RUNNING A MIDDLE SCHOOL TRACK & FIELD MEET
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a. Walk before you can run. Host an intra-squad meet (red team vs blue team) before you host a 3-way
meet with other schools.

b. Find a track that is available. This may be harder than it appears. Talk to AD at high schools.
   1. Track unlocked – bathroom access
   2. PA system and operator
   3. Equipment available for hurdles, long jump, high jump
   4. Are flags (red/white, for signaling) available?
   5. Will a timing stand be set up?

c. Does the high school have rules affecting:
   1. Charging admission?
   2. Who runs concessions?
   3. Parking for buses, parents
   4. Clean-up and closing the facility

d. Invite teams well in advance so they add you to their schedule. Confirm 10 days before, because
middle schools are not the most organized places.

e. Get a rule book
   1. An old one from a high school coach
   2. A new one from Nat’l Fed. of State High School Assoc. www.NFHS.org (see vendors in lobby)

f. Know basic rules (in order of common misunderstandings).
   1. Throws
   2. High jump
   3. Relays
   4. Long jump
   5. Sprint false starts
   6. Uniforms & jewelry
   7. Distance events

g. Know local customs, common MS modifications
   1. Boys Hurdles: 100m or 110m? 30" or 33"
   2. Shot put: 6lb, 8lb, or 2kg,
   3. Discus: 1kg, 1.5kg, 1.6 kg
   4. High jump: Starting height 3'6" to 4'6."

h. Order of events is set out in rule book and is fairly standard, except middle schools generally do not
run the 3200 or pole vault.

i. Decide which rules to modify
   1. High jump -- boys & girls together; conflict with other events
   2. False start rule
   3. Relay uniform rule
   4. Long jump takeoff board position

j. You get to set meet procedure.
   1. Order of field events
   2. Extra heats so slower kids compete.
   3. High jump starting heights
k. Don’t forget to order ribbons -- online or check local trophy store.

l. You will need around 25 people to staff a meet. Thirty is even better. Experience is helpful, but really only required for the starter.
   a. IHSAA licensed officials. Call and ask. There are regional associations.
   b. Ask high school coach/AD
   c. High school track team members
   d. Parents

m. Staffing:
   1. A meet director. Find someone who has done it before.
   2. A clerk of the course. Handles rosters, check-in, lane assignments, getting kids to starting line.
   3. A starter
   4. A scorer to collate results and prepare ribbon packets
   5. Timers:
      a. Two for distance (official and back-up) with stopwatch capable of multiple times.
      b. Eight timers (one per lane) for sprints. Each needs a stopwatch or a timer button if using the Ultrak system.
      c. IMPORTANT: If you’re using volunteer timers with individual watches, they will need to practice in order to avoid a delay between the gun and when they start their watches in the 100 and 200 where they have to press start at the sign of smoke, not the sound of the gun.
   6. Long jump: At least two, preferably three people. One person to watch foul line and write down distances, two to measure. Long jump also needs a rake and a flexible measuring tape.
   7. High jump: At least one, preferably two people. It goes faster with two people resetting the bar. You also need a measuring tape to verify the height of the bar.
   8. Discus: Two people and a 200-foot measuring tape (some middle school kids can throw more than 100 feet). If you can find them, some little flags to mark where the disc lands.
   9. Shot put. Two people and a 50-foot measuring tape. Some little flags if you can find them.
   10. 4x100 relay. Three corner judges to watch for exchanges outside the exchange zone. Ideally they each need a red and white flag so they can signal fair or foul.
   11. Finish line. Two people to keep the kids in order of finish and write down names & times
   12. A PA announcer.
   13. A runner who takes messages back and forth. can be one of the relay judges.
   14. A head of the hurdles crew who will supervise setting up and taking down hurdles. Can be one of the relay judges.

n. If using parent volunteers, consider a practice meet where your kids go through their events and your crew practices their tasks.

o. Two-way radios are useful for communicating with the PA announcer as to when to call the events.

p. Remember that you cannot be in 2 places at once. You can’t be head coach and meet director.

q. Prepare a set of meet instructions and send them out a week ahead. Sample on the next page.
ST. CHARLES SCHOOL TRACK & FIELD
DUAL MEET vs EDGECWOOD
April 12, 2012 at 5:30 pm

Location: Bloomington High School North
Questions: AD Kristin Mitchell, kmitchell@stcharlesbloomington.org
Setup: The visiting team should set up in the picnic table area next to the track. Please do not enter the track itself until the high school team is finished practice.

ORDER OF EVENTS
1. Girls shot put, boys discus, girls high jump, boys long jump
2. Girls discus, boys shot put, girls long jump, boys high jump
3. 2400m run (girls and boys run together).
4. 100m low (30") hurdles
5. 100m dash.
6. 1600m run.
7. 400m relay (4x100)
8. 400m dash.
9. 800m run
10. 200m dash.
11. 1600m relay (4x400)

Notes:
1. Each athlete may participate in up to 4 events, including exhibition heats.
2. Girls run first, then boys.
3. You may enter 4 runners for the varsity heat in the hurdles, 100m, 200m and 400m. We will also run exhibition heats.
4. You may enter an unlimited number of runners in the 800, 1600 and 2400.
5. You may enter 4 teams in the relays.
6. You may enter 6 athletes in each field event. Three attempts will be allowed.
7. There will be a long jump exhibition competition after varsity girls and boys have jumped. You may enter an unlimited number of athletes. Two jumps will be allowed. The foul line will be 4 feet from the pit.
8. Starting heights for high jump are 3'8" for girls and 3'10" for boys. The bar shall move up in 2-inch increments until only 2 jumpers remain, and then in 1-inch increments. A jumper may pass any height, but must clear the first height attempted or is disqualified.
9. Boys will use an 8-lb shot; girls will use a 6-lb shot, which will be provided by St. Charles.
10. Boys and girls will use a 1 kg. discus, which will be provided by St. Charles.
11. Spikes up to 1/4 inch are permitted.
12. Each team shall provide its own starting blocks
13. False starts: A runner is disqualified upon the second false start, not the first
14. Scoring is 5-3-1 for individual events, and 5-0 for relays.
15. The meet will be conducted by the rules of the National Federation of State High School Associations except as modified by these instructions.