Dear Coach,

Enclosed are rules, instructions for on-line entries, directions, and an order of events with time schedule for The Virginia Independent Schools Athletic Association Track & Field Championships to be held Sports Backers Stadium in Richmond, VA on May 17, 2014.

Entries for the VISAA Indoor Track & Field Championships are to be submitted on-line at http://va.milesplit.com/meets/136715-visaa-track-field-championships. **THE DEADLINE FOR ENTRIES IS MIDNIGHT, WEDNESDAY MAY 14, 2014.** There will be no entries, substitutions, or updates after the entry deadline. You may enter a maximum of three athletes per event by the deadline. **Athletes must be in grades 8 through 12.** If an athlete remains entered in a running event after the deadline, scratching an athlete from that event will disqualify that athlete from further competition in the meet (exceptions: athletes posted to the morning sections of the 3200m and/or the non-scoring sections of the 100m/200m). There will be no coaches meeting, but coaches should pick up their team packets from the press box upon arrival. Entry lists will be posted Thursday May 15th at Milestat (http://va.milesplit.com). Depending on the number of athletes entered in the 3200m, there may be slow sections run in the morning. **Athletes in the morning sections of the 3200m are eligible for placing and will be ranked along with the sections run in the afternoon.** A list of those athletes in the morning sections of the girls’ and boys’ 3200m will also be posted Thursday. Girls and boys posted for the morning sections of the 3200m may be scratched from those events on the day of the meet without penalty. They must be scratched prior to the start of the meet. All other scratches after the deadline, with the exception of field events (see Rules, Sec. C-3) and the non-scoring sections of the 100m/200m, will mean that athlete is scratched from all preceding events. Please read the rules for a more thorough explanation. If there are questions about entries, please e-mail me at warem@stcva.org.

**• 100M AND 200M DASHES •**

**FOR THE 100M AND 200M DASHES, WE WILL ACCEPT THE TOP 32 VERIFIED TIMES IN THE QUALIFYING HEATS FOR THE FINALS AND THE REMAINING ATHLETES WILL BE PLACED IN “NON-SCORING” SECTIONS SEEDED ON TIME. RUNNERS IN THE NON-SCORING SECTIONS WILL RUN AND THEIR TIMES WILL BE POSTED, BUT THEY CANNOT ADVANCE TO THE FINALS. NON-SCORING SECTIONS WILL PRECEDE THE SEEDED SECTIONS. ONCE THOSE SECTIONS ARE SET, A COACH MAY SCRATCH THEIR ATHLETE FROM THE NON-SCORING SECTIONS, IF THEY SO CHOOSE, WITHOUT PENALTY. SCRATCHES MUST BE DONE PRIOR TO THE START OF THE MEET. SCRATCHES FROM THE SCORING SECTIONS WILL DISQUALIFY THAT ATHLETE FROM FURTHER COMPETITION IN THE MEET.**

**PASSWORD FOR ENTRIES: VISAA2014**

**ENTRIES/SEEDING:** Because we are using the entry system from Milestat.com, entries for the various events will be automatically filled in from the database maintained by the Milesplit/Milestat.com site. A coach will not be allowed to enter a mark that is not in that database. While this does make things easier for coaches and meet directors because it eliminates the necessity of verifying times, it will be a problem for coaches attempting to enter marks from meets that have not been reported to Milestat.com. **ALL MEET DIRECTORS AND COACHES: REPORT YOUR RESULTS TO MILESTAT.COM OR E-MAIL THE FULL RESULTS TO THE VISAA MEET DIRECTOR (WAREM@STCVA.ORG).**

**ATHLETES MAY NO LONGER BE ENTERED INTO EVENTS FOR WHICH THEY HAVE NO MARK FROM THE SPRING SEASON. SAID ANOTHER WAY, IF YOUR ATHLETE HAS NOT COMPETED IN AN EVENT DURING THE SPRING SEASON, THEY MAY NOT ENTER THAT EVENT IN THE VISAA TRACK & FIELD CHAMPIONSHIPS.**

For clerical purposes, all entries must be completed on-line by MIDNIGHT, WEDNESDAY, MAY 14, 2014. No updated performances will be allowed beyond this date and time.

On-line entry instructions, rules, and time schedule are available online at: http://www.visaa.org

Marshall T. Ware, Jr., Meet Director
VISAA Track & Field Championships
NEW THIS YEAR

1. The VISAA will award state championships in two divisions to be based on a schools enrollment numbers. The meet will operate in the same manner as before, recognizing eight places with the winners of each event being awarded individually as “All-State (1st Team)” and second place “All-State (2nd Team)”. The team from Division 1 with the most points will be “Division 1 State Champions” and the team from Division 2 with the most points will be “Division 2 State Champions.” Individual awards such as “Most Valuable Field Event Performer” and “Most Valuable Running Event Performer” will be awarded as before. We will not select MVP’s from each division.

2. For an athlete to compete in an individual event in the VISAA Track & Field Championships, that athlete must have competed in that event and have a mark from that competition in that event from the season in which the VISAA Track & Field Championships is contested.

ELIGIBILITY [A]

A-1 A competitor shall be a regular bona fide student in good standing of the school that he or she represents. For purposes of hereof, the term “regular bona fide student” shall mean a full-time student taking at least an average of four hours of classes per day at the school that he or she represents.

A-2 A competitor is eligible for competition between Virginia Independent Schools Athletic Association (VISAA) member schools and for VISAA events if he or she turns 19 years old after August 1 of the academic year in question. Students below the 8th grade level are ineligible for competition between VISAA member schools and for VISAA member events.

A-3 Attending academic classes while classified as a senior at any school marks the student’s last year of eligibility for competition between VISAA member schools and for VISAA events. A student who has been classified as a senior at any school, who then transfers to another school, is eligible for competition between VISAA member schools and for VISAA events during that transfer year only. The student may not gain eligibility thereafter. Post-graduates are ineligible for competition between VISAA member schools and for VISAA events.

A-4 Students ineligible in their school’s conference are ineligible for competition between VISAA member schools and for VISAA events.

A-5 To be eligible for competition between VISAA member schools and for VISAA events, a school not involved in a conference or conference championship must play 50% of its contests against opponents from conferences approved by the Executive Committee.

A-6 The Executive Committee must approve the VISAA Championship eligibility of all VISAA member schools not in a conference approved by the Executive Committee. Such non-conference schools must comply with all VISAA tournament dates and times.

A-7 A VISAA member school’s violation of these rules by reason of an ineligible student’s participation may result in one or more of the following sanctions, as decided by the Executive Committee in its sole discretion.

- Forfeiture of any VISAA championships won by the school team of which the ineligible student was a member.
- Forfeiture of all games played by the school team of which the ineligible student was a member against VISAA opponents; or
- Ineligibility for VISAA championship competition during the following school year in the sport in which the violation occurred.

A-8 A VISAA member school may appeal any interpretation or application of these eligibility rules to the Executive Committee. Any such appeal must be in writing and must set forth the specific reasons for the appeal and the specific reasons in support thereof. Such appeal should include all supporting information as reasonably practical to enable the Executive Committee to make a fully informed decision, including, but not limited to, reports by third party professionals. The decision by the Executive Committee with respect to such appeal shall be binding on all parties. The VISAA member school seeking the appeal shall not vote as a representative on the Executive Committee with respect to that school’s appeal.

NUMBERS OF ENTRIES, SCORING, ENTRY FEE, AWARDS, ENTRY DEADLINE, RULES [B]

B-1 Run under the National Federation or State High School Athletic Association’s rules with some modifications.
B-2 No more than three athletes per school may be entered in each individual event.

B-3 Each contestant may compete in an unlimited number of field events and up to three running events including relays. If an athlete competes in more than three running events, including relays, they will be disqualified from any and all events that follow their third running event.

B-4 For an athlete to compete in an individual event, that athlete must have competed in that event and have a mark from that competition in that event from the season in which the VISAA Track & Field Championships is contested.

B-5 All entries and scratches must be completed on-line by MIDNIGHT, WEDNESDAY MAY 14, 2014. Late or additional entries will not be accepted. THERE WILL BE NO SUBSTITUTIONS OR UPDATED PERFORMANCES AFTER THE DEADLINE.

B-6 FIRST PLACE, 10 points; SECOND PLACE, 8 points; THIRD PLACE, 6 points; FOURTH PLACE, 5 points; FIFTH PLACE, 4 points; SIXTH PLACE, 3 points; SEVENTH PLACE, 2 points; EIGHTH PLACE, 1 point (including all relays). Nine competitors will qualify for the finals in the shot, long jump, and triple jump.

B-7 All participating schools should have contributed membership fees to the Virginia Independent Schools Athletic Association. If a school has not contributed, then a fee of $10.00 per athlete (up to a total of $100.00) will be paid. Checks should be made to “Virginia Independent Schools Athletic Association” and must be received by the day of the meet. If there are questions as to whether a school has contributed, please check with your athletic director or contact Richard Kemper, VISAA Executive Director, e-mail: rkemper@visaa.org, phone: 804-347-3238.

B-8 For all events, medals will be awarded to the top three places, and ribbons will be awarded for fourth through eighth place. All ribbons and medals will be distributed at the meet and will be available when the results have been posted. At the conclusion of the meet, the games committee will select the best field event and running event performers for the boys and girls. Selection of the awards for best field event and running event performers will be based on points (including relays). Plaques for the winning teams and the runners-up will also be awarded. Plaques will be engraved and sent via UPS to the schools after the meet.

B-9 All first places are deemed “All-State.” Second places are deemed “2nd Team All-State.” Third places are deemed “Honorable Mention All-State.”

**SCRATCHES ON THE DAY OF THE MEET, POLE VAULT CARDS [C]**

C-1 After the deadline, any athlete scratched from a running event for which they have been declared will be barred from competing in any other proceeding event.* There will be no entries, substitutions, or updates accepted after the deadline. Please note that the deadline for entering up to three athletes per event is the previous Wednesday at midnight.

* Boys and girls posted for the morning sections of the 3200m or the non-scoring sections of the 100m/200m dashes may scratch from those events on the day of the meet before the start of the meet without penalty.

C-2 There will be no entry changes on the day of the meet.

C-3 An athlete declared for a running event is barred from further competition in the meet if he or she scratches from any running event for which he or she has been declared or if the athlete fails to compete with a good faith effort in the event for which they are declared. If an athlete is declared for a field event, they may scratch from that field event if a coach or team representative reports the scratch to the official of the field event before the event begins (preferably at first call).

C-4 All coaches with athletes participating in the pole vault will be asked to sign a card that attests to the fact that the competitor is on a pole that is manufactured at the proper weight for the competitor.

**CONDUCT OF THE MEET [D]**

D-1 Semi-finals and finals will be conducted in the 100m/110m Hurdles, 100m Dash, and 200m Dash. Eight athletes will advance to the finals in the 100m/110m Hurdles, 100m Dash, and 200m Dash. The formula for advancement to the finals will be:

- If two heats, the first three places in each heat will qualify for the finals plus the next two fastest times.
- If three heats, the first two places in each heat will qualify for the finals plus the next two fastest times.
- If four heats, first place in each heat will qualify for the finals plus the next four fastest times.

D-2 Finalists in the 100m/110m Hurdles, 100m Dash, and 200m Dash will be seeded in sections and lanes according to their semifinal times.

D-3 In the 300m Intermediate Hurdles, 400m Dash, 800m Run, 1600m Run, 3200m Run, and relays the games committee will seed sections and lanes on the basis of entry times. Submitted hand-times will be converted to FAT.
Coaches and athletes (not currently competing in a field event) are not allowed on the infield. Coaches may escort runners to the bullpen area, but must refrain from coaching as set forth in Rule 4, Section 5, Article 8 of the National Federation Rule Book.

If a fall occurs on the first curve of any of the races, the race is to be called back, unless run in individual lanes.

Competitors will be asked to report to their event 30 minutes before their event is to begin (first call). Runners will be assigned numbers, which should be worn and visible on the left hip. Shirts must be tucked in so that hip numbers are visible. Failure to report by final call will result in an automatic scratch.

Contestants in the jumps, vault, and shot put, must report to the judge of the individual event 30 minutes prior to the time for the start of the event (first call). Failure to report by final call will result in an automatic scratch.

An athlete taking part in more than one of the events that are being run simultaneously, must check out with the event official. Upon checking out, the athlete will have 10 minutes to return the event and continue their competition. In the high jump and pole vault, if the athlete has failed to return in the allotted time and all other competitors have passed, failed, or cleared the existing height, the crossbar will be raised to the next height and the event official will automatically pass the excused athlete to the new height. In the long jump, triple jump, and shot put if the athlete has failed to return in the allotted time and their name is called for a trial, that trial will be recorded as a failed trial.

Coaches must take into account the limited time allowed to compete in another event when determining the events any individual competitor enters.

The boys’ high jump will start at 5’6” and will progress 2 inches to 6’6”, and then one inch to the finish, subject to peculiarities of the standards or the determination of the official. The girls’ high jump will start at 4’6”, and will progress 2 inches to 5’6”, and then one inch to the finish, subject to peculiarities of the standards or the determination of the official.

The pole vault will start at 10’0” for the boys and 6’0” for the girls. For the boys, the height of the bar will progress 6 inches to 15’0”, and then 3 inches to the finish, subject to peculiarities of the standards or the determination of the official. For the girls, the height of the bar will progress 6 inches to 11’0” and then 3 inches to the finish, subject to peculiarities of the standards or the determination of the official. All athletes are required to use poles specifically designed to carry their weight. Vaulters using a pole rated for less than their weight will be disqualified.

Shot puts and discs will be weighed before the meet. Any shot puts or discs deemed illegal will be confiscated and may be picked up by a coach at the conclusion of the meet.

With the exception of the vaulting pole, meet management reserves the right to require teams to use equipment supplied by the games committee.

In the long jump, the first legal jump for all competitors will be measured and recorded. After that, a minimum jump of 18’0” for the boys’ long jump and 13’0” for the girls’ long jump will be necessary to be measured as an official jump. Any jump that does not make the mark after the first legal jump will count as an unmeasured foul.

In the triple jump, the first legal jump for all competitors will be measured and recorded. After that, a minimum jump of 36’0” for the boys’ triple jump and 30’0” for the girls’ triple jump will be necessary to be measured as an official jump. Any jump that does not make the mark after the first legal jump will count as an unmeasured foul. Please note that the triple jump boards are 24’0”, 30’0” and 36’0” from the pit.

In the shot put, the first legal throw for all competitors will be measured and recorded. After that, a minimum throw of 40’0” for the boys’ shot put and 25’0” for the girls’ shot put will be necessary to count as an official throw. Any throw that does not make the mark will count as an unmeasured foul.

In the discus, the first legal throw for all competitors will be measured and recorded. After that, a minimum throw of 100’0” for the boys’ discus and 70’0” for the girls’ discus will be necessary to be measured as an official throw. Any throw that does not make the minimum after the first legal throw will count as an unmeasured foul.

The meet will run according to the schedule and will get no further ahead than ten minutes unless weather conditions make it necessary to adopt a rolling schedule.

**CONDUCT OF THE PARTICIPANTS [E]**

Unsportsmanlike conduct is behavior that is unethical or dishonorable. It includes, but is not limited to, disrespectfully addressing an official, any flagrant behavior, intentional contact, taunting, criticizing or using profanity directed toward someone. This shall apply to all coaches, contestants and other team/school personnel.

**PENALTY:** Disqualification from that event and further competition in the meet. Disqualification of a coach or other school personnel shall be from further involvement in the meet.

Unacceptable conduct by a competitor includes, but is not limited to, willful failure to follow the directions of a meet official, using profanity that is not directed at someone or any action which could bring discredit to the individual or his/her school.
PENALTY: Disqualification from that event.

E-3 In a relay event, the baton shall not be thrown following the finish of any relay.

PENALTY: Disqualification of the relay team from the event.
## TIME SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30</td>
<td>Report all scratches to the officials in the press box</td>
</tr>
<tr>
<td>10:30</td>
<td>Slow section girls 3200 meter run (one section)</td>
</tr>
<tr>
<td></td>
<td>Girls — Long Jump, Pole Vault, Discus</td>
</tr>
<tr>
<td></td>
<td>Boys — Long Jump, Shot Put, High Jump</td>
</tr>
<tr>
<td>10:45</td>
<td>Slow section boys 3200 meter run (one section)</td>
</tr>
<tr>
<td>11:00</td>
<td>Girls — 100 meter high hurdle semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>11:20</td>
<td>Boys — 110 meter high hurdle semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>11:40</td>
<td>Girls — 100 meter dash semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>noon</td>
<td>Boys — 100 meter dash semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>12:15</td>
<td>Girls — 4 x 800 meter relay (sections on time)</td>
</tr>
<tr>
<td>12:30</td>
<td>Boys — 4 x 800 meter relay (sections on time)</td>
</tr>
<tr>
<td>12:50</td>
<td>Boys — 110 meter high hurdle finals</td>
</tr>
<tr>
<td>12:55</td>
<td>Girls — 100 meter high hurdle finals</td>
</tr>
<tr>
<td>1:00</td>
<td>Boys — 100 meter dash finals</td>
</tr>
<tr>
<td></td>
<td>Girls — Triple Jump, Shot Put, High Jump</td>
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<tr>
<td></td>
<td>Boys — Triple Jump, Discus, Pole Vault</td>
</tr>
<tr>
<td>1:05</td>
<td>Girls — 100 meter dash finals</td>
</tr>
<tr>
<td>1:10</td>
<td>Girls — 1600 meter run (sections on time)</td>
</tr>
<tr>
<td>1:30</td>
<td>Boys — 1600 meter run (sections on time)</td>
</tr>
<tr>
<td>2:00</td>
<td>Girls — 4 x 100 meter relay (sections on time)</td>
</tr>
<tr>
<td>2:15</td>
<td>Boys — 4 x 100 meter relay (sections on time)</td>
</tr>
<tr>
<td>2:30</td>
<td>Girls — 400 meter run (sections on time)</td>
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<tr>
<td>2:45</td>
<td>Boys — 400 meter run (sections on time)</td>
</tr>
<tr>
<td>3:00</td>
<td>Girls — 200 meter dash semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>3:15</td>
<td>Boys — 200 meter dash semifinals (and non-scoring sections)</td>
</tr>
<tr>
<td>3:30</td>
<td>Girls — 300 meter intermediate hurdle final (sections on time)</td>
</tr>
<tr>
<td>3:45</td>
<td>Boys — 300 meter intermediate hurdle final (sections on time)</td>
</tr>
<tr>
<td>4:00</td>
<td>Girls — 800 meter sections (slow then fast)</td>
</tr>
<tr>
<td>4:20</td>
<td>Boys — 800 meter sections (slow then fast)</td>
</tr>
<tr>
<td>4:40</td>
<td>Girls — 200 meter dash final</td>
</tr>
<tr>
<td>4:45</td>
<td>Boys — 200 meter dash final</td>
</tr>
<tr>
<td>4:50</td>
<td>Girls — 3200 meter run (fast section)</td>
</tr>
<tr>
<td>5:05</td>
<td>Boys — 3200 meter run (fast sections)</td>
</tr>
<tr>
<td>5:30</td>
<td>Girls — 4 x 400 meter relay (sections on time)</td>
</tr>
<tr>
<td>5:45</td>
<td>Boys — 4 x 400 meter relay (sections on time)</td>
</tr>
</tbody>
</table>
DIRECTIONS TO RICHMOND’S SPORTS BACKERS STADIUM

FROM 95-NORTH AND 64-WEST
1. Take exit #78.
2. Make a right onto Boulevard.
3. The Sports Backers Stadium is on the left (3000 N. Boulevard).
4. The Sports Backers Stadium entrance is on the left just after the Ashe Center. There is a green sign on the left marking the entrance.

FROM 95-SOUTH AND 64-EAST
1. Take exit #78 and make a left.
2. Take a right at the first traffic light onto Robin Hood Road.
3. Take a left at the first traffic light onto Boulevard.
4. The Sports Backers Stadium is on the left (3000 N. Boulevard).
5. The Sports Backers Stadium entrance is on the left just after the Ashe Center. There is a green sign on the left marking the entrance.

PARKING
There is free parking along the north side of Sports Backers Park. There may be a charge for parking in the lots adjacent to Sports Backers Stadium.

INFIELD
The infield is open to officials and field event participants only. It is important that the athletes understand and obey this rule. Coaches are asked to set an example by remaining off the infield and away from the finish line officials unless they are officiating a field event. Please remember to remind your team of this restriction.
HOW DO I REGISTER FOR THE MEET?

**STEP #1  LOGIN OR REGISTER**
You must have a username and password for Milesplit. To get that, if you don’t have one, click register in the top right gray MileSplit bar directly under the Universal Sports logo and search box.

**STEP #2  CLAIM YOUR TEAM**
If you haven’t already set this up, you must be registered as a coach or team administrator to register for a meet. In order to get set up, you go to your team page, and at the top right, click “Claim This Team.” Choose either that you want to be a coach or team administrator. Follow the instructions on that page. Apply and submit. Once you do that and you are approved (usually within a few hours), you will receive a confirmation e-mail and you will be set to go to the next step.

**STEP #3  UPDATE YOUR ROSTER**
If your team’s roster is not already up-to-date, now is a good time to get any corrections made and add any additional athletes to it. Go to your team page, login, and you will see a button that says “TEAM ADMINISTRATION” to the right of your team’s name. Click that and then click roster on left hand toolbar. Enter or update your roster, adding any new athletes. To move graduated athletes to “ALUMNI,” simply add their graduation year and hit save.

**STEP #4  ENTER THE MEET**
Go to the season calendar and click on the green meet registration button of the meet you want to enter. Read and follow the instructions carefully and fill out the form completely. Once entered, you will see all of the available events/races listed. To enter an athlete into their respective events/races, click the “EDIT ENTRIES” link next to the event. On the following page, check the athletes you would like to enter (seed times will be automatically entered from the Milesplit database)* and click the save button at the bottom. Do this for each event/race. You will be able to change and update these entries until the entry deadline.

* Seed marks are automatically entered for each athlete from the Milesplit database. If an athlete has a seed mark from a meet that was not recorded into the Milestat database, you will have to e-mail the results of that meet to the meet director.