



2025 MHSAA REGIONAL TRACK & FIELD Tournament Plan – Key Points of Review

- The MHSAA Tournament is conducted in four equal Divisions by enrollment. Track & Field Regionals have boys and girls competition together
- **ALL** Regionals are required to use FAT and will eliminate one round of competition in the 110m/100m hurdles, 100m dash, and 200m dash. The first round for these events will be conducted following the 3200m relay (1st running event).
- **Entry due date for electronic entries, in all Divisions is 11:59 p.m. on May 13, 2025**
- **A maximum of THREE INDIVIDUALS may be listed by a school for each bona fide team in EACH INDIVIDUAL EVENT at Lower Peninsula Regional Meets. Only two, however, may compete unless all three or more have met the additional qualifier (AQ) standard. AQ standards may be found on the MHSAA website.**
- **All times, distances, and heights shall have been achieved prior to 11:59 p.m. on May 13. Times must be entered as FAT times to the hundredth (.00) and must represent true times. (No relay splits or estimates!)**
- Times must be entered as FAT times to the hundredth (.00) or handheld equivalent (e.g. 10.23 hand time is first rounded up to 10.3, then add .24=10.54 converted time) Entries for which times were not submitted or for which false times were submitted, are to be placed in the slow heat or without seeding consideration. All times must be from the current outdoor season, and if questioned, the entering coach must provide the date, location, and opponent when the time was achieved.
- **2025 Early Qualification (EQ) – LP Only**

EQ Meets: Must be MHSAA-approved, use FAT, have 2 officials, 6+ full teams, and be held before **May 14**.

EQ: Auto-qualifies athlete for LP Finals if the standard is met at the approved meet (must run final in 100m, 100/110H, 200m).

SQ: Qualify at Regionals by hitting standard (finals for running, any round for field).
- All legal throws in the shot put and discus must be measured after each throw using the **1-1-1 format**.
- **REMINDER** - Host managers may choose the computer software/program for meet entries and meet operations. All meet results will be electronically sent to MichiganTrackandField.com immediately following the Regional Meet.
- The MHSAA has established a **Track & Field category for adaptive and wheelchair participants** in four events. These events will include the 100m, 200m, 400m, and shot put. Managers will receive medals for these athletes directly from the MHSAA prior to the competition.
- **ADMISSION/TICKETS** – All tickets will be digital, sold via GoFan, and cost \$7.00. A mobile device is required. Links for GoFan will be on each site hosts GoFan account found at www.GoFan.co
- **Field Events – ODD YEARS:** Boys discus, pole vault and long jump first. (Followed by Girls discus, pole vault and long jump) Girls shot put and high jump. (Followed by Boys shot put and high jump.)
- Officials should ensure that the Pole Vault and High Jump starting heights and raise chart is followed at all Regionals



REGIONAL TRACK & FIELD TOURNAMENTS MANAGER MANUAL (Alpha by topic, forms follow topics)

ADMISSION/TICKETS – All tickets will be digital, sold via GoFan and cost \$7.00. A mobile device is required. Links for GoFan will be on each site hosts GoFan account found at www.GoFan.co

APPEALS -The jury of Appeals shall consist of at least one meet official not involved in the appeal, the Meet Manager or their designee, one coach representing boys teams and one coach representing girls teams. The Jury of Appeals shall serve as the final authority. Any member of the Jury of Appeals who is a party to an appeal is not eligible to serve on the Jury for that appeal. The alternate selection shall replace them on the jury for that appeal. Judgment decisions may not be appealed. The attached appeal form should be used. The meet manager should select jury members.

ENTRY PROCEDURES -Schools assigned to Regionals will go to MHSAA.com for instructions on completing and forwarding entries to you to be received no later than 11:59 p.m. on Tuesday, May 13 – All Divisions LP & UP

Late entries for CLERICAL ERRORS ONLY

- \$50 must be paid before the contestant or team will be allowed to participate
- There are to be no late entries after the Regional individual positions are set
- The late fee may not be used to change any time, height or distance
- The only changes which are permitted after 11:59 p.m. the day of the entry date will be scratches or clerical errors

The times, heights, and distances listed on the entry information are for the current outdoor season only. If questioned, each coach must indicate the date, location, and opponent (school) when the time was established. Failure to comply shall eliminate the individual as an additional qualifier or from seeding consideration.

All times, distances and heights shall have been achieved prior to 11:59 p.m. on May 13. Times must be entered as FAT times to the hundredth (.00) or handheld equivalent, adjusted by +.24

Entries for whom times were not submitted or for whom confirmed false times were submitted, are to be placed in the last heat or first section (slow heat) without seeding consideration. The Regional Manager is to advise the MHSAA, in writing, of these violations.

EVENT POLICIES – Managers shall review the following policies regarding track and field events.

- The long jump preliminaries at all Regional Meets are to be conducted using an "Open Pit". Managers are to publish a starting and ending time for the Open Pit and, in addition, a starting time for the Final jumps. Only one entrance to the long jump runway is to be available to contestants. Managers will define for visiting coaches the restricted and unrestricted areas.
- The 1600-meter run, 3200-meter relay and 3200-meter run at all Lower Peninsula Regional and Final meets will use waterfall (step-up) and a one-turn stagger. The upper waterfall cut-in will be at the start of the back straightaway. The lower waterfall cut-in immediately.
- Schools may furnish their own starting blocks for Regional and Final competition.

- Regionals must use FAT and eliminate one round of competition in the 110m/100m hurdles, 100m dash and the 200m dash. The first round for these events will be conducted following the 3200m relay (1st running event).

MHSAA Track & Field – Adaptive and Wheelchair Events

The MHSAA Regional and Final Track & Field tournaments will include a designated **Adaptive and Wheelchair Division** for eligible student-athletes. Four events will be offered in this category:

- 100 meters, 200 meters, 400 meters, Shot Put

Eligibility Requirements:

- Participants must be **eligible team members** and meet all standard **MHSAA eligibility criteria**.
- Athletes must be listed on their school's **Master Eligibility List**.

Participation Requirements:

- **Regional Meet:** To compete in a wheelchair event at a Regional meet, a student must have participated in that same event at two regular-season **meets**.
Example: To compete in the wheelchair 100m at Regionals, the student must have raced in the 100m at two regular season meets.
- **Final Meet:** To compete at the Finals, a student must have participated in the event during the **Regional meet** and at **two regular season meets**.
Example: To qualify for the wheelchair 100m at Finals, the student must have raced it during Regionals and two regular-season meets.

Awards & Recognition:

- **Individual MHSAA medals** will be awarded for each wheelchair event at both the Regional and Final levels.
- **Results will be published** on MHSAA.com alongside all other meet results.
- **Wheelchair event results will not contribute to team scores** at either the Regional or Final meets.
- Adaptive and Wheelchair heats of the 100m, 200m and 400 m will be conducted in the regular meet order of events between the boys and girls running heats of the same event. Wheelchair athletes will compete against other adaptive athletes in their heats and events for medals.
- Advancing athletes.
 1. Heat winners from each heat and then the fastest times to fill all remaining available lanes.
 2. Heats – 2 heat winners, 6 fastest times to fill available lanes
 3. Heats – 3 heat winners, 5 fastest times to fill lanes
 4. Heats – 4 heat winners, 4 fastest times to fill lanes
- Cone Markers are to be used to indicate the inside boundary of the first lane when there is a running surface to the left of the first lane.
- Each Manager determines the grouping of contestants in the Pole Vault and High Jump.
- Managers shall provide the schools assigned to their site a list of prohibited marking material, which may not be used to mark all-weather track surfaces.
- Weighing-in and measurement of Shots and Discs - Managers should provide methods and procedures for weighing of shots and discs before contestants are allowed to use them. The shot and disc should be marked to indicate that it is of satisfactory weight and measurement. All implements found to be illegal will be confiscated and held until the competition is over. As an alternative, the Games Committee may provide the implements to be used in competition.

- Each Manager is to secure a device for measuring/weighing the discus (scales and calipers), or the Host/Games Committee may provide the implements to be used in the competition.
- The field referee or head field event judge shall weigh, measure, and inspect all implements, including starting blocks.
- All legal throws in the shot put and discus must be measured after each throw **using the 1-1-1 throwing protocol.**
- Uniform Finish Lines - It is recommended that common finish lines be used wherever possible.

FINANCIAL POLICIES – All Regional Managers shall complete and submit to the MHSAA the tournament Financial Form within two weeks of the completion of the event. Forms may be obtained from the MHSAA Web site through the athletic director log-in. Allowed expenses and school payments are on the form. Substitute teachers, hospitality rooms, etc. are not allowed expenses. The MHSAA will reimburse host schools for FAT rental charges up to \$800. FAT systems may be used for the official recorded times. Questions regarding expenses not listed on the form or traditionally allowed should be directed to Cody Inglis at the MHSAA.

INJUNCTION/RESTRAINING ORDER -In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed.

LOCKER ROOM PRIVACY POLICY: Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors who discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

MEDIA CREDENTIALS – All media credentials for the MHSA Regional are issued by local tournament managers.

MERCHANDISE – Only officially licensed MHSAA merchandise may be sold at tournament events.

OFFICIALS -Separate individuals are to be secured as Starters and Referees following approval from the MHSAA. Both must be registered officials with the MHSAA and have participated in a current Rules Meeting. Anyone connected, in any way, with a competing school should not be used in either capacity. All meet officials shall wear the MHSAA Track official uniform that will identify them as officials. Regional Managers pay officials fees and a mileage fee of 40 cents per mile after a 50-mile round trip deductible. **The officials' fees are as follows: Track Starter - \$125 Track Assistant Starter - \$125 Track Referee - \$125 Track Clerk - \$125 – Field Event Referee - \$125**

PHOTOGRAPHY -Photographers – still and video – may be granted appropriate access to shoot if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events, a school may have a maximum of two authorized representatives to capture still images, one to capture moving images. Otherwise, non-credentialed commercial/freelance photographers covering the event for the sole purpose of selling those images should never be granted appropriate access to shoot at MHSAA Tournaments.

PLAYING RULES – All National Federation Track & Field playing rules apply. Watches are permitted in the MHSAA competition. Hats are allowed. Temporary Body adornment is allowed.

SCORING -Scoring - See National Federation Rule 2-I-2. (I0-8-6-5-4-3-2-1 - LP) (5-3-2-1 - UP)

SCRATCHES -Each Regional manager will accept scratches before each session is scheduled to begin. Scratches made during these periods will not count in the individual's participation limitations. However, if the competitor is not scratched during these scheduled periods and does not show up to the clerking area before that runner's position is set, the competitor will be disqualified from that event, and that event will count toward the competitor's personal limit. The Clerk of Course shall form heats following the last call for that event. Managers shall identify, in writing, the call system to be used by all competing schools.

SPORTSMANSHIP – All MHSAA Regulations regarding ejections/disqualifications for unsportsmanlike conduct by athletes and coaches apply. As stated in Regulation V, Section 3, coaches and athletes are suspended for the remainder of the competition and the next day of competition when ejected for unsportsmanlike conduct.

TIME SCHEDULES – When determining the time schedule, the following policies apply:

- Pole vault will start one hour before the established start of other events. If two equal facilities, both boys and girls may be conducted at the same time.

ODD YEARS: Boys discus, pole vault, and long jump first. (Followed by Girls discus, pole vault and long jump) Girls shot put and high jump. (Followed by Boys' shot put and high jump.)

- The only break will occur after the 100m, 100/110m hurdles and 200m running events.

Heat Sizes & Race Assignments: 800m, 1600m, 3200m, and 3200m Relay

Scratch Process:

After scratches have been made from the scratch sheets, the number of heats to be run will be determined based on the number of remaining athletes or teams.

3200m Run

- 1 heat if there are fewer than 35 competitors.
- 2 heats if there are 36 or more competitors.
 - The fastest 24 athletes plus ties will compete in the final heat.

1600m Run

- 1 heat if there are 26 or fewer competitors.
- 2 heats if there are 27 or more competitors.
 - The 18 fastest athletes plus ties will be placed in the final heat.

800m Run

- 1 heat if there are 20 or fewer competitors.
- 2 heats if there are more than 20 competitors.
 - If there are 21 to 26 competitors, the 12 fastest plus ties will run in the final heat.
 - If there are more than 26, the 18 fastest plus ties will run in the final heat.

3200m Relay

- At Regionals: Only 1 heat per gender.
- At the Finals:
 - 14 or fewer teams: 1 heat.
 - 15 to 27 teams: 2 heats, with the 12 fastest teams plus ties in the final heat.
 - 28 or more teams: 3 heats, with the 12 fastest teams plus ties in the final heat.

Waterfall Start Procedure & Placement

The following races will use waterfall starts with a one-turn stagger at all Regional and Final Meets:

800m, 1600m, 3200m, and 3200m Relay

- Cut-in point: At the beginning of the back straightaway.
- Upper waterfall (lanes 5–8): Runners must stay in their lanes through the first turn and cut in at the designated line.
- Back waterfall: Runners may cut in immediately if it does not cause interference.
- Meet managers should place visible markers at the cut-in location.

Regular Season Meets:

If desired, waterfall starts may also be used for the 800m, 1600m, and 3200m.

Final Meet Placement Based on Regional Performances

- Athletes and relay teams with the fastest Regional times will be assigned to the last (fastest) heat at the Finals.
- Assignments will continue in order of qualifying time, with earlier heats including those with slower qualifying marks.
- All races must be filled to capacity whenever possible, except for the first (slowest) heat, which may have fewer participants if needed.
- All entrants must be timed, and the eight fastest times overall—regardless of heat—will be recognized for scoring and medal awards.
- The Girl's race in an event is to be run first in all Regional and Final Track Meets in 2025. (Boys EVEN years, Girls ODD years).
- Field events may be scheduled to start up to 60 minutes before the first track preliminary at all Regional Meets, but at least 30 minutes before the first track 1st rounds. Pole Vault may start one hour before other field events.
- There must be a minimum of 30 minutes between the last jump of the girls (or boys) long jump competition and the start of the next gender long jump competition at all Regionals.
- There must be a minimum of 30 minutes between the end of the boys (or girls) high jump competition and the start of the next gender high jump competition.
- At the Regional and Final Track Meets the afternoon schedule shall begin one hour after the last 1st round event concludes, but no earlier than noon.
- The 3200-meter relay shall not be run prior to 10:00 a.m. The 800-meter, 1600-meter and 3200-meter runs will use the waterfall start at MHSAA Regional and Finals.
- The Meet Monitor should be stationed in the coaches seating area to relay concerns of coaches to the meet manager. Introduce this person to coaches.

TROPHIES & MEDALS -The delivery date for medals and trophies for all Regional Track Meets is May 13. Be sure and open all boxes to check on breakage and for correct engraving. If your medals and/or team trophies have not arrived by May 13, please notify ESCO, the MHSAA trophy/medal company at 1-800-852-4266. Duplicate medals and winning team trophies will be awarded in case there are ties. (see Extra Medal Order Form)

UNMANNED AERIAL VEHICLE (DRONE) POLICY - The use of unmanned aerial vehicles ("UAV"), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

WEATHER POLICY -When teams are delayed in arriving at tournament sites because of inclement weather:

- Management is encouraged to consider delaying competition for a few hours and/or playing games/matches in brackets of teams/individuals that are present and prepared to participate.
- If, after a reasonable delay, fewer than 60% of the scheduled teams/individuals have not arrived, the tournament must be rescheduled.
- If 60% or more of the scheduled teams/individuals are present, the tournament is to be conducted on the day scheduled.

YOUTH PROTECTION POLICY - During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials, or any other personnel to follow local school District policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing, and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

CONCUSSION PROTOCOLS -“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” This language appears in all National Federation sports rule books reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. Some sports rules required officials to remove from play any athlete who was “unconscious or apparently unconscious.” This new language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.

2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.

- An MD/DO/PA or NP may clear the individual to return to competition.

- The clearance must be in writing.

- The clearance may not be on the same date on which the athlete was removed from play.

- An official report shall be filed with a removed player's school and the MHSAA.

4. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision not to allow an athlete to return to competition may not be overruled.

MEDICAL EMERGENCY POLICY-Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, students, and adult spectators for competitions conducted in school facilities. It is advised that AED devices be readily available during tournament competitions. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed. When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:
 - Student, coach and spectator shelter for outdoor events
 - Host facility emergency equipment such as AED's, fire escape, etc.
 - Emergency communications, i.e. phone numbers, school administration contact
 - Coordination with facility management regarding evacuation, first aid, on-site responsibilities
 - Medical transport or first responder contact procedures
 - Proximity/directions of nearest medical facility

SAMPLE SEEDING PROCEDURE

(100-200-110 H.H.-100 L.H.)

Before Scratch Sheets
110 High Hurdles

SCHOOL	RE-SEED	
1. Robb	(Mid.) 15.0	(1)
2. Lemerou	(T.C.) 15.1	(2)
3. Kalil	(C.H.) 15.3	(3)
4. Manderbach	(CL.) 15.5	(4)
5. Goslin	(USA) 15.6	(5)
6. Bala	(MID.) 15.6	(6)
7. Grettenberger	(Cad.) 15.6	(7)
8. Yonke	(USA) 15.7	(8)
9. Mogenborg	(Shep.) 15.8	(9)
10. Olson	(T.C.) 16.0	(10)
11. Jardis	(Merrill) 16.0	(11)
12. Weldon	(Cl.) 16.1	(12)
13. Gibbs	(Cad.) 16.3	(13)
14. Hickey (Kevin)	(M.P.) 16.4	(14)
15. Phillips	(Beav.) 16.5	
16. Kelke	(Harr.) 16.7	(15)
17. Kendall	(Fr.) 16.8	(16)
18. Johnson	(Hem.) 16.9	(17)
19. Bluntschly	(Beav.) 16.9	(18)
20. Weyandt	(Mid.) 17.0	
21. Shull	(Harr.) 17.1	(19)
22. Jacobs	(Merrill) 17.3	
23. Hickey (Kyle)	(M.P.) 17.4	(20)
24. Redifer	(Hem.) 17.5	(21)
25. Wellington	(H.L.) 18.0	
26. Stuart	(H.L.) 18.2	(22)
27. Vondette	(Carr.) 18.9	(23) (Entrants)

- Scratches from the Scratch Sheets are entered; those remaining are numbered from top. (Re-Seed column)
- At the marshalling area, entrants are given numbers as entered by their name after the scratches are entered.
- Divide the number of entrants by the number of lanes available to determine the number of heats needed.

EXAMPLE ABOVE: 8 23 entrants = 2 heats + 7 extra or 3 heats

- Legend for semi & Finals: 1a=fastest first place runner

1b=second fastest first place runner

2a=fastest second place runner

2b=second fastest second place runner

2c=third fastest second place runner

etc.

	Lane	8	7	6	5	4	3	2	1
Heat one:		8b	6b	4b	2b	1a	3a	5a	7a
Heat two:		8a	6a	4a	2a	1b	3b	5b	7b

RELATIVE LANE/HEAT ASSIGNMENT FORMAT S A-M-P L E

	LANE1	LANE2	LANE3	LANE4	LANE5	LANE6	LANE7	LANE8
HEAT 1	49	33	17	1	16	32	48	
HEAT 2	50	34	18	2	15	31	47	
HEAT 3	51	35	19	3	14	30	46	
HEAT4	52	36	20	4	13	29	45	61
HEAT 5	53	37	32	5	12	28	44	60
HEAT 6	54	38	22	6	11	27	43	59
HEAT 7	55	39	23	7	10	26	42	58
HEAT 8	56	40	24	8	9	25	41	57

SAMPLE SEEDING PROCEDURE

(300 L.H. - 400-meter Relay, 800-meter Relay & 1600-meter Relay)

SAMPLE

	SCHOOL		RE-SEED
1. Lockwood	(Fr.)	50.2	(1)
2. Musolf	(Mid.)	50.9	(2)
3. Pluda	(Glad.)	51.0	(3)
4. Whiting	(T.C.)	51.7	(4) Section 4
5. Dempsey	(Far.)	52.0	(5) (8)
6. Lasich	(T.C.)	52.0	(6)
7. Knoertzer	(Cad.)	52.5	(7)
8. Olson	(M.P.)	52.5	(8)
9. Warren	(Mid.)	52.6	
10. Smith	(C.H.)	52.6	(9)
11. Tolfree	(A.F.)	52.7	
12. Simon	(Shep.)	52.7	(10) Section 3
13. P. Card	(Fr.)	52.9	(11) (8)
14. Rolls	(Harr.)	52.9	(12)
15. Hurrell	(A.F.)	53.1	(13)
16. Brines	(Cad.)	53.3	(14)
17. Hurst	(Carr.)	53.5	(15)
18. Winter	(USA)	53.5	(16)
19. Salyers	(Hale)	53.8	(17)
20. Branham	(Far.)	54.0	(18) Section 2
21. Jones	(Cad.)	54.0	(19) (8)
22. Murphy	(T)	54.0	
23. Hensler	(Carr.)	54.1	(20)
24. Baxter	(M.P.)	54.2	(21)
25. Hoover	(T)	54.2	
26. Shell	(C.H.)	54.4	(22)
27. Brubaker	(Beav.)	54.5	(23) Section 1
28. Morrow	(Lk.V.)	54.6	(24) (3)
29. Fitch	(Hem.)	54.9	(25)
30. K. Moggenborg	(Shep.)	54.9	(26)
31. Massey	(E)	55.0	
32. M. Eisenhower	(Cl.)	55.1	(27)
			(27 Entrants)

1. Scratches from the Scratch Sheets are entered; those remaining are numbered from top. (Re-Seed column)
2. Divide the number of entrants by the number of lanes available to determine the number of sections needed.

EXAMPLE ABOVE: 8 Lanes 27 Entrants = 3 Sections + 3 extra - 4 Sections

3. All sections except the first and/or second sections are to be full sections. The first section would have three people while the other three sections would have eight runners each (eight-lane track). If there is only one person for the first (Slowest) section, then the slowest runner in section two is placed into section one so that no one ever has to run alone. The second section would have one lane open.

4. Once the section assignments have been made, lane assignments are according to Rule 5, Section 6, Article 5.

Heat Sizes & Race Assignments: 800m, 1600m, 3200m, and 3200m Relay

Scratch Process:

After scratches have been made from the scratch sheets, the number of heats to be run will be determined based on the number of remaining athletes or teams.

3200m Run

- 1 heat if there are fewer than 35 competitors.
- 2 heats if there are 36 or more competitors.
 - The fastest 24 athletes plus ties will compete in the final heat.

1600m Run

- 1 heat if there are 26 or fewer competitors.
- 2 heats if there are 27 or more competitors.
 - The 18 fastest athletes plus ties will be placed in the final heat.

800m Run

- 1 heat if there are 20 or fewer competitors.
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 - If there are more than 26, the 18 fastest plus ties will run in the final heat.

3200m Relay

- At Regionals: Only 1 heat per gender.
- At the Finals:
 - 14 or fewer teams: 1 heat.
 - 15 to 27 teams: 2 heats, with the 12 fastest teams plus ties in the final heat.
 - 28 or more teams: 3 heats, with the 12 fastest teams plus ties in the final heat.

Waterfall Start Procedure & Placement

The following races will use waterfall starts with a one-turn stagger at all Regional and Final Meets:
800m, 1600m, 3200m, and 3200m Relay

- Cut-in point: At the beginning of the back straightaway.
- Upper waterfall (lanes 5–8): Runners must stay in their lanes through the first turn and cut in at the designated line.
- Back waterfall: Runners may cut in immediately if it does not cause interference.
- Meet managers should place visible markers at the cut-in location.

Regular Season Meets:

If desired, waterfall starts may also be used for the 800m, 1600m, and 3200m.

Final Meet Placement Based on Regional Performances

- Athletes and relay teams with the fastest Regional times will be assigned to the last (fastest) heat at the Finals.
- Assignments will continue in order of qualifying time, with earlier heats including those with slower qualifying marks.
- All races must be filled to capacity whenever possible, except for the first (slowest) heat, which may have fewer participants if needed.
- All entrants must be timed, and the eight fastest times overall—regardless of heat—will be recognized for scoring and medal awards.

Waterfall and Double Waterfall Start Guidelines
(Applicable to the 800m, 1600m, 3200m, and 4x800 Relay)

General Cut-In Procedures:

The cut-in procedures are similar across waterfall start formats, provided athletes are properly aligned at the start.

Single Waterfall Start:

- May be used when there are 24 or fewer entries, unless officials determine it is too crowded.
- All runners may cut in immediately after the start, provided they do not interfere with others.
- If 24 runners are deemed too many, officials may use 18 athletes as a practical limit for a single waterfall.

Seeding Tip:

For optimal flow, place higher-seeded athletes on the outermost positions of the waterfall arc. This allows them a clearer path to the inside without being obstructed by slower competitors on the outside.

Double Waterfall Start:

- Recommended when the field exceeds the capacity for a single waterfall start.
- Divide the field so that one-third (1/3) of the runners—typically the better seeds—start at the upper/front waterfall line, and the remaining two-thirds start at the back waterfall line.

Example:

- 30 competitors: Seeds 1–10 line up at the upper waterfall line, and seeds 11–30 line up at the back waterfall line.
- Again, place top seeds toward the outside of each waterfall line for a smoother cut-in.

Cut-In Rules:

- Upper Waterfall Line (lanes 5–8): Runners must stay in their lanes until the break line on the back straightaway (same cut-in line used for the 4x400 relay).
- Back Waterfall Line: Runners may cut in as soon as it is safe to do so, without interfering with others.

TRACK MEET PERSONNEL DIRECTORY

DIVISION _____ REGIONAL _____ FINAL @ _____

MANAGER _____

(Name) (Home Telephone)

CELL
PHONE _____ EMAIL _____

SUPERVISOR/CHAIRPERSON

PARKING _____

ADMISSION _____

CONCESSION _____

LOCKER ROOM _____

EMERGENCY _____

MEET WORKERS _____

FAT (timing) _____

FIELD PREPARATION _____

AWARDS & CEREMONY _____

MEET OFFICIALS _____

MHSAA CONCESSION SALES (Finals Only) _____

PROGRAM _____

PRESS STEWARD _____ TELEPHONE: _____ (Bus.)

TELEPHONE: _____ (Res.)

DO NOT RETURN TO MHSAA – FOR YOUR USE ONLY

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
1661 Ramblewood Drive
East Lansing, MI 48823

TO: 2025 Regional & Final Track and Field Meet Managers

FROM: Cody Inglis, Assistant Director

SUBJECT: REQUEST FOR DUPLICATE TROPHIES/MEDALS DUE TO TIES ONLY

Duplicate trophies will be provided to all teams **tied** for Championship (Regional), and Championship and Runner-Up (Final) at MHSAA Meets. Medals will be provided for all individuals **tied** for the medal after application of Rule 2-2 of the National Federation Track & Field Rule Book by using this form.

(For additional medals not due to a tie: send check to MHSAA
(medals are \$4 each-Regional & \$5 each-Final)

RETURN all medals not awarded to the MHSAA office as soon as possible.

DIVISION _____ **REGIONAL NO.** _____ **FINAL** _____ **Held at** _____

Manager’s Signature _____

DUPLICATE AWARD REQUEST due to ties only!
List only awards needed. Managers will award the medal(s) in their possession to one of the teams or individuals involved in the tie.
SCAN TO: Paige@mhsaa.com

PLEASE TYPE OR PRINT
TROPHY

OR						
MEDAL	DIV.	PLACE	EVENT	BOYS /GIRLS	SCHOOL	ATHLETE(S) NAME
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SCRATCH SHEET INSTRUCTIONS

TRACK & FIELD MANAGERS OF REGIONAL AND FINAL MEETS

THESE ARE MASTER SCRATCH SHEETS WHICH YOU WILL USE TO DUPLICATE FOR YOUR MEET. (Two Girls and two Boys forms)

1. FIELD EVENTS AND PRELIMINARY RUNNING EVENTS

2. FINAL RUNNING EVENTS

DUPLICATE THESE FORMS AS NEEDED

FRIDAY MANAGERS ARE TO INSERT A TIME IN THE SPACE PROVIDED AT THE BOTTOM AND *CROSS OUT* ANY SATURDAY REFERENCE.

SATURDAY MANAGERS ARE TO *CROSS OUT* FRIDAY REFERENCES.

SUGGESTED DUPLICATE COLORS

GIRLS Field Event--- Yellow

GIRLS Final-----Tan / Beige

BOYS Field Event--- Green

BOYS Final----- Gray



BOYS REGIONAL SCRATCH SHEET

FIELD EVENTS AND PRELIMINARY RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES	
Boys Discus		
Boys Shot Put		
Boys Long Jump		
Boys High Jump		
Boys Pole Vault		
Boys 100 M Dash		
Boys 110 M High Hurdles		
Boys 200 M Dash		
Boys 3200 M Relay* (4 × 800)		

DUE BY: _____ THURSDAY
 _____ FRIDAY
 _____ SATURDAY



GIRLS REGIONAL SCRATCH SHEET

FIELD EVENTS AND PRELIMINARY RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES	
Girls Discus		
Girls Shot Put		
Girls Long Jump		
Girls High Jump		
Girls Pole Vault		
Girls 100 M Dash		
Girls 110 M High Hurdles		
Girls 200 M Dash		
Girls 3200 M Relay* (4 × 800)		

DUE BY: _____ THURSDAY
 _____ FRIDAY
 _____ SATURDAY



BOYS REGIONAL SCRATCH SHEET

FINAL RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES	
Boys 800 m Relay (4 x 200)		
Boys 1600 M Run		
Boys 400 M Relay (4 x 100)		
Boys 400 M Dash		
Boys 300 M Intermediate Hurdles		
Boys 800 M Run		
Boys 3200 M Run		
Boys 3200 M Run		
Boys 1600 M Relay(4 x 400)		

DUE BY: _____ THURSDAY
 _____ FRIDAY
 _____ SATURDAY



GIRLS REGIONAL SCRATCH SHEET

FINAL RUNNING EVENTS

Coach: If you are scratching any athletes, their names must appear on this sheet. For a relay team scratch, write "scratch relay". This sheet must be turned in to the meet manager before the deadline established by the host.

School: _____ **Coach:** _____

EVENT	SCRATCHES ONLY • NO ALTERNATES	
Girls 800 m Relay (4 x 200)		
Girls 1600 M Run		
Girls 400 M Relay (4 x 100)		
Girls 400 M Dash		
Girls 300 M Intermediate Hurdles		
Girls 800 M Run		
Girls 3200 M Run		
Girls 3200 M Run		
Girls 1600 M Relay (4 x 400)		

DUE BY: _____ THURSDAY
 _____ FRIDAY
 _____ SATURDAY

TRACK AND FIELD APPEAL FORM

THE APPEAL PROCESS

1. Appeal is to reverse a ruling or correct an error.
2. Protest is to express dissatisfaction with a decision or procedure.
3. The rules address the appeal process, not "the protest."

WHAT IS SUBJECT TO APPEAL?

1. Misapplication of a rule.
2. Clerical errors in placing (30 min. Limit).
3. Team scoring errors (48 hour limit).
4. Misapplication or failure to follow a procedure in the terms and conditions of competition announced in advance.

WHAT IS NOT SUBJECT TO APPEAL?

1. Judgment.
2. Decision by finish judges/timers that does not involve misapplication of a rule.

WHAT IS THE APPEAL PROCESS?

1. Head coach shall verbally inform meet monitor.
2. Head coach shall file in writing on the appeal form.
3. Include competitor name, school, number, and specific event.
4. The specific rule.
5. A brief description.
6. Give form to meet monitor.

IS JURY OF APPEALS REQUESTED TO REVIEW THIS ISSUE? ☐ NO

☐ YES

The Jury of Appeals shall have the final Coach _____ authority.

PLEASE PRINT

EVENT _____ LANE _____

INDIVIDUAL _____ # _____

RULE REFERENCE _____

DESCRIPTION OF THE APPEAL:

Signature of Head

INSTRUCTIONS FOR TRACK & FIELD APPEAL FORM TRACK AND FIELD MANAGERS REGIONAL/FINAL MEETS

**The reverse side of this form is a master
APPEAL FORM which you will use to
duplicate for use at your meet.**

Each coach is to receive one APPEAL FORM.

Duplicate on any color paper you desire.

**You may wish to have others available in
the Press Box and from the Meet Monitor.**