



KVAC Indoor Track Championships Manual 2024


Class A – 02.12.2024

Class B – 02.13.2024

William Farley Field House

Bowdoin College

Brunswick, ME



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Introduction

This manual covers the policies specific for KVAC Indoor Track Championships that are otherwise not listed in the KVAC Rules & Guidelines, MPA Bulletin, and the NFHS rule book, or it will expand upon them. Certain items may still be covered here for emphasis or clarity.

Unless otherwise noted, everything will apply to both the Class A and Class B Championships.

Meet Administration

Meet Director

Brandon Richards

Class A Games Committee

Carolyn Court, Lewiston Cuyler Greene, Mt. Ararat Heather Hoisington, Brunswick

Class B Games Committee

Jamie Juntura, Leavitt Kevin Russell, Cony Katie Souviney, Waterville

Live Results

Live results will be available on MileSplit (live.tylertiming.com or milesplit.live). QR codes will be posted around the facility. These are not considered official results, but it is a good resource to check for clerical errors. Results are considered official once they are announced for awards (for more information, see the Protest and Appeals section).

Live Stream

Class A will be live streamed on MileSplit. A subscription is required.

Class B will be live streamed by Buzz Media on YouTube (youtube.com/@buzzmedia2005).

Scoring

The top eight places will score in all events (individual and relays). **10-8-6-5-4-3-2-1**

Submitting Entries

The KVAC uses a ranked order list for qualifying in the championship meets. Each event accepts a different number of athletes. The chart can be found in the KVAC Indoor Track Manual under [KVAC Championship Event Qualifying / Field Sizes](#).

Entries Open Sat., Feb. 3 at 8 p.m. Through Wed., Feb. 7 at 8 p.m.

Entries for all individual and relay events must be submitted via MileSplit. Coaches are responsible for verifying entries are submitted correctly and have a valid seed mark. Seed marks from ineligible meets will be automatically replaced with the next available mark by the Meet Director. If there are any issues with using the correct seed mark, please email the Meet Director to have it corrected before the entry period closes.

Once the entry period has closed, seed marks can no longer be updated for qualifying purposes. **Relays** must be declared during the entry period (one relay per team). Relay names and alternates may be declared at this point or during the preliminary review period.

It is recommended that coaches print the entry list report from MileSplit for verification.


Preliminary Performance Lists Sent Out by Thu., Feb. 8 at 8 a.m.

Preliminary performance lists for each team will be sent to team coaches once entries close. These lists will only show team entries and overall rankings. These lists will not be made public by the Meet Director. Coaches are welcome to share these lists with their teams, but must understand that they are subject to change.

Once these lists are sent out, no further entries will be accepted. It is the responsibility of the coach to make sure the events are submitted correctly. Valid seed mark corrections will only be accepted if the athlete has already qualified for the event.

The maximum number of events an athlete may participate in is three (any combination of running, field, or relay events). If any athletes qualify for more than three events, a separate list will be included with the preliminary performance list. Coaches must review this list and submit their corrections by the individual scratch deadline. If nothing is returned by the scratch deadline, meet management will take the following steps to correct the situation.

- I. If the athlete is listed in three individual events and one or more relays, they will be removed from the relay(s). **This could put a relay team in jeopardy.**
- II. If the athlete is listed in more than three individual events, they will be scratched following the listed order of events, starting with the last event (NFHS rule 4-2-2).



The relay names (minimum of four, maximum of eight) can be freely updated during this time. Substitutions will not be accepted afterward.

Scratches and Final Relay Names Due by Thu., Feb. 8 at 8 p.m.

Due to the nature of ranked order qualifying, scratches for individual events will be accepted without penalty. Full meet scratches will also be accepted. Coaches may submit any changes to the relay teams or indicate no changes necessary. Relay teams may not be added, but they may be scratched.

If a scratch is made in an event before this deadline, the next eligible athlete will automatically advance into the event. If the athlete has already qualified for three individual events, they will be ineligible to advance into another event. If the athlete has qualified for two individual events and is listed on one or both relays, they are considered eligible to advance into one more individual event. If they are advanced, they will then be removed from the relay(s).

To prevent unwanted advancement, coaches can submit individual event scratches for athletes in events where they are close to qualifying. For example, if athlete A1 is ranked 18th for the 200m (qualified), 16th for the 400m (qualified), and 13th for the 800m (next qualifier), a scratch could be made to the 800m so that they don't advance into the event. Otherwise, if there was a scratch in the 800m, A1 would automatically advance into the 800m.

Any instructions (scratches, relay names, etc.) from coaches to the Meet Director will supersede any automatic advancement. Following the above example, if the coach added athlete A1 to the 4x200m either (a) before entries closed, or (b) after preliminary performance lists were sent out, then in situation (a) meet management would add them to the 800m and remove them from the 4x200m, or (b) meet management would mark them as ineligible for the 800m and add them to the 4x200m.

Coaches should be prepared to have athletes that are close to qualifying being added to the event. Optionally, a coach may indicate that they are satisfied with who has qualified and request that no more athletes on their team advance into additional events. Once the final performance list is published, athletes that advanced into additional events will be expected to compete in those events per the scratch rule.

Final Performance Lists Published by Fri., Feb. 9 at 8 a.m.

The final performance lists will be published to the meet page on MileSplit. It will not be sent out to the coaches. Once this list is posted, only full meet scratches will be allowed. There will be no more advancement into an event if there is a scratch.

Final Scratches Due 7 p.m. at the Meet

Scratches can continually be submitted to the Meet Director prior to the meet. At the meet, all scratches must be reported to the finish line table. Once the deadline passes, the running events will be seeded. Scratches no longer need to be reported after events are seeded.

Breaking Ties for the Last Qualifying Position

If there is a tie for the last qualifying position in any individual event (running event, vertical field event, or horizontal field event), it will be broken by reviewing the next best performance from the season (from eligible meets only). If there is still a tie, the next best performance will be reviewed until the tie is broken. A legal mark beats no mark. If this method is exhausted, then the tie will stand.

Event Seeding

Field Events

Field events will be seeded prior to the start of the meet as scratches will not affect flights or attempt order. Ties will not be broken for competition order.

- I. **Vertical Events:** seeded worst to best, one flight.
- II. **Horizontal Jumps:** seeded worst to best, one flight. Four attempts each.
- III. **Throws:** seeded worst to best, one flight. Three attempts in the preliminary round. The top nine will advance to the final round for another three attempts.

Running Events

Running events that start in lanes will be seeded once the final scratch deadline closes (see above). Distance events (800m and up, including the 4x800m Relay) will be seeded prior to the meet as scratches will not affect heats or the lineup order. Ties will not be broken for seeding purposes.

- I. **4x800m Relay, 1 Mile, and 2 Mile:** seeded best to worst for hip numbers, one heat each. Each event will use a single-pole waterfall start.
- II. **800m:** seeded best to worst for hip numbers, one heat each. If all 12 competitors report to the starting line, a double-pole start will be used. The faster four athletes (hip numbers 1-4) will be placed on the outer pole.
- III. **55m and 55m Hurdles:** three flights of trials using serpentine seeding. The heat winners plus the next five times will advance to finals. The finals will be one heat,

seeded with preferred lanes (4-5-3-6-2-7-1-8). If eight or less competitors report to the event for trials, then all eight will automatically advance to the finals, skipping the trials. The final would still be held at the originally scheduled time.

- IV. **200m, 400m, and 4x200m Relay:** four heats of five for the 200m and 400m, heats of five or less as necessary for the 4x200m Relay. Preferred lane assignments are 5-6-4-3-2 (MPA format). Heats will be seeded slow to fast. The 4x200m Relay will utilize the three-turn stagger.

Relay Cards

Coaches must submit relay cards to the finish line prior to the start of each relay. If the relay team is scratched, the coach must submit the relay card noting the scratch.

Competitor Responsibilities

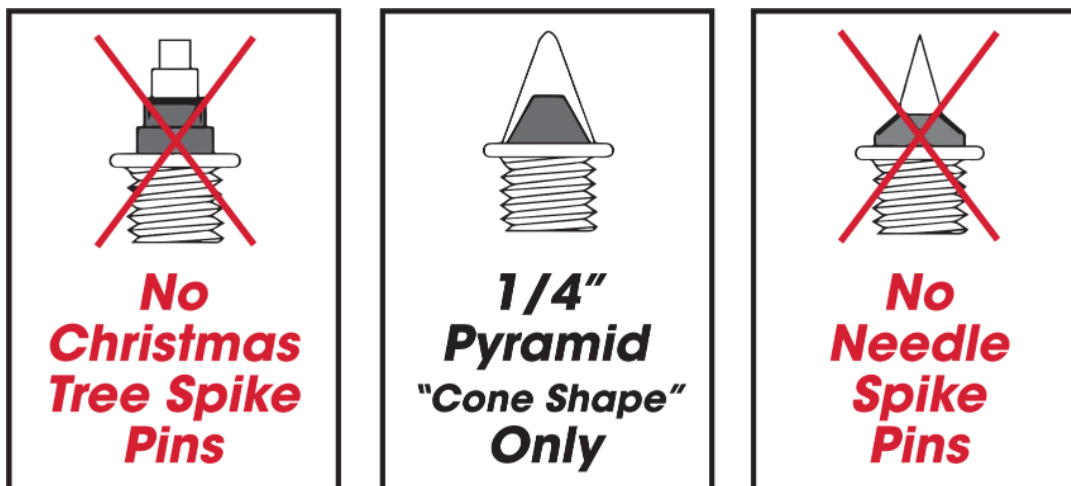
Weights and Measures

All throwing implements must be brought to W&M prior to the meet beginning (this includes both boys and girls shot put). Please refer to the NFHS rules regarding legal implements. All illegal implements will be impounded until the conclusion of all throwing events. Any implement cleared for use in the event may be used by any competitor. It is expected that competitors still ask for permission before using another team's implements.

Any implements damaged during the event will be impounded by the meet officials.

Spikes

Quarter inch ($\frac{1}{4}$ " or smaller) pyramid spikes will be allowed for all events. Christmas Tree and needle spikes are prohibited.



Hip/Chest Numbers

All runners will wear at least a hip number on their left hip, including all four members of the relay team. For races 400m and longer, as well as the last runner of each relay team, an additional number must be placed on the left chest.

Checking Out of Field Events

Athletes may check out of field events for up to 10 minutes at a time. If the athlete is checking out to compete in a long event, such as the 2 Mile, the Head Field Event Judge will use discretion on the time limit. If an athlete needs more time, they may return to the field event to check-in and check back out for another 10 minutes. The athlete may take an attempt when resetting the check-out timer, but is not required to do so.

When checking out of field events, athletes should be aware of the progress of the running events. Checking out too early can lead to time fouls.

Event Check-in Announcements (Calls)

First call (and the only guaranteed call), will be made 10 minutes prior to the listed start time of the event. The announcer may use their discretion to include more event calls.

Failure to report to the event before it begins will result in a DQ from the event and will be ineligible to participate in future events (any event already in progress will not be affected).

Pole Vault Weight Certification Forms

All Pole Vaulters (or their coaches) should be prepared to present the weight certification forms to the Head Field Event Judge before the competition begins. If the form is not presented or is not already on file with the Judge, the athlete will not be allowed to compete in the event, per MPA rules.

Team Personnel Responsibilities

Finish Line Area

All athletes and team personnel should be aware that the finish line camera will be active during the entirety of each race. The timing judges will be taking splits when applicable. When a race is in progress, the finish line area must be clear, and the finish line cannot be crossed by individuals not currently in the race.

Lap Counters

In races with more than one lap, the timing judges will be taking splits and keeping track of laps exclusively for timing purposes. It is the responsibility of coaches or their designee to communicate with their runners how many laps remain. The "LAPS TO GO" flip board will follow the leader, so it will not be accurate for lapped runners. Officials will make every effort to communicate laps to go for each competitor, but this is not guaranteed.

Hurdle Crew

It is expected that all available hands help move hurdles. Hurdles will need to be set up in all eight lanes, starting at the girls hurdle height and marks. After all preliminary heats of the boys hurdles, they will need to be reset back down to the girls height for finals.

At the conclusion of all hurdle finals, they will need to be stacked along the outside of the track on the hurdle carts, away from the emergency exits.

Starting Heights for Vertical Events

The starting heights for pole vault and high jump will be determined based on the final performance list. High jump will start 2 inches below the lowest entry and go up in 2 inch increments. Pole vault will start 6 inches below the lowest entry and go up in 6 inch increments. The actual starting heights will be posted to the meet page on MileSplit.

The absolute minimum starting heights for pole vault will be 5-0 for girls and 7-0 for boys. For high jump, the absolute minimum will be 3-6 for girls and 4-6 for boys.

Time Schedules

The order of events is listed in the KVAC Indoor Track Manual and will not be changed. Attached at the end of this manual are the preliminary time schedules. The final time schedule for each meet will be posted to the respective meet pages on MileSplit.

During the meet, the events will not be run ahead of schedule. The Games Committee may decide to suspend or alter the time schedule as needed during the meet.

Awards

Event Awards

At the conclusion of each event, the top eight will be presented with ribbons at the podium. When the event is ready to be presented, athletes should quickly report to the podium for the awards presentation. Coaches should make sure these athletes are prompt and presentable to help keep the other athletes from waiting and having to delay their event.

Athletes should check out of their field event(s) for the awards presentation. If an athlete is at the awards podium and they are scheduled to be the next event on the track, please have a coach or team representative report to the starting line so they don't miss their event. A running event can be delayed momentarily (within reason) to help speed along the awards presentations.

Pictures must be taken from outside the track or from the balcony. Please do not cross the track or field event runways to take pictures.

Athlete of the Meet

The highest scoring boy and girl of the meet will be each awarded as the KVAC Athlete of the Meet. If there is a tie for first place, it will be broken by whichever athlete broke more league records during the meet. If it is still a tie, both athletes will be awarded. This will occur at the end of the meet.

Team Awards

The winning boys and girls teams will each be presented with a plaque for the meet. This will occur after the KVAC Athlete of the Meet presentation.

Coaches Meeting

All relevant information for coaches will be included in this manual, emails from the Meet Director, and/or available on the meet page on MileSplit. Other resources include the KVAC Rules & Guidelines and the MPA Bulletin. There will **not** be a coaches meeting at the beginning of the championship meets. In lieu of a scratch meeting, all reported scratches will be made available to all coaches at the finish line table. This was a suggestion from the 2023 post-season coaches meeting and adopted by the 2024 Championship Games Committees.

Protests and Appeals

Protests

Protests must first be made to the Field Referee or Track Referee. Judgements pertaining to observed violations are not subject to protest (stepping over the take-off board, lane violations, etc.), unless there is reason to believe the rules were misapplied or misinterpreted. Starting violations are also not subject to protest.

The protest can be made at any time during the event, but must be submitted within 30 minutes of the results being announced. There is no fee for protests.

Appeals

If a coach is not satisfied with the protest and still believes the rules were misapplied or misinterpreted, an appeal can be submitted to the Jury of Appeals within 30 minutes of the referee's decision. The Jury is made up of three officials.

Appeals must be submitted in writing with the \$35 fee (cash) to the Foreman of the Jury or the Meet Director. Appeals forms can be obtained from either person. Incomplete forms will not be accepted. If the appeal is upheld, the fee will be refunded, otherwise it will be forfeited.


Video Review

Only the official finish line video and image can be used for officiating purposes. Any other video, such as that used for broadcast, media outlets, or personal/team video, will not be accepted for review by officials, referees, or the Jury of Appeals.

Facility Conduct

Device Policy

Athletes may not use any electronic devices (phones, headphones, etc.) on the track or infield. Coaches may use devices on the infield but must not interfere with any events. If the coach designates another athlete or other member of the team to record field events, they must still remain outside the track to use the device. This does not bypass the media credential requirement so a coach can take photos at the meet (please see the Media Credentials section for more information).



Athletes may not view any video or pictures on the track or infield (competition area). Athletes should be aware that once they are called 'up' for their attempt, the clock has started, and they are no longer allowed to view any videos or photos.

Keeping the Infield Clear

The infield must be kept as clear as possible. Exceptions are granted for coaches, actively competing athletes, and athletes checking in for their next events.

Artificial Noisemakers

Artificial noisemakers are prohibited from the meet. This includes speakers/megaphones, instruments, whistles, bells, and other powered or unpowered devices. The Anthem Talent is exempt from this for the performance of the National Anthem.

Food and Drinks

All food and drinks other than water are prohibited on the track or the infield.

Spectator Seating

All spectators must remain in the balcony. Spectators needing assistance may use the elevator in the front lobby.

General Cleanliness


Please be sure to keep the facility clean and tidy. All trash and recycling must be disposed of properly. Tape and other markings for events must be picked up at the conclusion of the event. If there are any major issues, please notify the Meet Director.

Athletic Trainer

An athletic trainer will be available near the finish line area. Athletes needing to be taped up will need to bring their own supplies.

Media Credentials

All media personnel must be credentialed. Anyone seeking credentials must apply for a pass by contacting the Meet Director. This includes team personnel or those associated with a competing team. A limited number of media passes will be issued.



There are several requirements for obtaining a media pass. Media personnel may not solely take images or videos of one team, they must capture content evenly. This may mean only capturing one field event, multiple events, running events, or any combination of events. All media libraries must be publicly available, and links to access these libraries must be sent to the Meet Director to have listed on the meet information on MileSplit. Traditional media outlets (such as newspapers) are exempt from making the library publicly available, but are certainly encouraged to do so.

Live streaming organized by meet management is exempt from these requirements.

Bus Parking

Due to the amount of vehicles that will be parking on campus, all buses must park off site. Bowdoin College recommends parking at Walmart.

Emergency Information

Phone Numbers

Emergency: 911

Bowdoin Security, Main: 207-725-3314

Bowdoin Security, Emergency: 207-725-3500

Evacuation

In the unlikely event of an emergency evacuation, everyone must evacuate, even competitors currently in an event. Exits are found in all corners of the field house, as well as scattered along the perimeter walls. There are stairs on both ends of the balcony. The elevator should not be used.

AED

Should it be needed, an AED is located on the wall in the front lobby.

Time Schedule & Order of Events

Subject to change. Please see the final schedule on the meet pages on MileSplit.

Field Events

7:15 PM Boys Long Jump, Girls High Jump, Girls Pole Vault, Boys Shot Put

8:05 PM Girls Long Jump

8:45 PM Boys High Jump, Boys Pole Vault, Girls Shot Put

8:55 PM Boys Triple Jump

9:45 PM Girls Triple Jump

Track Events

7:30 PM Girls 4x800 Relay

8:00 PM Girls 55 Hurdles (Prelims)

8:20 PM Girls 55 Dash (Prelims)

8:38 PM National Anthem & Welcome Announcements

8:40 PM Girls 55 Hurdles (Finals)

8:50 PM Girls 55 Dash (Finals)

8:55 PM Girls 1 Mile

9:15 PM Girls 400

9:35 PM Girls 800

9:45 PM Girls 200

10:05 PM Girls 2 Mile

10:35 PM Girls 4x200 Relay

7:45 PM Boys 4x800 Relay

8:10 PM Boys 55 Hurdles (Prelims)

8:30 PM Boys 55 Dash (Prelims)

8:45 PM Boys 55 Hurdles (Finals)

8:52 PM Boys 55 Dash (Finals)

9:05 PM Boys 1 Mile

9:25 PM Boys 400

9:40 PM Boys 800

9:55 PM Boys 200

10:20 PM Boys 2 Mile

10:40 PM Boys 4x200 Relay

10:50 PM Awards Ceremony (or once all events conclude)