Open Prelim. Added 4 x 400m Relay for both boy and girls 7/8 <sup>th</sup> grades.
2019-05-13	Correct Hurdles set-up measurements for VAR Boys and Girls.
2019-04-15	Change to Open Event limits, point allowed for Open Events and Minor Relay, as well as clarification to Substitution language.
2018 -03-04	Indicated morning start time of High Jump to 8:30am to reduce conflict congestion.
2018-03-04	Moved Open 800m between 200m and 400m Finals for VAR Meet.
2017-05-01	Moved Open 600 between 200m and 100m Finals for JV Meet.
2015-06-30	Revised wording of the Substitution Rule - Section A.2, A.2.a, A.2.b, and B.2.d
2015-04-14	Added Section K for meet management and Head Finish Line Judge to create a segregated area for finish line judges and timers.
2015-04-11	Moved Open 100m Dash prelim to run concurrently with 75m Hurdle prelims for VAR meet. Previously, ran concurrently with the 75m Dash prelims.