

# Meet Administration - Suburban Parochial League

Created 2026-02-11

## MEET ADMINISTRATION REGULAR SEASON AND LEAGUE FINALS MEET

### 1. Registering Teams and Athletes

- a. All SPL teams are responsible for creating and maintaining a team page on [Athletic.net](#). The [Athletic.net](#) support page can be found [here](#). Below are links to instructions for common team management tasks:
  - i. [Adding a team](#)
  - ii. [Uploading a roster](#)
  - iii. [Editing athlete information](#)
  - iv. [Adding, deactivating, reactivating and moving athletes](#)
- b. Palatine Pack will create meets and invite teams via [Athletic.net](#). This applies to all regular season and League Final meets. This does NOT apply to the John Mulholland Relays.
- c. Teams must accept the meet invitation and submit their meet entries by Thursday at 11:59PM.
  - i. [Accepting a meet invitation](#)
  - ii. [Submitting meet entries](#)

### 2. Eligible Athletes

- a. Individual contestants have a four (4) event maximum, including racing on a relay team. Of those four (4) events, only two (2) may be field events.
- b. Individual contestants shall not compete in the same event at more than one grade level.
- c. For regular season and League Final meets:
  - i. All teams may enter four (4) individuals in the Long Jump, Triple Jump, Shot Put, Discus, and Javelin.
  - ii. All teams may enter two (2) individuals in High Jump.
- d. For regular season meets:
  - i. All teams may enter unlimited contestants in running events.
  - ii. All teams may enter unlimited teams in relays.
- e. For the League Finals meet, the following entry limits apply:

Event	JV Limit	Varsity Limit
110/100 M Hurdles	N/A	2
100 M Dash	4	4
1600 M Run	Unlimited	Unlimited
4x200 M Relay	1 team	1 team
4x100 M Relay	2 teams	2 teams
400 M Dash	2	2
200 M Dash	2	2
800 M Run	6	4
800 M Medley Relay - JV only	1 team	N/A
4x400 M Relay - Varsity only	N/A	1 team

### 3. Schedule

- a. The coaches and volunteer meeting will begin at 7:30am. All coaches and volunteers are required to attend. The meet director will conduct a roll call and introduce, among others, the starter, games committee, and head field judge. The meet director will point out the staging area and provide any last minute reminders about rules and conflicts. A

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representative from the Safety Committee will also provide a safety overview of the meet location.

- b. Girls field events will begin promptly at 8:00 a.m.
- c. Boys running events will begin promptly at 8:30 a.m.

## 4. Staging

- a. All running events will be staged at the north end of the track. Runners in all heats will be escorted together to the start line or relay exchange zones.
- b. Our FAT partner will provide heat sheets for each event. Heats will be broken out by age group as outlined in the By-Laws.
- c. Hip numbers are used to enable easy identification for FAT systems. A hip number distribution table is to be set up near staging with four volunteers and printed heat lists. There will be two lines: one for JV and one for Varsity. Check in will begin at 8:00 a.m.
- d. Athletes get a new hip number for each event. Athletes should pick up hip numbers for a race when the first call for the race is made.
- e. Instruct your athletes to keep running should their hip number fall off mid-race.

## 5. Individual Awards and Team Points

- a. Individual Awards
  - i. Regular season meets. Individual awards will be provided to the 1st-4th place finishers in each event.
  - ii. League Finals meet. Individual awards will be awarded to all scorers.
    - 1. 1st place: medals
    - 2. 2nd-8th place: ribbons
  - iii. Athlete of the Year: A male and female SPL Athlete of the Year will be chosen by the majority of head coaches present at the conclusion of the League Final Meet and announced at the meet.
- b. Team Scoring. Points will be awarded as follows: 10-8-6-5-4-3-2-1.
- c. An awards table will be set up near the stands (outside the track) for distribution of ribbons. Meet volunteers can access results online to determine if an athlete won a ribbon.

## 6. League Finals Team Awards

- a. Overall Awards
  - i. 1st-3rd place plaques will be awarded to the highest scoring teams across all grade levels and divisions.
  - ii. 1st place plaques will be awarded to the following team winners:
    - 1. JV Boys
    - 2. JV Girls
    - 3. Varsity Boys
    - 4. Varsity Girls
- b. Division Awards
  - i. Enrollments. School enrollments for grades 5 thru 8 are to be submitted to the League President prior to the first meet of the season so as to determine whether a school is assigned to Division A, AA or AAA.
  - ii. Assignment to a specific Division is based on a school's and/or merged team's combined grades 5 – 8 enrollments. Division assignment is utilized for the League Finals Meet only.
  - iii. Overall Division Champions: A first-place plaque or trophy differentiated from all other awards and plaques shall be awarded in all three Divisions A, AA and AAA for each gender, for a total of six awards:

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1. Division A Boys Champions
  2. Division A Girls Champions
  3. Division AA Boys Champions
  4. Division AA Girls Champions
  5. Division AAA Boys Champions
  6. Division AAA Girls Champions
- c. The Ray Morello Trophy is awarded to the school scoring the greatest overall point total (all 4 groups combined) in League Finals meet. The Ray Morello Trophy is a traveling trophy that is passed from winner to winner.

## 7. Meet Information Letter

- a. Meet hosts are responsible for sending a meet letter to FAT timing company, all participating teams, and the starter at least one week prior to meet day. A meet letter template is available on the SPL website.
- b. Meet Information Letter will include track location and meet worker assignments. Meet worker assignments are also listed in the meet schedule.
- c. To avoid error and confusion, the Meet Information Letter will not include information on events procedures, since these are already described in SPL official documents

## 8. Instructions for Running Events

Event	Notes
110 M Hurdles - Varsity boys only	All runners stay in lane for entire race.
100 M Hurdles - Varsity girls only	All runners stay in lane for entire race.
100 M Dash	All runners stay in lane for entire race.
1600 M Run*	Runners must remain within their assigned alley until they pass the breakline, located after the first turn. After the first turn, athletes may move toward the inside lane (lane 1), but must do so safely without interfering with others.
4x200 M Relay	All runners stay in lane for entire race.
4x100 M Relay	All runners stay in lane for entire race.
400 M Dash	All runners stay in lane for entire race.
200 M Dash	All runners stay in lane for entire race.
800 M Run*	Runners must remain within their assigned alley until they pass the breakline, located after the first turn. After the first turn, athletes may move toward the inside lane (lane 1), but must do so safely without interfering with others.
800 M Medley Relay - JV only	Runners 1-3 stay in lanes. After the first turn, Runner 4 may move toward the inside lane (lane 1), but must do so safely without interfering with others.
4x400 M Relay - Varsity only	Runner 1 stays in their lane. After the first turn, Runner 2 may move toward the inside lane (lane 1), but must do so safely without interfering with others. Use start line for 3-turn stagger.
*More information about alley assignments can be found on the IESA website <a href="#">here</a> .	