GOLF, TENNIS, TRACK & FIELD DISTRICT DIRECTORS MANUAL

University Interscholastic League
Making a World of Difference
This District Director’s Manual for Golf, Tennis, and Track & Field has been prepared to provide information in the administration of UIL sponsored district golf, tennis, and track & field activities. It will serve as a guide to administrators, coaches, and tournament/meet directors and assist in providing greater consistency in high school spring meet athletics throughout the State of Texas.

Also see the UIL Constitution and Contest Rules for further interpretations and explanations.

Questions concerning UIL spring meet athletic activities should be addressed to the following staff members:

Tennis: Darryl Beasley
Golf: Peter Contreras
Track and Field: Traci Neely
Forms/Results: Tennis: Rebecca Quinlan; Golf: Bree Davis; Track and Field: Hannah Higgins

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REGIONAL SITES AND DIRECTORS
Regional sites and directors may be found on the UIL website (www.uiltexas.org) under golf, tennis or track & field.

ATHLETIC SPRING MEET TIME LINE FOR DISTRICTS

ASAP Hold meeting with representatives from each school (select district chairman and set dates, sites, etc.).

5 Days Before Meet District Chairman will receive entry forms from schools.

Evening of Athletic Event Fax or email results to Regional Director.

Between District & Regional Meets If any qualifiers cannot compete at the regional meet, district director should promptly notify alternate and regional director.

UIL SUPPLIES AND REPORTING DISTRICT RESULTS

Forms: Result forms for each sport are included in this handbook and are also available on the UIL website. Complete the forms and send them to the regional director immediately after competition.

Manuals: Coaches’ Manuals for Golf, Tennis, and Track & Field can be found on the UIL website (www.uiltexas.org).

Rule Books: National Federation Track and Field Rule Books, the USGA Golf Rule Books, and the USTA Tennis Rule Books may be ordered from the National Federation, USGA, and USTA respectively.

Reporting District Results to the Regional Director: Please consult your sport-specific manual for exact reporting instructions. Also, all district results forms are typeable and available on the UIL website under each sport (forms).

DISTRICT DIRECTORS INFORMATION

Workouts: District activities should be scheduled to avoid loss of school time. Workouts or practice sessions are permitted only in compliance with State Law (one hour during the school day).

No Sunday Practices: A UIL member school shall not play any athletic contest or conduct any practice, or teach any plays, formations, or skills on Sunday. Travel on Sunday is permitted. Exception:

1. Golf. If the regional and/or state golf tournaments are scheduled on a Monday, the one 18-hole practice round allowed at the regional and/or state tournament site may be played on the Sunday afternoon preceding the meet if permitted by the regional or state meet director.

2. Tennis. If the regional and/or state tennis tournaments are scheduled on a Monday, and if participants arrive at the site on the preceding Sunday because of travel distance, it will not be construed a violation of this rule if participants are accompanied to or transported to a tennis court by the school coach for the purpose of practicing on their own if permitted by the regional or state tournament director.

Disputes: Protests based on the decision of a meet official are not permitted. (Exception: In track and field, National Federation rules state that an appeals committee may be established by the regional director and regional executive committee.)

Any protest based on the eligibility of a student should be referred to the UIL staff. The State Executive Committee will decide questions of eligibility.
The spring meet regional executive committee shall decide questions of qualification and entry if clerical disputes arise at a regional spring meet. It is advisable that the regional executive committee be available to meet on an emergency basis if a protest of this nature is brought first to the contest director and then to the regional director and cannot be resolved.

**Entry Fees:** The District Executive Committee should set entry fees for all activities. Schools should be notified well in advance as to fees and method of payment.

**Officials:** One of the most important aspects of the district meets is early selection and appointment of officials and other personnel. The care and attention given to this important function will reflect in a smooth-running, successful meet.

Schools participating may be asked to supply responsible adults to assist with the conduct of the meet. These individuals should not be placed in positions of making decisions about students from their school.

Officials should know their assignments in advance. It would be helpful to list the duties of each person and the National Federation, USGA, and USTA rules that pertain. Send it to each person prior to the meet or have it available. If at all possible, the officials should have had experience in working at other high school meets prior to the district meet. If high school or college students are used, adult supervisors should be assigned.

**Pre-meet Meetings for Officials:** Head officials should be asked to report for a meeting with the tournament/meet director prior to the meet. All meet officials should be asked to report for an officials meeting on the day of your meet. Allow enough time before the start of the meet to be certain assistant officials have met with the head officials and are ready to assume their duties when the meet is scheduled to begin.

<table>
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<tr>
<th>Boys and Girls:</th>
<th>April 8</th>
<th>District certification deadline - Golf</th>
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<td>April 15</td>
<td>District certification deadline - Tennis</td>
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<td>April 13-16</td>
<td>Golf Regional Meets</td>
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<td>April 18</td>
<td>District certification deadline - Track and Field</td>
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<td>April 20-21</td>
<td>Tennis Regional Meets</td>
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<td>April 25</td>
<td>Area certification deadline - Track and Field</td>
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<td>April 27-28</td>
<td>Conferences 3A, 4A, 5A &amp; 6A Golf State Tournament</td>
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<td>April 30-May 1</td>
<td>Conferences 1A &amp; 2A Golf State Tournament</td>
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<td>May 1-2</td>
<td>Track &amp; Field Regional Meets</td>
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<td>May 12-13</td>
<td>Tennis State Tournament</td>
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<td>May 14-16</td>
<td>Track and Field State Meet</td>
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**Tickets:** Admission may be charged in addition to entry fees. These admission fees should assist in covering expenses to include trophies and medals for the district meet.

**Programs:** Many district directors provide district meet programs either free of charge or at a nominal cost.

**Time Schedule:** Time schedules should be developed in advance to avoid loss of school time. Schools should be notified and given copies as soon as possible as to the district spring meet schedule. It is best that as few changes as possible after notification be made. Notification to all teams involved of any change is a must.

**Phone Numbers:** For your convenience UIL numbers and staff cell numbers are listed if problems arise.

UIL office 512-471-5883 (8:00 am-5:00 pm – Monday through Friday)

UIL Athletic Fax 512-471-6589
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>UIL Admin Fax</td>
<td>512-471-5908</td>
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<tr>
<td>Dr. Mark Cousins</td>
<td>Director of Athletics</td>
<td>512-496-4764</td>
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<tr>
<td>Peter Contreras</td>
<td>Assistant Athletic Director (golf)</td>
<td>512-393-1958</td>
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<tr>
<td>Darryl Beasley</td>
<td>Assistant Athletic Director (tennis)</td>
<td>512-238-0968</td>
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<tr>
<td>Traci Neely</td>
<td>Assistant Athletic Director (track &amp; field)</td>
<td>512-775-9021</td>
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**Changes:** For changes or substitutions concerning district results, please refer to sport specific information within this manual. Changes in tennis doubles teams due to illness, injury or scholastic ineligibility before the regional tournament may be made by schools before the regional tournament begins.

Schools which qualify golf teams or track relay teams may change personnel from one qualifying meet to the next before the meet begins.

Schools and district directors shall be notified in advance as to how the regional director may be reached or how these changes should be made in advance of the meet. If changes are made after district entries are sent to the regional director, the regional director must be notified immediately.

**Media:** Space should be provided and arrangements made for individuals representing the media. Every effort should be made to treat these individuals as guests, by offering passes, programs, etc. Results should be reported to newspapers, radio and television stations, etc.
DUTIES OF DISTRICT CHAIRS

1. Personnel - select contest directors, managers, etc. for all academic and athletic contests.

2. Schedule - plan the schedule of spring meet contests. Dates selected should be as free from conflicts as possible. Check with the Academic conflict pattern for academic times and schedules.

3. Facilities - reserve rooms, auditoriums, courts, courses and stadiums for all activities.

4. Notification to district schools - notify all schools of schedule, time, place and contest directors.

5. Programs - make a comprehensive program, mail enough to each school so that each sponsor, coach and/or administrator will have personal copies.

6. Eligibility and Entry Forms - instruct schools where and when to submit eligibility and entry forms. Include information on deadlines, late entries, alternates and substitutions.

7. Publicity - encourage all schools to submit information to newspapers, radio, and television.

8. Medals and Plaques - order medals, trophies, etc., or see that the designated contest director does.

9. Judges and Officials - determine which officials and judges should be paid and how much.

10. Auxiliary Personnel - secure ticket takers, ushers, marshals, timers, police, etc.

11. Contest Results - determine how to:
   a. notify contestants and sponsors/coaches
   b. notify district chairman
   c. media

12. Disputes, Protests - determine method to handle disputes and adjudicate protests.

13. Notifying Regional Director of District Representatives - use forms to certify advancers in all spring meet activities.

14. Keep copies - Retain copies of all district results.

15. Fees - Collect or assess to each district school their share of costs. Submit regional fees to regional director (if applicable). Otherwise, the regional director may require each school to submit fees for that schools’ student.

16. Substitutions - Be prepared to notify alternates if a qualified contestant cannot participate in the regional tournament because of academic ineligibility, illness or injury.
GOLF TOURNAMENTS

**Representation:** At the district meet, each high school may enter three singles and two teams in each division. Each district may qualify the first and second place teams and the first and second place individuals to regional competition. If one of the first two individual finishers is on an advancing team, the next highest ranked individual who is not on an advancing team shall advance. If both of the first two individual finishers are on advancing teams, the next two highest ranked individuals who are not on advancing teams shall advance. Meet director shall authorize play-offs to break ties. Winners will be certified to the next higher meet by the tournament director.

**Entries:** Entries are due to the district golf director five days before the district meet. District meet director will certify district results to the regional director. Regional meet directors will certify to the state meet director.

**Starting Times:** The player shall start at the time and in the order arranged by the district director. The penalty for breach of this rule is per USGA rule.

**Length of District Tournament:** In district tournaments, singles and team play shall be over a total of 18 holes. By mutual consent of schools, singles and team play may be extended to 36 holes in the district tournament. Individual ties shall be determined by playing additional hole or holes until the tie is broken. Team ties shall be broken by a five player playoff. The playoff will consist of additional hole or holes until the tie is broken.

**Sites:** The site of the tournament shall be determined by the spring meet district executive committee.

**Pairings:** The team concept should have first priority and individuals who are not a team member should be paired together, if possible. For the second 18 holes, the best team scores should be paired together with number 5, 4, 3, 2, 1 players from those teams playing together.

**Inclement Weather:** If weather conditions prevent playing the predetermined number of holes, fewer holes (played by all golfers) may be used to determine winners.

**Counting the District Tournament As One of the Seven School Meets:** A district tournament schedule may be comprised of as many holes as the district executive committee authorizes to determine a district champion. However, when more than 36 holes are played, only the last 36 holes of play will count as one of the allowable tournaments. Each of the other 18 hole rounds of district play count against the seven tournaments permitted.

**Substitutions:** The final decision is left up to the district executive committee. It is recommended there be no substitution in the individual or medalist competition and no substitution of team members after the start of the district tournament. Exception: Injury or illness certified by a physician or academic eligibility or ineligibility prior to any 18 hole competition. The tournament director should be notified of a substitution as soon as possible.

**Disqualification:** According to UIL rules, a player disqualified for an unsportsmanlike conduct violation COULD have all scores posted by the player not count toward the team score. For example, a player disqualified for unsportsmanlike conduct during the first round will not be allowed to continue. First round scores of a player disqualified for unsportsmanlike conduct during the second round may or may not be cancelled. Thus, the first day or second day score may not be used for the team score.

Unsportsmanlike conduct is defined as profane, vulgar and/or abusive language audible to others; carelessly and/or deliberately throwing clubs; verbalizing with intent of intimidation; or exhibiting behavior not in accordance with the spirit of fair play. First consideration of penalty should be per USGA rules. If the golfer’s action warrant, penalty may be disqualification for the round, and/or in the opinion of the tournament director the violation is flagrant, disqualification could be for the tournament.

Please note that in accordance with USGA Rules of Golf, a player that can not complete the round because of illness or injury is not subject to disqualification for the remainder of the tournament if the tournament director or the Rules Committee is notified and the reason satisfactory.

**Team Scoring:** In district, regional and state tournaments, team honors shall be determined by adding the best four scores for each of two 18-hole rounds (when more than 18 holes are played, the best four scores for each round are added together). The team with the lowest score will be the team winner. In case of a tie, all five players will be involved in the playoff. Only the top four scores from each playoff hole will count. All entries in the regional and state golf meets will play a total of 36 holes unless the tournament director determines it is necessary to play fewer
than 36 holes.

**Qualifiers to Regional Meet:** Each district may qualify the first and second place teams and the first and second place individuals to regional competition. If one of the first two individual finishers is on an advancing team, the next highest ranked individual who is not on an advancing team shall advance. If both of the first two individual finishers are on advancing teams, the next two highest ranked individuals who are not on advancing teams shall advance. If a medalist is placed on one of the advancing teams, the next highest finisher will replace the medalist now on the team at the regional tournament. Meet director shall authorize play-offs to break ties. Winners will be certified to the next higher meet by the tournament director.

**Qualifiers to State Meet:** Each region may qualify the first, second and third place teams and the first, second and third place individual finishers, to state competition. If one of the first three individual finishers is on an advancing team, the next highest ranked individual who is not on an advancing team shall advance. If all three individual finishers are on advancing teams, the next three highest ranked individuals who are not on advancing teams shall advance. If a medalist is placed on one of the advancing teams, the next highest finisher will replace the medalist now on the team at the state tournament. Meet director shall authorize playoffs to break ties. Winners will be certified to the next higher meet by the tournament director.

**Rules Committee:** A rules committee appointed by the executive committee should be established to act on all violations.

**Official Rules:** All matches shall be played under the United States Golf Association Rules. Contestants may not use caddies or electric carts during district, regional or state matches. Pull carts may be used, but participants are required to begin the round with a pull cart if one is desired. **Students with disabilities as defined by ADA may apply for a waiver. Contact the UIL office for details.** After a player hits two consecutive shots into a hazard, his next shot will be played from a designated drop area between the hazard and the green if permitted by the tournament director.

In regional and state competition, a player shall pick up the ball and record a score of 9 after the 8th stroke of the hole. If a player continues to play, the player is not disqualified, but must count all shots played.

For example: If a player picks up his/her ball after the 8th stroke, a score of 9 is recorded. If a player picks up his/her ball after the 9th stroke, a score of 10 is recorded.

**Ground Rules:** Ground rules should be discussed with players and coaches prior to the start of the meet.

**Coaches:** A coach may engage (coach) with the player(s) from tee to green.

At district, regional and state competition, only one coach is allowed to coach that team/individual once play has begun that day for that team or player(s).

The intent of the one coach rule per team or individual is not to limit a coach from coaching but rather limit the amount of coaches per school.

- **Penalty Structure:**
  - First Offense - Warning
  - Second Offense - Stroke penalty for player and loss of coaching privileges for the coach
  - Third Offense - Disqualification of the player for the entire tournament.

**Spectators:** The following rules should be discussed with all participants and coaches. Parents and interested spectators should be reminded that they are spectators and it is not their responsibility to report possible rule violations. Rule violations should be reported by the players or the marshals of the meet. Parents, friends, and other spectators should stay a substantial distance from competitors during play. After play has started parents may not coach “or advise” players. A player is subject to a two stroke penalty on the first offense and disqualification by tournament officials if the coaching continues. On course encouragement, support, applause, etc is not considered coaching or advice; therefore, it is permissible.

**Protests:** Any protests lodged must be initiated by a contestant or school official—either a player, coach or administrator from the school for whom a student is playing. These protests should be lodged before the scores are designated as final by the tournament director.
Regional Practice Rounds: *Individuals and/or teams qualifying for regional and/or state golf may be permitted one practice round of 18 holes at the site of the regional and/or state golf tournament if permitted by the director of the tournament. There shall be no more than one day loss of school time involved in practice or travel in relation to practice preceding the tournament. State Law allows only one hour per school day for practice.*

Under certain restrictions listed below, teams and individuals who qualify for regional and state tournament may use the Sunday afternoon preceding the tournament for the one 18-hole practice round allowed by Section 1260 (g) (7).

Providing: (a) the first round of competition at the tournament is scheduled on Monday, and (b) practice rounds are permitted by the regional spring meet director (or state golf tournament director at the state tournament).

**Questions:**

1. If there is no round of competition on Monday, may my team practice on the preceding Sunday? **Answer No!**

2. Does this rule allow for Sunday practice or competition at times other than those specified? **Answer No!**

3. May a parent take their child and other team members to the regional or state course on Sunday after they have qualified for the respective regional or state tournament and have them practice? **Answer Yes,** provided the practice round was not arranged by the school or school coach. The 18 hole round counts as the student’s only 18 hole practice round.

4. May a team go to the course site of the tournament on Sunday and hit shag balls if the tournament begins on Tuesday, Wednesday, or any other day than Monday? **Answer No!**

5. May a team walk the course on Sunday preceding the regional or state tournament that begins Tuesday or after? **Answer No!**

6. If the tournament director does not permit practice rounds, may a team or individual go play a practice round on their own after they have qualified for that round of competition? **Answer No!**

**Length of Regional Tournament:** All entries in the regional golf tournament will play a total of 36 holes unless the tournament director determines it is necessary to play fewer than 36 holes (minimum of nine holes).

**Dress Regulations:** Golfers are required to carry all clothing needed except that which they can pick up at the end of nine holes at the club house. Spectators, coaches and other players can not deliver articles of clothing to golfers on course.

**Course Rules:** All course rules shall be discussed by the golf site professionals at a coaches meeting before the tournament begins.

**SUGGESTIONS FOR GOLF TOURNAMENT DIRECTORS**

**Pre-event Planning**

A. Securing the proper facilities.
   1. Have an inclement weather plan.
   2. The tournament director should avoid having contestants playing while other golfers are on the golf course.

B. Pre-tournament Sessions.
   1. Determine number of teams or players using the course.
   2. Set date and time of event—including rain date.
   3. Set green fees, if applicable, or entry fees.
   4. Determine pairing arrangements. The UIL state tournament golf foursome will be set by taking the four best teams.
      a. Place fifth best team member from previous scores in Group E.
      b. Place fourth best team member from previous scores in Group D.
      c. Place third best team member from previous scores in Group C.
d. Place second best team member from previous scores in Group B.

e. Place first best team member from previous scores in Group A.

Assign times in reverse order. Best foursome with best four golfers from the four teams at the latest time. Flip flopping will be done each day. The first day the best will go from district qualifying. The last day the best will go last from the first day scores.

Medalists shall be grouped together. On first day, they will be the first group to go out. On the second day, they will be the last foursome to go out. If you have more than a foursome, evenly distribute in groups—a twosome, and a threesome for instance.

5. Announce any measures be taken to speed play:
   a. Tee-off on both first and tenth tees of time players use on course.

6. Method of Scoring:
   a. Team honors shall be determined by adding the best four scores for each 18-hole round of the five players who enter as a team. The team with the lowest score will be the team winner.
   b. In case of a tie, the four players with the best scores on the final 18-holes will be involved in a playoff.
   c. In tournaments where less than 36 holes shall be played, team honors shall be determined by totaling the best four scores for all holes to avoid dividing team play to increments of less than 18 holes.

7. Awards to be given.

C. Preparation of Tournament Forms.

1. Entry blanks.
   a. Name, grade, address, city, zip, telephone (including area code) of participants, alternates, coaches (along with emails), and schools which are represented.
   b. Average score of players (verification).
   c. Entry fee -- green fees.
   d. Entry return address (where to send the completed form).
   e. Deadline for returning this form.

2. Information sheet to players and coaches--consisting of:
   a. Pairings.
   b. Starting time--tee and number.
   c. Rules.
      (1) Names of rules committee members--if used.
      (2) USGA and UIL rules.
   d. How to play hazards.
   e. Hole out all putts (exception: UIL 9 stroke rule).
   f. Check before signing scorecard.
   g. Responsibilities of players:
      (1) When and where to turn in scores.
      (2) Maintaining less than a hole distance between groups.
   h. Playing etiquette: There are certain DO’S and DON’TS that every contestant should follow so that everyone’s game will be made just that much more enjoyable and will promote a smoother pace of play. You may want to include the following as a reminder for all contests.

   DO:
   replace divots and repair ball marks.
   keep bags off the greens.
   delay hitting until you are sure those ahead are well out of range.
   allow faster players to play through.
play without undue delay. Be prepared to hit when your turn comes.
let the player farthest from the hole play first.
follow the trajectory of balls hit, establishing markers if ball is in rough.
smooth out footprints and club depressions in bunkers.
allow the player having the honor to play first.

DON’T:
disturb players with unnecessary noise.
stand in a position that interferes with a putt, a shot, or the concentration of a fellow contestant.
give or take instructions on the golf course unless it is with a member of your own team.
tally scores on the greens.
take excessive practice swings that will annoy other players.
practice putting on the greens or the course during the day of the tournament.
i. What to do in case of lightning: If you are called off the course--follow course procedure.
j. Awards. Open immediately upon receipt to check for any damages. (Call the UIL office if there are any problems.)
k. Who to call in case of questions or cancellations.
l. Directions to the course.
m. Name and phone numbers of local restaurants and hotels, if necessary.

3. Scoreboard sheets. These can usually be procured from your local pro. Type or print on them the names of the schools and contestants participating in the tournament.
4. Scorecards. Type or print the names of contestants on the cards. Each is responsible for keeping his/her own score and the other person’s score. He/she will submit the other score for which he/she is responsible to the head scorekeeper. All members of the foursome will do likewise.

5. Team score forms. These are mainly for the benefit of the coaches and local news media.

D. Other Publicity. Anything you feel appropriate to the smooth running of this event.
E. First Aid (emergency care procedure).

Conducting Event
A. Equipment and supplies.
B. Rules review by the pro or tournament director. Five or ten minutes before the start of the meet--all pertinent rules should be discussed with the contestants and an opportunity given for questions to be asked.
C. Rules committee. Identify various members so participants know who to bring their questions to. It is probably best to let the local pro be the final arbitrator in any dispute.
D. Meet marshals or rangers. You may find it advantageous to assign one or two meet marshals (coaches or faculty). Their job is to patrol the course, keeping players moving at a comfortable pace throughout the course. They may also bring questions to the attention of the rules committee.
E. Monitors. In district, regional and state competition, golf coaches or qualified volunteers should be assigned to foursomes for monitoring play.
F. Starters. If contestants are going off both number one and number ten tees--a responsible person (faculty member or coach) should be there to assure that the right contestants are teeing off, and that they introduce themselves and identify the ball they are playing.
G. Scoreboard. Assign competent people. An adding machine or portable calculator should be used. Players shall report scores at the end of the round.
H. Duplicating procedures. Have a copy machine available to give scores to players and coaches shortly after the rounds are played or else mail them out the next week.
I. Awards presentation.

**Post-event Responsibilities**

A. Clean-up committee.
B. Send letters of appreciation.
C. Reports to:
   1. Fax or mail to Regional Director immediately following your meet.
   2. Athletic Meet Director’s files.
   3. District Chairman’s files.
UIL GOLF - DISTRICT RESULTS

Check One:  □ Girls  □ Boys

Site ________________________________    Date _________

Conference _______    District _____    Region _______

The tournament director will fax or email the results to the regional director to certify winners. A copy should be given to the district chair and a copy kept for your files.

First and second place teams and first two medalists not on an advancing team qualify for the regional meet. If a qualified contestant or team cannot participate in the regional meet, then an alternate place winner shall be notified.

Please type or print FULL names of contestants.

Team honors shall be determined by adding the best four scores for each 18 hole round of the five players who enter as a team. The team with the lowest score will be the team winner.

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CERTIFICATION: I hereby certify that I am the district meet director or am acting on his/her behalf and that the above report is true and correct.

Director: ___________________________  Address: ___________________________

Email: ___________________________  Cell #: ___________________________
TENNIS TOURNAMENTS

Official Rules: The United States Tennis Association rules shall be used in all League matches with exceptions as noted in this section.

Number of Matches and Sets: In all boys’ and girls’ matches in the district, regional and state contests, the best two out of three sets shall determine the winners. No contestant or team shall play more than three matches per day and there shall be a minimum of one hour’s rest for a team or player between the close of one match and the beginning of another.

Participation Limitations: No boy or girl shall be allowed to compete in both singles and doubles or mixed doubles, or in both doubles and mixed doubles for spring meet tennis.

Tennis Etiquette: Applauding a good play is always in order. Applauding an error is never in order. Any person who takes it upon himself to berate the officials or makes himself conspicuous by razzing the teams should be requested to leave the court area.

Point Penalty System:

All players are warned prior to the start of the tournament.

1st Offense: Point
2nd Offense: Game
3rd Offense: Default from match or tournament

Penalty points are cumulative throughout the tournament.

USTA Medical Rules.

Amend USTA Regulation I.T., Natural Loss of Physical Condition and Accidental Injury by deleting the present provisions and inserting in lieu thereof the following:

T. Medical Time-outs and Toilet Visits

1. Medical Condition. Medical conditions include, but are not limited to, injuries, illnesses, heat-related conditions and cramping.

2. Medical Time-Out. A medical time-out consists of evaluation time plus a maximum of three minutes treatment time as determined by the referee.

3. Request for Medical time-out. During the match or warm-up if a player suffers from a medical condition or believes that medical diagnosis or treatment is required, the player may request a one-time three minute medical time-out for that condition. A request for a medical time-out may be made by a player to the referee, chair umpire, or other official at any time during the match or warm-up. A player with a pre-existing condition, sustained prior to the match in progress, may request and receive one (1) medical time-out if the condition is aggravated during match play.

   a. Qualified Medical Personnel Present. If qualified medical personnel or an athletic trainer is available, the three-minute time-out begins after the evaluation and diagnosis of the medical condition.

   b. Qualified Medical Personnel Not Present. If qualified medical personnel or an athletic trainer is not available, the referee, chair umpire, or other official shall explain the medical time-out rule and allow the player to be treated. This official may provide supplies. The three-minute medical time-out begins when treatment begins.

Whenever possible a tournament official shall be present during evaluation, diagnosis, and treatment.

4. When Medical Time-Out May Be Taken.

   a. During The Match. A player may receive a medical time-out:

      • immediately;
      • on the next change-over;
      • after a qualified medical person or athletic trainer arrives, evaluates, and is prepared to give treatment; or
      • after the referee or other official arrives and explains the medical time-out rule.

If play is suspended until qualified medical personnel, an athletic trainer, or an official arrives, then
play (or re-warm-up, if any) shall resume immediately after completion of evaluation, diagnosis, and treatment.

b. During the Warm-Up. If a player suffers from a medical condition during the warm-up that prevents the player from starting the match as scheduled, the player may request and receive a medical time-out:

- immediately; or
- on end of the warm-up.

If a player is unable to compete after receiving a medical time-out, then the match shall not begin. Any medical condition incurred in the warm-up shall be deemed to be pre-existing once the match begins.

c. Penalty. After the medical time-out, any delay shall be subject to the Point Penalty System. If more than 15 minutes elapse between the time an official is notified and resumption of play (or re-warm-up, if any), the player shall be subject to the Point Penalty System.

5. Medical Treatment During Changeover. Within any ninety-second changeover, a player may receive on-court evaluation, treatment, and supplies from qualified medical personnel or an athletic trainer.

6. Limitation on Medical Time-Outs for Cramping. Only one medical time-out shall be permitted for cramping and other heat-related conditions in any match, even if the cramping occurs in different parts of a player’s body.

7. Non-Treatable Medical Conditions. Players may not receive a medical time-out for treatment for the following conditions:

a. Any medical condition that cannot be treated appropriately during a match, i.e., degenerative conditions not helped or eased by on-court treatment

b. General player fatigue, i.e., without cramps, vomiting, dizziness, blisters, or other similar treatable conditions.

c. Any treatment requiring intravenous infusions or oxygen on court.

The determination of whether a medical condition is non-treatable shall be made by qualified medical personnel or an athletic trainer, if available. Otherwise, the referee or other official shall make the determination.

8. Leaving the Playing Area. A player requesting a medical time-out may not leave the playing area without the permission of the referee, his deputy, or other official in charge of the match.

9. Toilet Visits. A player may request a suspension of play for a toilet visit or one or more times during a match. For each request, the referee, his deputy, or other official in charge of the match shall decide if it is a genuine toilet emergency, as opposed to general player fatigue. If the request is not granted, play continues.

10. Coaching Not Permitted. No coaching shall be permitted during the suspension of play for either a medical condition or a toilet visit.

**Lateness:** No excuse shall be accepted for failure of team or contestant to appear at the time announced. The USTA Point Penalty System will be in effect for lateness (see manual). See rules below concerning rest periods.

**Continuous Play and Rest Periods:** Play shall be continuous from the first service until the match is concluded, in accordance with the following provisions:

A. If the first service is a fault, the second service must be struck by the server without delay. The receiver must play to the reasonable pace of the server and must be ready to receive when the server is ready to serve. When changing ends a maximum of one minute thirty seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game.

B. Play shall never be suspended, delayed or interfered with for the purpose of enabling a player to recover his strength, breath, or physical condition. However, in the case of accidental injury, the umpire may allow a one-time three minute suspension for that injury.

**Coaching:** (by school personnel only)

a) According to USTA rules, a player is allowed 20 seconds between points. A coach may provide feedback during 20-second time but cannot interrupt the continuous play rule. Coaching is NOT permitted in or on the confines of
the tennis court. (Exception: during the 90 second changeover)

b) A coach may coach his/her players during the 90 second changeover at the end of odd games, and during the 10 minute rest period for split set matches.

c) Only the school tennis coach employed by that school may coach and only in a manner which does not interfere with the play on adjoining courts.

**Inclement Weather:** If weather conditions prevent playing, the spring meet committee and director shall adjust the time schedule.

**Substitutions:** In doubles or mixed doubles, the tournament director may allow a school to substitute for one of the doubles or mixed doubles players in case of injury, illness, loss of academic eligibility or if a student is penalized by the school for misconduct or violation of the code of conduct. A school may not substitute for a singles player or a doubles team or a mixed doubles team. The alternate single or doubles team or mixed doubles team must be used. After a tournament has begun substitutions are not permitted. This rule is applicable in all district, regional and state tournaments.

**Tiebreaker:** The 12-point tiebreaker scoring system will operate when the score reaches six games all in all sets. Procedure for playing the tiebreaker is stated below:

**Procedure for Playing the Singles Tiebreaker:**

1. A player who first wins seven points shall win the game and the set provided he leads by a margin of two points. If the score reaches six points all, the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tiebreaker.

2. The player whose turn it is to serve shall be the server for the first point, which is delivered from the right court. His opponent shall be the server for the second and third points (delivered from the left court, then the right court), and thereafter each player shall serve alternately for two consecutive points (left court, then right court) until the winner of the game and set has been decided.

3. Players shall change ends after every six points and at the conclusion of the tiebreaker. Note that after any change of ends the server will be serving his second serving point.

4. The player who served first in the set that ended in a tiebreaker shall receive service in the first game of the following set.

**Procedure for Playing Doubles Tiebreaker:**

1. In doubles the procedure for singles shall apply: The player whose turn it is to serve shall be the server for the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in that set, until the winners of the game and set have been decided.

2. Players change ends after every six points and at the conclusion of the tiebreaker.

3. The team that served first in the set that ended in a tiebreaker shall receive service in the first game of the following set.

**Procedure for Playing Mixed Doubles Tiebreaker:**

1) In mixed doubles, the procedure for singles shall apply: the player whose turn it is to serve shall be the server for the first point. Thereafter, each player shall serve in rotation for two points, in the same order as previously in that set, until the winners of the game and set have been decided.

2) Players change ends after every six points and at the conclusion of the tie breaker.

3) The team that served first in the set that ended in a tie breaker shall receive service in the first game of the following set.
**Brackets (Seeding or Drawing):** The tournament director has two options for making the draw: (1) draw by lot; (2) seeding. Regardless of the procedure used, the directors should place the first place winners and the second place winners from the same district in opposite brackets.

**OPTIONS:**

(1) **Draw:** The director will draw the names of the players and put them on the unoccupied lines in the order in which they are drawn, starting at the top of the bracket and moving downward in sequence. As previously stated, the director should place the first and second place winners from the same districts in opposite brackets.

(2) **Seeding** (in accordance with the USTA). The tournament director committee is allowed to seed players at a maximum ratio of one seed for every four players (e.g. with eight players, seed two players; with 16 players, seed four players). The ratings must be justified by a reasonable amount of factual evidence. Once the seeds are established, every seeded position is determined by lot. (i.e. Flip a coin to see if the number 1 seed goes on line 1 or line 16, number 2 goes on the other and flip to see if number 3 goes on number 5 or number 12; then number 4 goes on the remaining line.) After the seeded players (and byes if applicable) have been written in, fill in the rest of the draw by drawing names of the remaining players and putting them on the unoccupied lines in the order in which they are drawn, starting at the top and moving downward in sequence.

**Playoff for 2nd Place:** In tennis district and regional tournaments, the loser in the finals will play the winner of the third place match (to determine second place) unless these two contestants (or doubles teams or mixed doubles teams) played each other in the semifinal round. The tournament director must start the finals and consolation matches at the same time.

**SUGGESTIONS FOR TENNIS TOURNAMENT DIRECTORS**

**Pre-event Planning**

A. Securing the proper facilities and courts.
   1. Number will vary depending on entries.

B. Pre-tournament planning.
   1. Number of teams and courts.
   2. Desired date and time of this event—including rain date.
   3. Amount of court fees, if applicable, or entry fees.
   4. Seeding to be used or bracket arrangement (information from cards).
   5. Seeding meeting.
      a. When.
      b. Who’s involved.
   6. Awards to be given.

C. Preparation of tournament forms.
   1. Entry blanks.
   2. Team tournament information sheets.
      a. Site (rain provisions).
      b. Date and time.
      c. Method of scoring.
      d. Award distribution.
      e. Deadline for entering.
      f. Brackets.
      g. Rules.
         (1) Names of rules committee members.
         (2) USTA rules.
         (3) Responsibilities of players.
            (a) When and where to report.
            (b) Scoring during matches.
         (4) Playing etiquette.
         (5) What to do in case of rain or lightning (scoring).
      h. Awards.
Tennis Information

i. Who to call in case of questions or cancellations.
j. Directions to the courts.
k. Name and phone numbers of local restaurants and hotels, if necessary.

3. Draw sheets. The local Tennis Association should have a supply of these. Type or print the names of the schools and contestants participating in the tournament on the sheet. Keep them updated for the benefit of coaches and spectators.

D. Other Publicity.
E. First Aid (emergency care procedure).

Conducting Event

A. Equipment and supplies (balls and good nets with center straps).
B. Rules review by the tournament director.
C. Rules committee. Identify where participants go to bring their questions to be answered.
D. Umpires and linesmen.
E. Warm-ups.
   1. Time.
   2. Serves.
   3. Other warm-up/practice courts.
F. Awards presentation.

Post-event Responsibilities

A. Clean-up committee.
B. Send letters of appreciation.
C. Reports to:
   1. Fax or mail to Regional Director immediately following your meet.
   2. Athletic Meet Director’s files.
   3. District Chairman’s files.
UNIVERSITY INTERSCHOLASTIC LEAGUE

TENNIS RESULTS FORM

CHECK ONE:

☐ DISTRICT ☐ GIRLS Conference ________

☐ REGIONALS ☐ BOYS Region ________

District ________

Please fax or email results to the director of the next highest tournament and keep a copy for your files.

First and second place singles and doubles qualify to the next highest tournament. If a qualified contestant or team cannot participate, then an alternate place winner shall be notified. Please type or print FULL names of contestants.

DOUBLES:

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<td>Substitute</td>
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CERTIFICATION: I hereby certify that I am the district meet director or am acting on his/her behalf and that the above report is true and correct.

Director: ________________________________ Address: ________________________________

Email: ________________________________ Cell # ________________________________
TRACK AND FIELD MEETS

Meet Rules. The current National Federation Track and Field Rules shall govern UIL track and field meets. Requests for track and field rule interpretations or explanations should be directed to the UIL. The National Federation will assist in answering rule questions whenever called upon by the UIL staff.

Championship Meet Format. In all conferences, four contestants shall qualify from district to area; four from area to regional; two from regional to state.

Representation. Each member school may enter one boys’ team and one girls’ team in the district meet.

1. In individual events, a school may enter in the next higher meet only the individuals that qualified and only in that particular event.
2. If a qualified contestant cannot enter the next higher meet, then the alternate (next eligible finisher) shall be eligible to participate.
3. In relay events, qualification is by school and not by the individual. Individuals who qualify only on a relay team may not enter an individual event in the next higher meet unless they qualify for that individual event.

District Meet.

1. No entries shall be allowed for district and area meets which are not submitted to the director at least five days before the first day of the meet unless district rules stipulate otherwise.
2. Electronic entries may be utilized in lieu of the paper form entry system.
3. Districts may authorize a scratch meeting after the entries are submitted to allow for substitutions.
4. Schools should be permitted to scratch and add according to approved district executive committee regulations determined before the season starts. Those individual events or relay events that have been entered by a school on the five day prior entry form will be subject to some changes under the following suggested guidelines.
   a) Students who are not eligible at five days prior to the meet, but may become eligible at the time of the scheduled district meet, may be listed on the entry form and assigned to events. They must be eligible at the time they actually compete.
   b) Students entered, but who have lost their eligibility because of academic regulations, should be permitted to be dropped or scratched.
   c) Other eligible participants may be added to the vacated places. These substitutions should be on an eligibility form turned into the district director prior to the contest, submitted no later than the day of the meet.
   d) If a school which has not entered an event five days prior wishes to enter an event at the time of the scratch meeting, it should be up to the district executive committee to establish a policy or designated district director to determine if that school can enter.

Area Meet. Area sites are to be facilitated by mutual agreement between the two designated districts. Schools should contact the DEC chair for district information.

*With approval of the majority of schools in that area (corresponding districts), the area meet can be cancelled. In this scenario, each district would hold their district meet and advance the top two finishers in each event to the regional meet.

**With approval of the majority of schools in that area (corresponding districts), district meets can be skipped and the corresponding districts could elect to go straight to the Area Meet (with no district meet). In this scenario, the top four finishers in each event would advance to the Regional Meet.

Regional Meet. Each district or area meet director will be responsible for notifying the regional director with the advancing area meet qualifiers. Regional meet information will be available under regional sites on the UIL website.
School/Individual Event Limitations.
1. Each school may enter up to and no more than three contestants in each event, except the relay. Each school may enter only one relay team.

2. An individual may enter no more than three running events, including the relays, and not more than five events total. *(UIL State adoption rule)*

3. A contestant is permitted to enter up to five field events. *(UIL State adoption rule)*

4. No contestant shall be allowed to enter more than two of the following individual events: 400-meter dash; 800-meter run; 1600-meter run; 3200-meter run. (Relay distances do not count against this restriction). *(UIL State adoption rule)*

Relays. In relay events, six individuals may be listed as entries, any four of whom may compete.
1. Being listed as a relay member does not count as an event until the individual checks in with the event clerk.

2. It is not necessary to use the same four runners in the finals who competed in the preliminary round(s).

3. If fewer than six runners are listed as members of a relay, additions to entries can be made if changes are made prior to entry and/or scratch deadlines as specified by the meet director.

Scoring System. The point system in scoring high school track meets shall be the same in all district, area, regional and state meets.

<table>
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<tr>
<th>Places</th>
<th>Points Awarded - Individual</th>
<th>Points Awarded - Relays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10</td>
<td>20</td>
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<td>2nd</td>
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<td>6th</td>
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To compute individual honors, add individual points as well as points scored on a relay team. (Example: Each participant on the first place relay teams receives five points for individual honors.)

Meet Schedule. The director of the district meet shall see that events start at the time announced.
- No excuse shall be accepted for late arrival at an event.
- Any contestant who fails for any reason to report at the time an event is announced shall forfeit her/his right to compete.

Order of Events. The event order is designated below. NOTE: Any other changes must be discussed with the UIL Track and Field Director, Traci Neely.

<table>
<thead>
<tr>
<th>Running Events</th>
<th>Girls</th>
<th>Boys</th>
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</thead>
<tbody>
<tr>
<td>3200-meter run *</td>
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<td>x</td>
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<tr>
<td>400-meter relay</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>800-meter run</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>100/110-meter hurdles</td>
<td>33&quot;</td>
<td>39&quot;</td>
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<tr>
<td>100-meter dash</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>800-meter relay</td>
<td>x</td>
<td>x</td>
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<tr>
<td>400-meter dash</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>300-meter hurdles</td>
<td>30&quot;</td>
<td>36&quot;</td>
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Meet Duties and Responsibilities of Officials. The district, area and regional meet directors will have charge of the meets. The University Interscholastic League Athletic Director shall have general charge of the state meet.

- **Meet Director.** Each meet will be under the direction of a meet director. The meet director will supervise the conduct of the meet and perform such duties to guarantee the competition will run smoothly. Directors are responsible for providing officials, securing entries, heating and seeding, arranging for programs and other such matters as may be required for the proper conduct of the meet.

  One referee, two or more inspectors, three or more field judges, four or more judges at the finish, three or more timekeepers, one starter, one clerk of the course, one scorer, one clerk of the field, one marshal, one announcer and such assistants to these officials shall be provided.

- **Meet Referee.** The referee is directly in charge of activities during the meet. The referee has the sole authority for ruling on infractions or irregularities not covered within the NFHS rules.

- **Games Committee.** The games committee will have general supervision of the meet and will determine the administrative procedures, terms and conditions that will govern the competition. A games committee should be appointed and its jurisdiction should be determined and announced prior to the start of the meet.

- **Jury of Appeals.** A jury of appeals, if appointed, will serve as the final board of appeals. The UIL office will not overturn any decision by a meet referee or jury of appeals. A coach first appeals to the referee. If the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, a written appeal must be made to the jury.

**Situations which are subject to appeal include, but are not limited to:**

1. Misapplication of the rules which must be filed within 30 minutes after the announcement of event results.

2. Correction of clerical or team scoring errors which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the games committee or meet director.

3. Correction of meet results involving an ineligible participant which may be made at any time.

4. Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the games committee or meet director. This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.

**Non-appealable situations:**

1. Any judgment decision pertaining to violations or alleged violations of the rules.

2. A decision made by the finish judges or timers that does not involve misapplication of a rule or the terms and conditions of competition.
3. Whether a start is fair and legal.

   *NOTE: Section 4-6: The referee has the sole authority for ruling on infringations or irregularities not covered within the rules.

**Unsportsmanlike Conduct.** National Federation Track and Field Rules regarding unsportsmanlike conduct shall be enforced. Acts such as: refusal to take places on the awards stand; throwing clothing, equipment, medals, use of profanity; addressing an official disrespectfully; or displaying any action which brings discredit to participants or their school could bring disqualification to a competitor.

   NOTE: The penalty for unsportsmanlike conduct is disqualification in the event and further participation in the meet. In the event that such acts occur following the event, the medal will go to the next place winner in that event.

**Tie-break Rules.** Breaking ties are to be in accordance with NFHS rules. Please reference the 2012 NFHS Track & Field Rules Book that has established the following tie breaking procedures and measurements. All ties in places 1st-6th shall be broken. The tie-break rules will be applied to performances in order to advance qualifiers to the next level of competition.

**From the National Federation Track and Field Rule Book**

**All Running Events**

Breaking Ties (5-8-3, 5-8-4)

- Art. 3 – A tie in a running event occurs when two or more competitors cross the finish line simultaneously, or when two or more competitors or relay teams running in separate sections, finish with identical times.

- Art. 4 – If there is a tie by any number of competitors for any scoring places, the points for tied places shall be added together and divided by the number of competitors who are involved in the tie.

Measurements (3-9-8)

- Art. 8 – Electric or digital timers which measure one one-hundredth of a second must be used. However, unless it is a fully automatic system, times registered in one one-hundredth of a second shall be rounded up to the next tenth of a second. (Example: 10.42 will be recorded as 10.5 unless a FAT system is used.) If the FAT and manual times must be integrated, the hand-held times shall first be rounded up to the slower one-tenth of a second. Then a conversion factor of .24 must be added (i.e. MT+.24 = FAT). A record shall not be granted unless the time is recorded by FAT.

**Throwing Events: Discus and Shot Put**

Breaking Ties (6-3-1, 6-3-2, 6-3-3)

- Art. 1 – A tie in a field event occurs when two or more competitors finish with the same distance.

- Art. 2 – When there is a tie for any place in the finals, places and points scored shall be awarded as follows:
  - If the distance resulting from the best performance of competitors is identical, the higher place is awarded to the tying competitor whose second-best performance is better from either the preliminary trials or the finals.
  - If the tie remains, the higher place is awarded to the tied competitor whose third-best performance is better than the third-best performance of any tied competitor.

- Art. 3 – If there is a tie by any number of competitors for any scoring places, the points for tied places shall be added together and divided by the number of competitors who are involved in the tie.

**Discus Measurements (6-4-10, 6-4-11)**

- Art. 10 – The measurement shall be from the nearest edge of the first mark made by the discus to the inside edge of the throwing circle nearest such mark, measured along an extended radius of the circle.

- Art. 11 – Measurements shall be recorded to the nearest lesser inch. It shall be made with non-stretchable tape such as fiberglass, nylon, steel or certified scientific measurement device (laser). The judges shall hold the tape in such a way...
that the readings will be at the circle. The tape should be pulled through the center point of the circle.

**Shot put Measurements (6-5-10, 6-5-11)**

Art. 10 – The measurement shall be recorded from the nearest edge of the first mark made by the shot to the inside edge of the stop-board nearest such mark, measured along the extended radius of the circle.

Art. 11 – Measurements shall be recorded to the nearest lesser ¼ inch. Measurements shall be made with non-stretchable tape such as fiberglass, nylon, steel or certified scientific measurement device (laser). The judges shall hold the tape in such a way that the readings will be at the circle. The tape should be pulled through the center point of the circle.

**Vertical Jumping Events: High Jump and Pole Vault**

**Breaking Ties (Rule 7-3-1, 7-3-2, 7-3-3, 7-3-4)**

Art. 1 – A tie in a jumping event occurs when two or more competitors finish with the same height.

Art. 2 – When there is a tie at any height in the finals, places and points shall be awarded as follows:

- The competitor with the fewest number of trials for the height at which the tie occurs, which is the last height successfully cleared, shall be awarded the higher place.

- If the tie still remains, the competitor with the fewest total number of unsuccessful trials throughout the competition, up to and including the height last cleared, shall be awarded the higher place. Passed trials shall not count as misses.

- If the tie remains after applying the above:

  - If it concerns first place, the competitors tying shall make one more attempt at the height at which they failed. If no decision is reached, the bar shall be lowered in increments of 1 inch in the high jump and 3 inches in the pole vault. If two or more of the tying contestants cleared the height, the bar shall be raised by intervals of 1 inch in the high jump and 3 inches in the pole vault. Each competitor shall attempt one trial at each height until a winner is determined.

**NOTES:**

1. If the height which the tied competitors last attempted is not the same, because of a passed height by one or more of the remaining competitors, the bar shall be lowered to the lowest height last attempted by any of the remaining competitors to begin the jump-off.

2. No passed heights shall be permitted in the jump-offs.

Art. 3 – A competitor shall be credited with his/her best achievement if it occurs in a jump-off for first place.

Art. 4 – If there is a tie by any number of competitors for any scoring places, the points for tied places shall be added together and divided by the number of competitors who are involved in the tie.

**UIL requirement:**

In order to warrant the 9th qualifier to the state meet from any region, the increments listed below will enable each athlete to achieve their best personal performance at the regional meet.

High Jump: 2” increments until 4 jumpers are left then 1” thereafter.

Pole Vault: 6” increments until 4 jumpers are left then 3” thereafter.

**High Jump (7-4-14, 7-4-15) and Pole Vault (7-5-27, 7-5-28) Measurements**

Art. 14-HJ/ Art. 27-PV – An accurate measurement of the height of the crossbar shall be taken before the attempt. Mark the crossbar and base of the standards to ensure consistent placement of the crossbar. Any displaced crossbar should be placed on the standards in exactly the same position as before its displacement. To ensure this, one face should be marked for identification.

Art. 15-HJ/ Art. 28-PV – Measurements shall be recorded to the nearest lesser ¼ inch. Measurements shall be
made with non-stretchable tape such as fiberglass, nylon, steel or certified scientific measurement device (laser). Measurement of the official height shall be from a point on the same level as the takeoff to the lowest point on the upper side of the crossbar.

**Distance Jumping Events: Long Jump and Triple Jump**

**Breaking Ties (7-3-1, 7-3-2)**

Art. 1 – A tie in a jumping event occurs when two or more competitors finish with the same distance.

Art. 2 – When there is a tie at any distance in the finals, places and points shall be awarded as follows:

- If the distance resulting from the best performance of competitors is identical, the higher place is awarded to the tying competitor whose second-best performance is better from either the preliminary trials or the finals.

- If the tie remains, the higher place is awarded to the tied competitor whose third-best performance is better than the third-best performance of any tied competitor.

Art. 4 – If there is a tie by any number of competitors for any scoring places, the points for tied places shall be added together and divided by the number of competitors who are involved in the tie.

**Measurements (7-6-16, 7-6-17, 7-6-18)**

Art. 16 – Each legal jump shall be measured perpendicularly to the foul line (board or extender) and from that point in the pit touched by the person or apparel of the jumper, which is nearest the foul line or the extender.

Art. 17 – The judges shall hold the tape in such a way that the readings will be at the takeoff board.

Art. 18 – Measurements shall be recorded to the nearest lesser ¼ inch. Measurements may be made with non-
4.3.1: The competitor’s uniform shall be issued by the school and have the following restrictions:

a. Each competitor shall wear shoes.
   1. Shoes shall be worn on both feet and shall have an upper and definitely recognizable sole and heel.
   2. The (shoe) upper must be designed so that it can be fastened securely to the foot.
   3. The use of slippers or socks does not meet the requirements of the rule.

b. Each competitor shall wear a track top (singlet) or one-piece uniform issued by the school.
   1. When numbers are used, each competitor shall wear his/her assigned, unaltered contestant number.
   2. The top or one-piece uniform may have the school identification and the top may have the competitor’s name.
   3. The top shall not be knotted or have a knot-like protrusion.
      • The top may have sleeves that vary in length, it may be long-sleeved, short-sleeved or tank style.
   4. A single manufacturer’s logo/trademark/reference, no more than 2 1/3 square inches with no dimension more than 2 1/4 inches, is permitted on the top or one-piece uniform.
   5. The American flag, not exceeding 2x3 inches, and either a commemorative or memorial patch, no to exceed 4 square inches, may be worn on the uniform top.
   6. Bare midriff tops are not allowed.
      • The uniform top must completely cover the torso to the top of the shorts.

c. Each competitor shall wear a track bottom or one-piece uniform issued by the school.
   1. The bottom or one-piece uniform may have the school identification.
   2. Loose-fitting, boxer-type bottoms or compression-style bottoms are permitted for boys and girls. Closed-leg briefs are acceptable for girls.
      • Body suit or compression attire is allowed, but when it is a male contestant he must wear shorts over the suit/compression short.
      • When this occurs, the suit/compression short does not have to be a single color, but it must be the same color for all members of a relay team.
   3. French or high-cut apparel shall not be worn in lieu of uniform bottom.
   4. The waistband of a competitor’s bottom shall be worn above the hips.
   5. A single manufacturer’s logo/trademark, no more than 2 1/4 inches, is permitted on the bottom or one-piece uniform.
   6. The American Flag, not exceeding 2 x 3 inches and either a commemorative or memorial patch, not to exceed 4 square inches, may be worn on the uniform bottom.

d. Any visible garment(s) worn underneath the uniform top or bottom shall be a single, solid color and unadorned except for:
   1. A single school name or insignia no more than 2 1/4 square inches with no dimension more than 2 1/4 inches;
   2. A single, visible manufacturer’s logo as per NFHS rules.

4.3.2: Additional restrictions for relay teams and cross country teams

a. In relay races, each team member shall wear the same color and design of school uniform although the length of the bottom or top or one-piece uniform may vary.

b. Any visible garment(s) worn under the top and other visible garment(s) worn under the bottom must be unadorned and of the same color. Visible garments worn under both the top and bottom do not have to be the same color. If worn by more than one team member (two or more), that garment(s) must be the same color but not necessarily the same length.
Meet Rules. The current National Federation Track and Field Rules shall govern UIL Track and Field. These rule books may be ordered from the National Federation office, 1-800-776-3462.

1-4: As an option to be determined by the games committee or meet director, the order of events for indoor competition shall consist of the 55-meter or 60-meter High Hurdles, Dash and Low Hurdles. With no action, the standard events’ distance shall be 55-meters.

Rationale: Many indoor events are run in college facilities, which are set up for the 60-meter distance. Allowing this as an option eliminates special marking of the facility for the hurdles and dash.

4-3-3, 9-6-3: The prohibition of wearing jewelry has been removed from the rules for track and field and cross country competition. As in previous years, the wearing of a medical alert with the alert visible continues and is encouraged for purposes of risk minimization.

Rationale: The prohibition of jewelry is not necessary in track and field and cross country. The wearing of jewelry ordinarily presents little risk of injury to either the competitor or opponents. Elimination of the rule allows officials to focus on meet administration directly related to competition. Coaches continue to have the obligation to see that competitors are properly equipped.

6-2-9, 6-4-9a, 6-5-9a, 6-6-11h, 7-2-11, 7-4-14d, 7-5-29e, 7-6-13f: Clarifies that a competitor shall be charged with a foul if he/she does not initiate a trial within one minute after the competitor’s name has been called.

Rationale: Clarifies that a competitor must initiate a trial within the time limit, with completion of that trial allowed beyond the prescribed time.

6-2-17 NOTE, 6-6-9, 7-2-17 NOTE 1: Establishes the procedure to follow should a legal implement break during an attempt and a replacement trial awarded or at the completion of an attempt with the result recorded and no replacement trial.

Rationale: Allows for an additional trial when an implement breaks and becomes non-compliant during competition due to no fault of the competitor. Reorganizes and places rule within general rules for throwing and jumping events.

6-4-9f, 6-5-9g, 6-6-11g: It is no longer a foul if the competitor is not under control before legally exiting the competition area after the implement has landed.

Rationale: Maintains consistency with current trends in track and field.

6-4-9g, 6-5-9h, 6-6-11f: The event judge no longer calls “Mark” when an implement has landed and there has been no foul by the competitor.

Rationale: Maintains consistency with current trends in track and field.

7-2-11: A crossbar displaced by a force disassociated with the competitor after he/she is legally and clearly over the crossbar shall not be a fault.

Rationale: Addresses possible influence of an outside force on the crossbar on an otherwise successful attempt.
8-1-1, 2: An option is available to conduct the boys decathlon and the pentathlon running the 1600- or 1500-meter run. With no action, the 1600-meter run shall be the standard event distance to be included.

Rationale: When using the IAAF standard scoring, the 1500-meter run is the standard distance. Either distance should be accepted as both can be scored.

8-2-1f New: The indoor weight throw may be included in the order of events for indoor meets.

Rationale: Presently, the shot put is the only event for throwers at indoor meets.

2015 Track and Field Major Editorial Changes
5-12-1, 5-14-2f: Removes “impedes” from rules, as it is unnecessary when the rule already addresses interference.
5-13-2: Interference is defined in Rule 5-9 and the extra reference to “stride” is unnecessary and removed.
5-13-3,4: Reorganized Rule 5-13 for clarity by moving non-infraction actions into Articles 3 and 4.
7-2-12: Clarifies competitor with best mark in preliminaries goes last in the finals, including after excused competitors have completed their trials.

2015 Track and Field Editorial Changes
2-2-2, 2-2-3, 3-10-4, 4-6, 4-6-4, 4-6-5, 4-6-5 NOTE 3, 6-2-5, 6-3-1, 6-4-6 NOTE 3, 7-2-1, 7-2-8, 7-3-2, 7-3-2a(1), 7-3-2c, 7-4-15, 7-5-10, 7-5-13, 7-5-15, 7-5-17, 7-5-30, 7-6-8, 7-6-17a

2015 Track and Field Points of Emphasis
- Risk minimization in the hammer and weight throws
- Proper flagging in the throwing events
- Legal implements breaking and becoming non-compliant during competition
- Displacement of the crossbar not associated with competitor
- Jewelry restriction removed
- Head event judge mechanics – throwing events
WHEELCHAIR DIVISION TRACK AND FIELD

UIL CONSTITUTION AND CONTEST RULES:
Section 1320:
(e) EVENTS.
   (1) Order of Events. The events and order in which they shall be held are:
   (D) Events for students in wheelchairs, boys and girls (pilot only)
      (I) 100M Dash
      (II) 400M Dash
      (III) Shot Put

GENERAL GUIDELINES:
A Wheelchair Division is scheduled for the 2015 State Track and Field Meet. The Wheelchair Division will include participants from any conference 1A-6A.
- The wheelchair racing and seated shot put events will be incorporated into the state meet schedule by UIL staff.
- The athletes in the Wheelchair Division will compete in separate races and field events from the traditional athletes. Therefore, the top nine (9) performances that meet the UIL designated qualifying standards will advance to the State Championships.
- The events are considered a pilot program and will be non-scoring events, meaning these events will not count towards any team championships.
- The top three athletes in each event will receive medals. Athletes will be able to set state records at the state meet only. All qualifying participants will be recognized for their participation in the state meet.

ELIGIBILITY FOR PARTICIPATION IN THE WHEELCHAIR DIVISION:
Only high school students eligible under the UIL Constitution and Contest Rules Subchapter M are eligible to compete.
- All applicable UIL rules and regulations will apply.
- Any high school student may be eligible to participate in the Wheelchair Division track and field events with a documented permanent, physical disability. Each athlete’s physical disability must be verified by a licensed physician and maintained on permanent file at the school.
- Schools and athletes are responsible for all aspects of participation in the events.
ENTRY REQUIREMENTS:
Participants must submit a qualifying mark or performance to be considered for participation at the state event. Performances will be accepted through the UIL website at www.uiltexas.org no later than midnight on May 2, 2015.

- If more than nine participants submit eligible entries in any event, the UIL staff will choose the top nine performances submitted for the state meet.
- A qualifying performance may be obtained from any local competition during the regular season, district, area, regional or Paralympic events from spring 2015. Entries must be able to be verified by an official meet host.

WHEELCHAIR DIVISION QUALIFICATION STANDARDS:
Participants must meet the following standard for each event in order to submit an entry to the state meet.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>100M</td>
<td>:40</td>
<td>:45</td>
</tr>
<tr>
<td>400M</td>
<td>2:40</td>
<td>3:00</td>
</tr>
<tr>
<td>SHOT PUT</td>
<td>7’0” - 4K</td>
<td>7’0” - 6lbs.</td>
</tr>
</tbody>
</table>

ENTRY PROCEDURES:
School personnel will be required to submit verified qualifying performances.

- School personnel will be required to submit an official meet results document to verify the performance.
- A designated entry process will be provided on the UIL website www.uiltexas.org and due no later than May 2, 2015.
- All state qualifiers will be posted on the UIL website at the time they become available.

100m, 400m WHEELCHAIR EQUIPMENT AND RACING STANDARDS:
Athletes will be expected to compete in their school’s team uniform. Reasonable accommodations will be made when necessary. Resources for track and field equipment information can be obtained from the following link: http://www.texasregionalparalympicsport.org

- Manual wheelchairs only for track events, which may be specialized racing chair or an all sport chair.
- The racing chair may have two large wheels (not to exceed 70cm in diameter) and one small wheel (not to exceed 50cm in diameter).
- The racing chair must be manually propelled by pushing on the wheels or the hand rims. The chair shall not be equipped with gears, levers or electronic steering.
- All participants must wear a racing helmet that is a hard protective shell and should meet the safety standards of the American National Safety Institute (ANSI).
- Shoes are not required, however protective socks are recommended.
- All participants must start each event using racing gloves.
- Athletes’ lower limb(s) must be secured to the track chair. Any touch of the ground by a lower limb results in disqualification from the event.
- Competitors are responsible for the proper functioning of the competition chair and equipment. Athletes that experience an equipment failure may finish the event;
however, no event will be delayed or rescheduled if such an incident occurs.

SHOT PUT EQUIPMENT AND SEATED THROWING STANDARDS:
Athletes will be expected to compete in their school's team uniform. Reasonable accommodations will be made when necessary. Resources for track and field equipment information can be obtained from the following link: http://www.texasregionalparalympicsport.org

- Implements must be allowed by NFHS regulations. The 4K shot put will be used for boys and 6lbs. shot put for girls.
- All participants must put the shot from a “chair” (manual wheelchair, throwing chair, power wheelchair). Scooters and “standing chairs” will not be allowed. Chairs may be designed based on the needs of the athlete.
- The upper most part of the cushion/seat on any chair may not exceed 75cm (29.5 inches) measured from the ground. The seat of the chair has to be square or rectangular and flat or sloped backwards.
- The chair may not have any moving parts or articulated joints.
- No part of the throwing frame or wheelchair may be outside of the circumference of the circle.
- The chair will be considered an extension of the athlete's body. For example: Any part of the chair touching the top of the stop board is a foul.
- A coach (only) may assist the athlete in getting to the competition area.
- A coach (only) may assist the athlete in entering and exiting the circle.
- Tie-down straps for the chair are recommended and should be provided by the athlete; however, a coach (only) may hold the chair during the throwing attempt to prevent excessive movement if no straps are available.
- The athlete's body must remain in contact with the seat during the throw.

FREQUENTLY ASKED QUESTIONS:

1. **Who is eligible to compete in the Wheelchair Division?**
   All athletes with a permanent physical disability on file with the school and in grades 9-12 who meet the eligibility standards in the C&CR Subchapter M may be eligible. The mobility of a student participant may or may not include or require the full time use of a wheelchair.

2. **Where can athletes with physical disabilities compete?**
   Wheelchair events may be held at any UIL sanctioned meet. Performances at meets held by groups, including the Paralympic events, could be accepted as qualifying marks for state meet entries provided the performance can be verified with official meet results and/or verification provided by the meet host. Resources for track and field meet event information can be obtained from the link: www.texasregionalparalympicsport.org

3. **How does an athlete in wheelchair participate for their high school track and field team?**
   The athlete must follow the same procedures at their school established for traditional athletes competing in track and field.
4. Can wheelchair contestants compete against traditional athletes in the same race? Yes, in the 100m and 400m it is recommended that if this occurs the wheelchair athlete is designated to compete in the inside lane. Wheelchair athletes are coached to finish any race by following the curve of the track and need more than 20m to stop forward motion. Boys and girls heats may be combined for competition and separated at the conclusion to determine results and places for each gender and/or division.

5. Can wheelchair contestants compete against traditional athletes in the Shot Put? Yes, the wheelchair athletes may be flighted with the traditional athletes for the seated shot put throw. Physically challenged participants may choose to take all throws after entering the ring. The athlete’s choice of type of “throwing chair” may determine if this is possible or if the athlete needs to be flighted before or after the traditional athletes.

6. How does a coach enter an athlete in the state meet? The athlete must be entered into the state meet through an online entry form available on the track page on the UIL website. Performance results will be required in order to complete the online entry process.

7. Can athletes racing on the track receive assistance from coaches or other personnel? No, athletes may only propel themselves forward through their own pushing of the wheels or hand rims.

8. Can athletes throwing the shot put receive assistance from the coaches or other personnel? A coach (only) may assist the athlete in getting to the competitive area and may also assist the athlete in entering and leaving the circle. Also, for throwing events, the athlete should provide tie-down straps. When no straps are available, a coach may hold the chair during the throwing attempt to prevent excessive movement.

9. Are the uniform rules in place for an athlete in a wheelchair? Yes, all uniform rules and regulations are in effect just as with the traditional athletes. Some exceptions may need to be considered and presented to meet officials for clarification.

10. Who is responsible for the athlete’s equipment? The athlete is responsible for needed equipment. Schools may provide equipment and assistance may be available through Texas Regional Paralympic Sport upon request. Resources for track and field equipment information can be obtained from the following link: http://www.texasregionalparalympicsport.org

11. Where can coaches get more information about training? Information regarding training and professional development can be utilized through:
RESOURCES FOR EVENTS, INFORMATION AND EQUIPMENT:

www.TexasRegionalParalympicSport.org

CENTRAL, SOUTH AND WEST TEXAS REGION
Wendy Gumbert
512-914-3152 (cell)
wgumbert@hotmail.com

DALLAS/FORT WORTH METROPLEX & EAST TEXAS REGION
Darlene Hunter
248-535-4134 (cell)
darlene.e.hunter@gmail.com

HOUSTON & GULF COAST REGION
Lindsay French
713-540-1615 (cell)
lindsay.p.french@gmail.com

NORTH TEXAS & PANHANDLE REGION
Joe Chris Rodriguiz
806-683-6978 (cell)
joe@onechairatatime.com
<table>
<thead>
<tr>
<th>Distance</th>
<th>Division</th>
<th>Height to First</th>
<th>Distance to Finish</th>
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<tbody>
<tr>
<td>100 m</td>
<td>High School Boys</td>
<td>33 in.</td>
<td>13 m (42 ft., 8 3/4 in.)</td>
</tr>
<tr>
<td></td>
<td>High School Girls</td>
<td>33 in.</td>
<td>13 m (42 ft., 8 3/4 in.)</td>
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<tr>
<td>110 m</td>
<td>High School Boys</td>
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<tr>
<td></td>
<td>High School Girls</td>
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<tr>
<td>200 m</td>
<td>Jr. High School</td>
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<td>Boys (8 lbs)</td>
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<tr>
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<td>Boys (8 lbs)</td>
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<tr>
<td></td>
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<tr>
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<td>Girls (8.81 lbs)</td>
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<td>40 m (13 ft.)</td>
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### Hurdle Specifications for High School and Junior High

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<td>39 cm</td>
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<td>10</td>
</tr>
<tr>
<td>42 cm</td>
<td>4 m</td>
<td>10</td>
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### Shot Put and Discus Specifications for High School and Junior High

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<td>34.92°</td>
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<tr>
<td>4.0 kg (8.81 lbs)</td>
<td>34.92°</td>
</tr>
<tr>
<td>1 kg (2.20 lbs)</td>
<td>34.92°</td>
</tr>
<tr>
<td>1 kg (2.20 lbs)</td>
<td>34.92°</td>
</tr>
<tr>
<td>1 kg (2.20 lbs)</td>
<td>34.92°</td>
</tr>
<tr>
<td>1.6 kg (3.53 lbs)</td>
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### Entry Limit Regulations for High School and Junior High

- Athletes must comply with established regulations for entry limits (NFHS modification 4-2-1).
- An individual may enter no more than three events, including relays, and not over five events total.
- A contestant is permitted to enter up to five field events.
- No contestant shall be allowed to enter more than two of the following individual events: 400-meter dash; 800-meter dash; 400-meter hurdles; 3200-meter run.
- Shot put and discus specifications for high school and junior high are provided as recommendations only and a local district choice. High school specifications are designated and required by NFHS Rules.

NFHS Rules Adoptions - UIL Events
2015 UIL Regional Results Reporting Process
Regional Directors/Meet Results Operators

The regional director/meet results operators must certify state entries to the UIL office. The UIL office must have the regional results by midnight on the day the meet is completed.

1. To UIL – Hannah Higgins (hhiggins@uiltexas.org; 512-471-6589)
   • Export PDF file of complete results (email or fax)
   • Scanned documents of all field event heat sheets (email or fax) – only way to determine 9th qualifier so we HAVE to have these

2. To Jim Kaiser (jimkaiser@mindspring.com; 859-492-9990) - Email the entire zip file backup of the database.

General Instructions
The required UIL codes are located on the UIL website on the track page, left column labeled Hy-Tek Codes. Codes for divisions, event numbers, and school must be utilized to ensure that all Hy-Tek databases are compatible.

1. Divisions: In Hy-Tek, Click Set-up: Meet Set-up, then choose the meet type to be “Divisions by Event”. Also, click Set-up: Division/Region Names and choose “Divisions”. Setup your divisions as listed in the example below. Then, when you setup your events, be sure that each event is associated with the appropriate Division # of your meet.

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<tr>
<th>Div. #</th>
<th>Code</th>
<th>Division Name</th>
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</table>

2. Event Numbers: The event numbers must be used to ensure that we can merge your meet with the state meet database. Be sure and use your conference event numbers.

3. School Codes: The school codes must be used for the Hy-Tek program to work properly. The school code and the school name must be identical on the UIL list. Do not put “HS” or “High School” after the school names. The Hy-Tek program does not identify the school unless both of these items are typed correctly.

Data Entry Checklist
1. Please check that all athlete names are spelled correctly with correct capitalization (ex: John Doe is correct... NOT John doe or JOHN DOE).
2. The “year in school” should be included for each athlete in the following format: 09 for 9th grade, 10 for 10th grade, 11 for 11th grade and 12 for 12th grade.
3. Relay team members and any alternates (maximum of 6 names) must be included in the database. ALL NAMES SHOULD BE ENTERED AT THE REGIONAL LEVEL.
4. The use of relay cards for final declaration is highly recommended.
5. Input names of the relay team members under each relay, including the relay alternates (max of 6 names).
6. Field Event Results must resolve all ties through 6th place using NFHS tiebreaker rules (p. 21-23 of the regional director’s manual).
7. **MUST** run an entry list report before prelims & finals to determine if any event limitations exist for an athlete

* To create an “Entry List Report” for checking on any event limitation violations:
   1. On the Hytek menu, click “Reports” and select “Entry Lists”
   2. At the top left, select a gender to create a report for
   3. At the bottom left, under “Report Type”, select “Entry List”
   4. Moving to the right, under “Primary Sort”, select “Team”
   5. Moving to the right again, under “Options”, select “Athletes + Relays”
   6. Moving to the right again, under “Format”, select the following:
      a. “Description and Mark”
      b. Checkmark the box for “One Column”
      c. Checkmark the box for “Separate page each team”
   7. Now click on the tab labeled “Include in Report” (near the bottom middle)
   8. Put a checkmark for the following items:
      a. “Include alternates”
      b. “Line space between athletes”
      c. “Include if no Competitor #”
   9. Now go to the top right and click on “Create Report”
10. Repeat this for both genders

**Exporting the Meet Database backup zip file from the Hy-Tek Meet Manager (after the meet to Jim Kaiser):**

1. Under “File”, choose “Backup,” double click on C:\ as the place to save file to, then click OK. (It will save the backup zip file in your C:\ drive).
2. A “Backup Options” box will popup, click OK. (The boxes for “include a message” & “lock the database” should NOT be checked.
3. When the “Completed” box pops up, remember the zip file name that was created, then click OK.
4. Email and attach that saved zip file to the UIL at: jimkaiser@mindspring.com (Attach the zip file that you saved in your C:\ drive-it should start with Tfmm2Bkup...)

If you have any questions regarding these instructions, please contact Jim Kaiser at jimkaiser@mindspring.com or (859) 492-9990.

Other questions can be referred to Traci Neely, Track and Field Director, at tneely@uiltexas.org or (512) 232-0882.
SUGGESTIONS FOR TRACK AND FIELD MEET DIRECTORS

Pre-event Planning
A. Secure Needed Facilities.
B. Pre-Meet Administrative Details.
   1. Mail out school information.
      a. List date, time, location of meet.
      b. List entry fees.
      c. Give instructions for entries.
      d. Give preliminary order of events and time schedule.
      e. List of present track and field meet records.
      f. Scoring system.
      g. State admission prices.
      h. Description of facilities.
      i. Lodging and meal information.
      j. Coaches’ meeting.

   2. Secure necessary meet officials.
      a. Meet director.
      b. Referee/starter/assistant starter.
      c. Announcer (the key person in your meet).
      d. Clerk of course.
      e. Assistant clerks.
      f. Head timer -- two assistants per place.
      g. Head finish judge -- two assistants per place.
      h. Clerk of field events -- one head judge and minimum of one assistant per field event.
      i. Inspectors (from 6 to 10).
      j. Scorers.
      k. Awards steward (coordinates all awards ceremonies, checks to see that all awards are accounted for; handles court of honor if applicable).

   3. Secure necessary auxiliary personnel (non-officials).
      a. Gates -- ticket sellers and takers.
      b. Field supervisors -- keep all unauthorized people out of the infield.
      c. Security -- to control spectators and traffic.
      d. Locker room attendants -- watch all contestant dressing areas.
      e. Program sellers.
      f. Concessions.
      g. Check in staff -- at contestant entrance.
         (1) Have coaches envelopes.
         (2) Check spikes and sell when necessary.
         (3) Collect relay cards.
      h. Trainer.
      i. Runners -- both running and field events.
      j. Hurdle setters, pit crews (minimum of three per each field event).

C. Details of Meet Preparation
1. Final Events.
   a. List by school with best performances.
   b. Determine the number of heats or sections necessary.
   c. Seed on basis of district final times.
2. Prepare final time schedule based on the above entries.
3. Print programs.
4. Fill out heat and event cards -- be sure to print and include first name and school.
5. Make out master scoring charts.
6. Make preparations for entering results as they come in.
7. Prepare coaches packets (programs, relay cards, contestant numbers and pins, if used).
8. Unpack awards immediately upon arrival to check for correctness and breakage.

D. Publicity (newspapers, radio, TV).
1. Keep media well-informed.
2. Press passes could be issued.
3. Reserve parking, if possible.
4. Use displays, posters, etc. around the school and in the community.

E. Equipment and Facilities Necessary.
1. Control center (press box, tent, roped-off area).
   a. Tables and chairs.
   b. Public address equipment.
   c. Computers and printers.
   d. Extra numbers and pins, when needed.
   e. Programs for officials.
   f. Paper, masters, pencils, markers, staplers, staples, paper clips, clipboards.
   g. Stopwatches (2 for each place to be timed, plus spares) or fully automatic timing system.
   h. Wind gauges (2).
2. Running events.
   a. Hurdles in proper areas.
   b. Inspector flags.
3. Field events.
   a. Crossbars.
   b. Rakes and pit levelers.
   c. Certified weights.
   d. Tapes (minimum of 3 -- 50 feet; 1 -- 100 feet; 2 -- 200 feet).
   e. Distance markers.
4. General Equipment.
   a. Ladder for pole vault area.
   b. Awards stand.
   c. Judges stands at finish lines.
   d. Crossbar risers.
   e. American flag and recording of National Anthem.
   f. Medical and first aid.
      (1) Doctor in attendance or on alert.
      (2) Rescue squad on alert.
      (3) First aid equipment available.
      (4) Trainer.

Conducting Event:
A. Before arrival of participants.
1. Check in teams -- supply of correct size spikes, wrenches, etc.
2. Have all equipment at areas for warm-ups.
3. Designate warm-up areas for relay teams, etc.
4. Have tickets, gate change, concession supplies ready.
B. After arrival of participants.
1. Coaches fill out relay cards.
2. Prepare cards for the clerks.
3. Have all information and supplies ready for the officials as they report to a control center.
C. Details of meet preparation.
1. Final events.
   a. List by school with best performances.
   b. Determine the number of heats or sections necessary.
   c. Seed on basis of preliminary time.
2. Prepare final time schedule based on the above entries.

D. During Meet.
   1. Opening ceremonies -- raise flag, play national anthem, introduce any dignitaries.
   2. Have runners stay close to the clerks and head finish judge. Also use runners to check on outstanding performances at all field events as they progress.
   3. Be sure announcers give all information pertaining to the event.
      a. Entries in each lane with school.
      b. Give record plus best performance to date (may give state or national records).
      c. Report the results of each race, trials and finals, giving all times, heights or distances available.
   4. Scorers will seed qualifying personnel from trials to semi-finals or finals.
   5. Enter the results as soon as the event is completed and the cards have been checked.
   6. Present awards as final events are completed.
   7. Duplicate results as the meet progresses so that they are complete and ready for distribution at the conclusion of the field event.

Post-Event Responsibilities:
   A. Compile all results, noting new records for filing. Contact media.
   B. Be sure that copies of the results are faxed to the UIL office immediately following the meet.
   C. Make notes immediately on how the meet could be improved in the future.
   D. Return any articles left behind by competing schools.
   E. Send out notes of appreciation to all those who helped in the running of the meet.
UNIVERSITY INTERSCHOLASTIC LEAGUE
TRACK AND FIELD RESULTS FORM

Date ___________________________  Site _________________________________________

Meet Director ______________________________

Email ___________________________  Cell _______________________________________

Results Coordinator ______________________________

Email ___________________________  Cell _______________________________________

CHECK ONE:
□ DISTRICT  □ GIRLS
□ AREA  □ BOYS

Conference ________
Region ________
District ________

Please fax or email results to the director of the next highest meet and keep a copy for your files. A school may enter in the next higher meet only the same individuals and in the same events as qualified in the preceding meet. If a qualified contestant cannot participate in the next higher meet, then an alternate place winner shall be notified by the Athletic Director and certified to the director of the next highest meet. Give full first and last names (no initials or nicknames). Relays qualify by schools and personnel may be changed from one UIL meet to the next.

*** RUNNING EVENTS ***

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3. 800-Meter Run:

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4. 110-Meter High Hurdles:

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7. 400-Meter Dash:

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8. 300-Meter Intermediate Hurdles:

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9. 200-Meter Dash:

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### 11. 1-Mile or 1600-Meter Relay:

1. City and School ________________________________

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### FIELD EVENTS

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<tr>
<th>CITY/SCHOOL</th>
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<tr>
<td>1. Discus:</td>
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<tr>
<td>2. High Jump:</td>
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#### 1. Discus: Distance

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#### 2. High Jump: Height

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#### 3. Long Jump: Distance

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#### 4. Pole Vault: Height

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#### 5. Shot Put: Distance

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6. Triple Jump: Distance

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