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- ✓ DO NOT assume how things will work, read all instructions given with meet information.
  - ✓ DO NOT wait until heat sheets are available to ask questions. Get clarifications as soon as meet info comes out.
  - ✓ DO NOT wait until the last minute to start the entry process in case an emergency comes up last minute. It happens, plan ahead.
  - ✓ Take personal responsibility to do what is asked of you in regards to entry, performance sheets, heat sheets, etc. Double and triple check yourself. Have another coach/parent help. This may mean checking a website as directed in meet information. Be sure to follow all instructions given on the meet information for these processes. If items are not corrected by timelines outlined in meet information they become the coaches responsibility to accept them as is. You have to handle the consequences of same. Failure to follow instructions may cause athletes to not be allowed to compete.
  - ✓ It is not the meet/entry coordinator's responsibility to check your entries for correctness as you entered them.
    - Sectional hosts do not check this nor do any other timing companies, entry coordinators, meet hosts. It is the coach's responsibility. (See above)
  - ✓ Treat every meet as if it follows IHSAA Sectional rules, unless you are told otherwise.
  - ✓ Enter your ENTIRE roster into the meet, every athlete on your team, do not leave anyone off. Once submitted no adds will be allowed.
  - ✓ Most meets will allow 2 active entries + 1 alternate per event. Make sure you know and adhere to whatever the entry limits are. Relays may allow you 2 to 4 alternates. Make sure you check on this and enter properly.
  - ✓ Athletes are allowed up to 7 events TOTAL each, including relays. Being an alternate counts as an event but may only compete in 4 max events. Be sure you know the rules for this.
  - ✓ **Entrant:** Active. When you submit your entry, this is the person you believe will compete for you in the meet in that event.
  - ✓ **Alternates:** An alternate is the person (s) (see meet info to know how many allowed) you list in an event to take the place of one of your 'active' entrants should they not be able to compete for any reason. An alternate is the ONLY person allowed to replace an active entrant. When a scratch is made, the alternate will replace in the same heat/lane as the person they replace. Specify, as meet information requests, your alternates in each event. If not specified, ASK entry coordinator/host before you submit your entry! If you list no alternate you will simply run with fewer athletes in the given event should you have to make a scratch.
  - ✓ Once your entry is submitted, changes to your alternates/active entrants are not allowed unless you have Medical documentation stating one of the same is medically ineligible. This must be submitted to meet management/entry coordinator for this change to happen. It must come from school trainer or medical MD, and it must be done prior to scratch meeting.
  - ✓ Enter legitimate times/marks/distances for each entered athlete; leave alternates as NT/NM/ND.

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- ✓ **Performance (Perf) Lists:** Once posted or received, coaches are responsible for checking to be sure it is as they entered it, including: all team members listed, genders correct, entered into correct number of allowed events, times/marks/distances (no improvements from entry date - only mistakes corrected), number of athletes entered into each event. Allowable changes include: injury changes with proper medical docs, mistakes of too many events for an athlete, too many in an event, time/mark/distance corrections (i.e., 2.04 in an 800 should be a 2:04.00. Changes that are NOT ALLOWED include: changes/additions in alternates, entered athletes non-medical reasons, time/mark/distance updates. (These are considered unfair to competition as you have seen the line-ups/possible seeds and can be construed to be manipulating competition even if it is not your intent.)
  - ✓ **Heat Sheets:** will be posted (see meet info). Double-check that your corrections are done. Ask any final questions at this time.
  - ✓ Once heat sheets are posted/received, depending on the meet instructions, you may begin to send scratches to the entry coordinator as meet info requests. (For Alpha Timing, this is always up until 1 PM meet day via email to michelle@alphatiming.net)
  - ✓ **Scratches:** be sure to get them all in as the meet information stipulates (usually by the end of the coaches/scratch meeting at the latest). If they are not made and an athlete fails to show for an event, the athlete is no longer eligible for any remaining competition from that point forward, including any finals, remaining field attempts, and relays. Remember: ONLY ALTERNATES can replace active entrants who scratch.
  - ✓ **Uniforms:** All athletes must wear SCHOOL-approved uniforms in all competition, including prelims and finals. All girls and boys must leave their uniform on and shirts pulled down in the competition areas at all times. Shorts may not be 'rolled' and shirts must touch the top of the shorts/bottoms at the beginning of competition. Anyone removing any portion of their uniform in the competition area may be disqualified.
  - ✓ Mistakes should be corrected when Performance Lists are posted. By the time heat sheets are released, entries stand 'as is'. Corrections attempted at the scratch meeting or after are too late.
  - ✓ Warmups in field events may only take place when the FE official or Team Coach is there at the event. Once the event concludes all athletes must leave the area for the balance of the meet.
  - ✓ NO ELECTRONICS may be worn or used by any competing athletes in ANY competition area from time of arrival until time leaving. This includes around any field events and applies to student managers also, safety reasons. Cell phones, headphones, ear buds, etc are all electronic items. Tell your athletes/kids to leave them in your team camp.
  - ✓ Discus should be measured to the nearest LESSER full inch, other FE's to the nearest lesser ¼"
  - ✓ HJ/PV ties are broken first at the height last cleared; if still tied then you go back to the OVERALL number of misses, not just the next previous height.