**20xx Suburban Parochial League Week #X Meet**

[HOST Schools] cordially invite you to compete at the SPL Week #x meet to be held on Saturday, Date, 2023 at [Location name and address].

The meet will follow the traditional SPL format. In addition to [HOST Schools], the following teams are invited: [INSERT TEAM NAMES AND ABBREVIATIONS]

The JV coaches and volunteer meeting will begin at 7:45am with field events starting at 8:00am and running events starting at 8:30am. The Varsity coaches and volunteers meeting will begin approximately 15 minutes after the JV meet but not earlier than 11:45am with the meet beginning shortly thereafter.

Please note:

* The venue host will/will not allow spikes on their track. The maximum length of the spikes are allowed are [⅜” or ¼”]. Note, the SPLTF By-Laws specify 1/4" spikes are the max length allowed but we also need to be cognizant of what the venue will allow too. **Only varsity 7th & 8th grade athletes** are allowed to wear spikes. JV athletes can only wear trainers or racing flats.
* **RULE CHANGE REMINDER:** Long Jump, Triple Jump and Javelin contestants need to have their marks ahead of time as they'll not be allowed to move backwards from to the pit to get their marks.
* If there will not be certain events run, note that here. Ex. There will be no triple jump due to damage to the boards.
* NO Pets are allowed!
* NO **TEAM** Tents are allowed.
* Athletes are to remain in their team area, stay off the football field and pole vault and high jump pits.
* There [will be/will not be] concessions at this meet

**Event Participation Limits and Scoring**

Each school can enter **two** athletes in the 75 M, 75 M Hurdles (V), 100 M, 200 M dashes and 400 M, 600 M (JV), 800 M (V) runs. Schools may enter **four** participants in the JV 800 M Run and **unlimited** entries in the Varsity 1600 M Run. Schools may enter only **one** team per school in the relay races.

For the 75m dash, 75 hurdles, 100m dash, and 200m dash, schools should assign specific runners to heats as follows:

* **Best runner in heat 1: List schools**
* **Best runner in heat 2: List schools**

Schools may enter **three** individuals in high jump. Schools may enter **four** individuals in all other field events.

There will be a limit of **FOUR** events total per athlete for the day.

Scoring for the individual events and relays will be 7-5-4-3-2-1 (follow NFHS scoring rules - see table Rule 2), with the exception of the 4 x 100 minor relay which will score as 4-3-2-1.

We will be scoring on eight levels: 5th grade boys, 5th grade girls, 6th grade boys, 6th grade girls, 7th grade boys, 7th grade girls, 8th grade boys and 8th grade girls.

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# **JUDGING**

The Games Committee for this meet will be made up of [insert names]. The decision of the Games Committee with respect to disputes and disqualifications will be final. All coaches are expected to support these decisions as well as be responsible for their athletes’ and supporters’ behavior.

# **STAGING**

All running events will be staged at the north end of the track. Runners of both grades will be escorted together to the start line or relay exchange zones.

**MEET WORKERS**

Enclosed please find the Calling Order of Events and Lane assignments for the meet. As previously mentioned, we are following, with the exceptions noted, the traditional order of events used for the Divisional Championship and SPL Final meets.

Attached are each school’s worker assignments for the meet. Volunteers need to be well trained and instructed to run the events they are assigned. Please use the [www.s-p-l.org](http://www.s-p-l.org) website where rules for each event are listed. **Please take time in advance of the meet to instruct your volunteers and have them watch the** [**instructional videos**](https://www.youtube.com/channel/UCOWkWfk1UW2GoeBHCn3-O2g)**. The success of all our meets depends on this.**

Please note, **if you are scheduled to run a field event**, you need to bring all the equipment necessary to run that event: clipboard, rakes, tape measures, measuring poles, cones, pens/pencils, shot puts, javelins, discus, etc. The host schools will provide scoring sheets and ribbons for each field event. The SPL web site lists the equipment required for each event.

Relay exchange judges are expected to stay at their assigned position throughout each session to monitor races and to ensure the safety of the athletes.

As part of our rental agreement with [Insert High School] and the various tracks that allow us to use their facilities, we would like to ask all schools to assist with a full cleanup of their spaces during the meet and at the conclusion of the meet. Furthermore, we ask that you remind all your families and athletes that as guests of these facilities, we need to respect all property. **No dogs are allowed at SPL meets.** Obtaining track and field space to use for the SPL track meets is getting a bit more challenging each year. We do not want to wear out our welcome at any school or facility that allows us to use their space.

We are looking forward to a fun, exciting and competitive track meet that reflects the tradition and quality of our respective schools. If you have any questions, please feel free to call or email me. Thanks in advance for all your support and we look forward to seeing you on Date!

Sincerely,

Name

Meet Director

Email address

Phone:

**VOLUNTEER ASSIGNMENTS AM & PM**

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|  | **TEAM** | **TEAM** | **TEAM** | **TEAM** | **TEAM** | **TEAM** | **TEAM** | **TEAM** |
| Meet Director |  | 1 |  |  |  |  |  |  |
| Head Field Judge |  |  | 1 |  |  |  |  |  |
| Announcer | 1 |  |  |  |  |  |  |  |
| Head Finish Line |  |  |  |  |  |  | 1\* |  |
| Finish Line Judges |  |  |  |  |  |  | 4 |  |
| Ribbons |  | 1 |  |  |  |  |  |  |
| Staging |  |  |  |  |  | 4\* |  |  |
| Shot Put |  | 4\* |  |  |  |  |  |  |
| Javelin / Discus |  |  |  |  | 4\* |  |  |  |
| Long Jump |  |  |  |  |  |  |  | 4\* |
| Triple Jump |  |  |  | 4\* |  |  |  |  |
| High Jump | 4\* |  |  |  |  |  |  |  |
| Relay Judges |  |  | 4\* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL PER SESSION** | **5** | **6** | **5** | **4** | **4** | **4** | **5** | **4** |

\* Denotes school in charge of event or volunteer group.

**JV Order of Events - Session 1**

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| **Session 1: Junior Varsity (Grades 5, 6)** | | |
| **Girls Field Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 5, 6 | Each school allowed 4 entries |
| Triple jump | 6, 5 | Each school allowed 4 entries |
| Shot put (6 lbs.) | 6, 5 | Each school allowed 4 entries |
| Javelin | 5, 6 | Each school allowed 4 entries |
| High jump | Combined | Each school allowed 3 entries. Contestants in the high jump are to be combined with all contestants jumping at the same height before the bar is raised to the next height. |

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| **Session 1: Junior Varsity (Grades 5, 6)** | | |
| **Boys Running Events** | | |
| **Event** | **Seq** | **Special instructions** |
| 75 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 4 qualify for finals. |
| 200 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 4 qualify for finals. |
| 600 m run | 5, 6 | Set up on 200m start line. Stay in lane 1st curve only. |
| 100 m dash prelim | 5, 6 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 5, 6 | Normal 4-curve stagger start. Stay in lane entire race. |
| 400 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 800 m run | 5, 6 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 800 m medley relay (1x1x2x4) | 5, 6 | Normal 2 curve stagger start. First three runners stay in their lane, 4th runner cut in as soon as they get baton. |
| 400 m relay (minor)  (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race. |
| 400 m relay (major)  (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race. |

**JV Order of Events - Session 2**

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| **Session 2: Junior Varsity (Grades 5, 6)** | | |
| **Boys Field Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 5, 6 | Each school allowed 4 entries |
| Triple jump | 6, 5 | Each school allowed 4 entries |
| Shot put (6 lbs.) | 6, 5 | Each school allowed 4 entries |
| Javelin | 5, 6 | Each school allowed 4 entries |
| High jump | Combined | Each school allowed 3 entries. Contestants in the high jump are to be combined with all contestants jumping at the same height before the bar is raised to the next height. |

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| **Session 2: Junior Varsity (Grades 5, 6)** | | |
| **Girls Running Events** | | |
| **Event** | **Seq** | **Special instructions** |
| 75 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 4 qualify for finals. |
| 200 m dash prelim | 5, 6 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Top 4 qualify for finals. |
| 600 m run | 5, 6 | Set up on 200m start line. Stay in lane 1st curve only. |
| 100 m dash prelim | 5, 6 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 5, 6 | Normal 4-curve stagger start. Stay in lane entire race. |
| 400 m dash | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 5, 6 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 5, 6 | Starter may pause meet here if finals were run at preliminary time |
| 800 m run | 5, 6 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 800 m medley relay (1x1x2x4) | 5, 6 | Normal 2 curve stagger start. First three runners stay in their lane, 4th runner cut in as soon as they get baton. |
| 400 m relay (minor)  (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race. |
| 400 m relay (major)  (4 x 100) | 5, 6 | Normal 2 curve stagger start. Stay in lane entire race. |

**Varsity Order of Events - Session 3**

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| **Session 3: Varsity (Grades 7, 8)** | | |
| **Girls Field Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 7, 8 | Each school allowed 4 entries |
| Triple jump | 8, 7 | Each school allowed 4 entries |
| Shot put (8 lbs.) | 8, 7 | Each school allowed 4 entries |
| Discus | 7, 8 | Each school allowed 4 entries |
| High jump | Combined | Each school allowed 3 entries. Contestants in the high jump are to be combined with all contestants jumping at the same height before the bar is raised to the next height. |

| **Session 3: Varsity (Grades 7, 8)** | | |
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| **Boys Running Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Hurdles 75 m prelim | 7, 8 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Once prelims have finished, move hurdles off in lanes 1 and 2. |
| 800 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| Hurdles 75 m finals | 7, 8 | Begin approximately 10 minutes after last prelim is run |
| 200 m dash prelim | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. Top 4 qualify for finals. |
| 75 m dash prelim | 7, 8 | Same as hurdles. Top 4 qualify for finals. |
| 100 m dash prelim | 7, 8 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 7, 8 | Normal 4-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. |
| 400 m dash | 7, 8 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 1600 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 400 m relay (minor)  (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race. |
| 400 m relay (major)  (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race. |
| 1600 m relay (4 x 400) | 7, 8 | Normal 2 curve stagger start. All runners stay in lane entire race. |

**Varsity Order of Events - Session 4**

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| **Session 4: Varsity (Grades 7, 8)** | | |
| **Boys Field Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Long jump | 7, 8 | Each school allowed 4 entries |
| Triple jump | 8, 7 | Each school allowed 4 entries |
| Shot put (8 lbs.) | 8, 7 | Each school allowed 4 entries |
| Discus | 7, 8 | Each school allowed 4 entries |
| High jump | Combined | Each school allowed 3 entries. Contestants in the high jump are to be combined with all contestants jumping at the same height before the bar is raised to the next height. |

| **Session 4: Varsity (Grades 7, 8)** | | |
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| **Girls Running Events** | | |
| **Event** | **Seq** | **Special instructions** |
| Hurdles 75 m prelim | 7, 8 | Each school allowed 2 runners. # of runners per heat depends on total entered. See instructions on placing runners in heats. Once prelims have finished, move hurdles off in lanes 1 and 2. |
| 800 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| Hurdles 75 m finals | 7, 8 | Begin approximately 10 minutes after last prelim is run |
| 200 m dash prelim | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. Top 4 qualify for finals. |
| 75 m dash prelim | 7, 8 | Same as hurdles. Top 4 qualify for finals. |
| 100 m dash prelim | 7, 8 | Same as 75 m dash prelims |
| 800 m relay (4 x 200) | 7, 8 | Normal 4-curve stagger start. Stay in lane entire race. |
| 75 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 200 m dash final | 7, 8 | Normal 1 curve stagger start. Stay in lane for entire race. |
| 400 m dash | 7, 8 | Normal 2-curve stagger start. Stay in lane entire race. |
| 100 m dash final | 7, 8 | Starter may pause meet here if finals were run at preliminary time |
| 1600 m run | 7, 8 | Set-up for universal start. Race will be combined only at the discretion of the meet director as needed. |
| 400 m relay (minor)  (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race. |
| 400 m relay (major)  (4 x 100) | 7, 8 | Normal 2 curve stagger start. Stay in lane entire race. |
| 1600 m relay (4 x 400) | 7, 8 | Normal 2 curve stagger start. All runners stay in lane entire race. |

**Lane Assignments**

**JV GRADES 5 & 6**

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|  | 75m  Dash  (1) | 200m Dash  (1) | 600m  Run | 100m  Dash  (1) | 800m  Relay | 400m  Dash | 75m  Dash   Finals | 200m  Dash  Finals | 100m  Dash  Finals | 800m  Run   (2) | 800m  Medley  Relay | 400m  Relay  Minor | 400m  Relay  Major |
| Lane 1 | VIS | HTNDK | SIJ | JJBSI | SJC | JSMG |  |  |  | n/a | MIKES | IC | VIS |
| Lane 2 | IC | VIS | HTNDK | SIJ | JJBSI | SJC |  |  |  | n/a | JSMG | MIKES | IC |
| Lane 3 | MIKES | IC | VIS | HTNDK | SIJ | JJBSI |  |  |  | n/a | SJC | JSMG | MIKES |
| Lane 4 | JSMG | MIKES | IC | VIS | HTNDK | SIJ |  |  |  | n/a | JJBSI | SJC | JSMG |
| Lane 5 | SJC | JSMG | MIKES | IC | VIS | HTNDK |  |  |  | n/a | SIJ | JJBSI | SJC |
| Lane 6 | JJBSI | SJC | JSMG | MIKES | IC | VIS |  |  |  | n/a | HTNDK | SIJ | JJBSI |
| Lane 7 | SIJ | JJBSI | SJC | JSMG | MIKES | IC |  |  |  | n/a | VIS | HTNDK | SIJ |
| Lane 8 | HTNDK | SIJ | JJBSI | SJC | JSMG | MIKES |  |  |  | n/a | IC | VIS | HTNDK |

1. These lane assignments are for the preliminary races in the 75m, 200m and 100m dash. Lane assignments for the finals will be determined by finish places in the preliminaries with the best finishers in lanes 3 and 4.
2. Universal start will be used for this race. Starter will line runners up at the line.

**Lane Assignments**

**VARSITY GRADES 7 & 8**

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|  | Hurdles  75m  (1) | 800m  Run  (2) | Hurdles  75m  Finals | 200m  Dash  (1) | 75m  Dash  (1) | 100m  Dash  (1) | 800m  Relay | 75m  Dash  Finals | 200m  Dash   Finals | 400 m  Dash | 100m  Dash  Finals | 1600m  Run  (2) | 400m  Relay  Minor | 400m  Relay  Major | 1600m  Relay |
| Lane 1 | HTNDK | n/a |  | SIJ | JJBSI | SJC | JSMG |  |  | MIKES |  | n/a | IC | VIS | HTNDK |
| Lane 2 | VIS | n/a |  | HTNDK | SIJ | JJBSI | SJC |  |  | JSMG |  | n/a | MIKES | IC | VIS |
| Lane 3 | IC | n/a |  | VIS | HTNDK | SIJ | JJBSI |  |  | SJC |  | n/a | JSMG | MIKES | IC |
| Lane 4 | MIKES | n/a |  | IC | VIS | HTNDK | SIJ |  |  | JJBSI |  | n/a | SJC | JSMG | MIKES |
| Lane 5 | JSMG | n/a |  | MIKES | IC | VIS | HTNDK |  |  | SIJ |  | n/a | JJBSI | SJC | JSMG |
| Lane 6 | SJC | n/a |  | JSMG | MIKES | IC | VIS |  |  | HTNDK |  | n/a | SIJ | JJBSI | SJC |
| Lane 7 | JJBSI | n/a |  | SJC | JSMG | MIKES | IC |  |  | VIS |  | n/a | HTNDK | SIJ | JJBSI |
| Lane 8 | SIJ | n/a |  | JJBSI | SJC | JSMG | MIKES |  |  | IC |  | n/a | VIS | HTNDK | SIJ |

1. These lane assignments are for the preliminary races in the 75m hurdles, 200m, 75m, and 100m dash. Lane assignments for the finals will be determined by finish places in the preliminaries with the best finishers in lanes 3 and 4.
2. Universal start will be used for these races. Starter will line runners up at the line.