

20xx 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 meet will follow the traditional SPL format. In addition to [HOST Schools], the following teams are invited: [INSERT TEAM NAMES AND ABBREVIATIONS]

The JV coaches and volunteer meeting will begin at 7:45am with field events starting at 8:00am and running events starting at 8:30am. 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.

Please note:

- The venue host will/will not allow spikes on their track. The maximum length of the spikes are allowed are [$\frac{3}{8}$ " or $\frac{1}{4}$ "]. 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 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.

JUDGING

The Games Committee for this meet will be made up of [insert names]. The decision of the Games Committee 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

Enclosed please find the Calling Order of Events and Lane assignments for the meet. As previously mentioned, we are following, with the exceptions noted, the traditional order of events used for the Divisional Championship and SPL Final meets.

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 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](#). 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.

As part of our rental agreement with [Insert High School] and the various tracks that allow us to use their facilities, we would like to ask all schools to assist with a full cleanup of their spaces during the meet and at the conclusion of the meet. Furthermore, we ask that you remind all your families and athletes that as guests of these facilities, we need to respect all property. **No dogs are allowed at SPL meets.** Obtaining track and field space to use for the SPL track meets is getting a bit more challenging each year. We do not want to wear out our welcome at any school or facility that allows us to use their space.

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 **Date!**

Sincerely,

Name
Meet Director
Email address
Phone:

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* 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](#) 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 4 qualify for finals.
600 m run	5, 6	Set up on 200m start line. Stay in lane 1 st 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, 4 th 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 4 qualify for finals.
600 m run	5, 6	Set up on 200m start line. Stay in lane 1 st 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, 4 th 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 3 curve stagger start. First runner stay in lane. Second runner cuts in after Turn 1.

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 3 curve stagger start. First runners stay in their lane. Second runner cuts in after Turn 1.

**Lane Assignments
JV GRADES 5 & 6**

	75m Dash (1)	600m Run	100m Dash (1)	800m Relay	400m Dash	75m Dash Finals	200m Dash	100m Dash Finals	800m Run (2)	800m Medley Relay	400m Relay Minor	400m Relay Major
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**

	Hurdles 75m (1)	800m Run (2)	Hurdles 75m Finals	200m Dash (1)	75m Dash (1)	100m Dash (1)	800m Relay	75m Dash Finals	200m Dash Finals	400 m Dash	100m Dash Finals	1600m Run (2)	400m Relay Minor	400m Relay Major	1600m Relay
Lane 1	SCH 5	n/a		SCH 6	SCH 1	SCH 2	SCH 3			SCH 4		n/a	SCH 6	SCH 1	SCH 2
Lane 2	SCH 4	n/a		SCH 5	SCH 6	SCH 1	SCH 2			SCH 3		n/a	SCH 5	SCH 6	SCH 1
Lane 3	SCH 3	n/a		SCH 4	SCH 5	SCH 6	SCH 1			SCH 2		n/a	SCH 4	SCH 5	SCH 6
Lane 4	SCH 2	n/a		SCH 3	SCH 4	SCH 5	SCH 6			SCH 1		n/a	SCH 3	SCH 4	SCH 5
Lane 5	SCH 1	n/a		SCH 2	SCH 3	SCH 4	SCH 5			SCH 6		n/a	SCH 2	SCH 3	SCH 4
Lane 6	SCH 6	n/a		SCH 1	SCH 2	SCH 3	SCH 4			SCH 5		n/a	SCH 1	SCH 2	SCH 3

- (1) These lane assignments are for the preliminary races in the 75m hurdles, 75m dash, 100m dash, and 200m 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.
- (2) Universal start will be used for this race. Starter will line runners up at the line.

