***Coaches: The Coaches Handbook for the 2024 UIL Region IV, 2A & 4A Regional***

 ***T&F Meet will be posted soon the UIL website – Regional Sites.***

 **ENTRY PROCEDURES FOR THE 2024 UIL REGIONAL TRACK & FIELD MEET**

 **UIL REGION IV – CONFERENCE 4A AND CONFERENCE 2A**

 **New in 2024: Entries will be submitted in milesplit.com**

 **Make sure you have an account created in MileSplit for your school**

 **Deadline for coaches to submit their entries: Monday, April 15, 2024 at 12:00 P.M.**

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**INSTRUCTIONS FOR THE COACHES**

**Each school is responsible for entering their qualified athletes.**

* Enter each qualifier’s full first name and last name – No initials or nicknames.
* Be sure to enter your athletes in the correct Gender, Conference & in UIL Region IV.
* **Enter your athletes’ Official Performances from the AREA T&F MEET.**

Do Not: Round-Off times/distances. Enter all times to the 1/100 of a second.

* **Check all of your school’s entries made in MileSplit for complete accuracy.**

**Important:**  *The Area Meet Directors will not enter your school’s qualifiers for the Regional Meet.*

 *Your athletes are* ***not entered*** *in the Regional Meet unless you submit them in MileSplit.*

**Verification of Entries**: Each school’s entry made in MileSplit must correspond correctly with the Official Area T&F Meet Results sent from each Area Meet Director.

This includes Name, Event, Place, Time or Distance.

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 **INSTRUCTIONS FOR THE AREA T&F MEET DIRECTORS**

* Send the complete 2024 Area T&F Meet Results to:david.brock@tamuk.edu. **FAT only.**

 Top Eight (8) finishers in each event. **NO TIES in any events, Places 1-6.**

* Full First Name and Last Name. No initials or nicknames.
* Include any **wheelchair entries & results** from your Area Meet.
* Send the Official Meet Results to each school that participated in the Area Meet.
* **Note**: The Area Meet results we receive from each Area Meet Director are for verification purposes only. Each school is responsible for entering their school’s qualifiers for the Regional Meet in MileSplit.

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 **SUBSTITUTIONS**

 **DEADLINE: TUESDAY, APRIL 16, 2024 at 10:00 A.M.**

* The coach or school administrator of alternates who move into qualifying positions will notify their Area T&F Meet Director to declare that their athlete will compete at the Regional Meet.
* The Area T&F Meet Director will then notify the Regional T&F Meet Director of the substitution. (Scratch & Add)
* Coaches do not need to send in changes of a relay team member .