

Suburban Middle School Conference

Track & Field Conference Meet **Information Packet**

Grayslake Middle School is proud to be hosting this year's S.M.S.C. Track & Field Meet on April 29th and noon. The meet will be held at Grayslake North High School. Included in this packet is general information, maps, guidelines for the use of the facilities, as well as seeding information for the meet.

There will be a seeding meeting held on **Thursday, April 27 at 6:00pm of Grayslake Middle School, 440 N. Barron Blvd, Grayslake IL 60030** (Food will be provided).

In case of problems or additional information needing to be sent, would each head coach please send an e-mail to Joyce Van Laeke vanlaeke.joyce@d46.org with the following information

- Their Name
- School
- Head Coach of What Gender/Grade
- Additional Coaches names & e-mails
- Cell Phone Number to be reached at

SEEDING ENTRY INFORMATION

ALL entries must be received "on-line" by **Wednesday, April 26 by 11:59PM** so they can be seeded correctly for the seeding meeting on **Thursday, April 27th at 6:00pm**. We realize that performance times may be limited for some schools. We will all have to do our best with the numbers that we have available for seeding.

We are fortunate this year to have a knowledgeable and experienced individuals taking care of the computerized seeding and scoring for the meet. Taking care of those duties is Bob Geiger (Illinois Prep Timing). Bob and his crew has vast experience in the FAT timing for Track & Field Meets. Our official Starter this year is Shelly Gray. Shelly is an experienced IHSA Track Starter and has worked with us in the past and has done a great job.

We will allow last minute changes at the seeding meeting, **BUT WE WOULD LIKE TO KEEP THESE TO A MINIMUM.** If you have changes after you submit your entries on-line, you can make changes on your own up until the deadline date on your own via the website. We will be there at 5:30pm to start making changes that coaches may have to help save time. Please print and/or review your entries on athletic.net PRIOR to the seeding meeting. (We will have computers available to use)

Please do your best to have names spelled correctly during the on-line process.

All entries MUST be made on-line. To do this, go too www.athletic.net
Please follow the instructions in this packet before you make your entries. NOTE: Most all of you will have accounts from last years Conference Meet. Your rosters will still be there. You will basically need to deactivate some athletes and add all new additions for your team. If you have questions along the way, please e-mail Joyce Van Laeke at vanlaeke.joyce@d46.org

A listing of coaching responsibilities for the meet will be distributed at the seeding meeting. Everyone helping out makes the meet run smoother and faster.

We will be using FAT timing. I am very excited since this process should keep things running efficiently and will free up coaches for having to time at the finish line. Bob will review information regarding the FAT timing procedures at the seeding meeting.

Suburban Middle School Conference Online Entry Instructions (#295559)

Date	4/29/2017	Host	Illinois Prep Top Timing
Location	Grayslake North HS 1925 N Illinois 83, Round Lake Beach, IL 60030	Director	
Field Start		Email	
Track Start		Phone	

Athlete Registration will be locked on 4/26/2017 at 11:59 PM (local time)

This meet is using free online registration at Athletic.net!

Athletic.net is a resource for Track & Field and Cross Country coaches, offering free **statistic tracking**, easy **meet registrations**, free **meet managers**, and free tools to simplify common coaching tasks.

Follow the 4 steps below to get started:

1. Sign up for a free coach account (if you do not have one)

- Go to: www.athletic.net
- Click on '**Log In**' in the upper right-hand corner, and then click '**Sign Up**' on the bottom of that screen.
- Complete the signup wizard
- After receiving the confirmation email, go on to #2

2. Add meets to your season calendar

- **Log In** to Athletic.net
- Navigate to your team home by clicking your name in the upper right hand corner to open the side menu, and then the home icon next to the appropriate team.
- Click "**Add a Meet**" in your calendar box
- Where it says "Meet ID:" enter **295559** and click **Add**
- Repeat this process for the rest of your season calendar.
(You can also add other meets, even if you don't know the Meet ID. Just select your state and click "**Next >**" instead of entering your meet ID.)
- Verify that your calendar is correct. Click on a Meet, then the pencil icon to make corrections to a meet, or use the trash can icon to delete a meet.

3. Enter team roster

- Open the side menu by clicking on your name.
- Click on your team and then click "**Edit Athletes**" from the list of links for your team.
- Add athletes to the roster manually, or upload your roster using the "Upload Athlete Roster" option

4. Register athletes for the Suburban Middle School Conference

- Locate **Suburban Middle School Conference** on your team's main Track & Field page and click on the meet name.
- Click "**Register Athletes**"
- Click on an event name, or athlete name to begin registering
- Choose the correct division to enter athlete in
- Entries will be saved automatically. *For meets that collect entry fees online, be sure to enter payment information if you want your entries to be accepted.*
- Use the "**Add an Athlete**" buttons to add athletes to your roster if needed.

You can freely use this meet registration feature of Athletic.net for all your meets. The host team can download them from the website for free.

Tips

- Large teams often have each of their coaches sign in to register the athletes they are responsible for.

Examples of how to type in times and distances

Sprints in seconds – **29.3**

Long Distance in minutes & seconds – **2:34.6**

Jumps/Throws - **26'4.5"**

Relays:

Once in the relay event the “**V**” dot for each athlete in the relay, including alternate Team & Leg Column use **A1, A2, A3, A4** for the 4 runners and just the plain **A** for the Alternate. Order does NOT matter.

Only **one** athlete needs the **Seed Time**

QUESTIONS: Please e-mail Joyce Van Laeke at vanlaeke.joyce@d46.org

Or call my cell at 847-975.6424

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ORDER OF EVENTS

NOTE: A copy of the Order of Events with “estimated” times of each event will be distributed at the seeding meeting.

Teams arrive no earlier than 11:00am (we will be setting up that day)

11:30 Coaches Scratch Meeting in the Press Box

12:00m Boys Report to Field Events

12:00pm Hurdles

7G 100m Hurdle Semis followed by 8G - Short period of rest

7G 100m Hurdle Finals followed by 8G Finals

7B 110m Hurdle Semis followed by 8B -Short period of rest

7B 110m Hurdle Finals followed by 8B Finals

Girls Running Events - Boys Field Events (Morning)

7G 100m Semis followed by 8G - Short rest period

7G 1600m Finals

7G 100m Finals followed by 8G finals

8G 1600m Finals

7G 4x200m relay Finals followed by 8G Finals

7G 4x100m relay Finals followed by 8G Finals

7G 400m Finals followed by 8G Finals

7G 200m Finals followed by 8G Finals

7G 800m Finals followed by 8G Finals

7G 4x400m relay Finals followed by 8G Finals

Boys Running Events - Girls Field Events (Afternoon)

7B 100m Semis followed by 8B - Short rest period

7B 1600m Finals

7B 100m Finals followed by 8B Finals

8B 1600m Finals

7B 4x200m relay Finals followed by 8B Finals

7B 4x100m relay Finals followed by 8B Finals

7B 400m Finals followed by 8B Finals

7B 200m Finals followed by 8B Finals

7B 800m Finals followed by 8B Finals

7B 4x400m relay Finals followed by 8B Finals

Clean Up By All Teams (Garbage Bags will be provided)

Tabulation of Results - Final paperwork results will be faxed to schools and made available through a website link.

Eligibility

- A. 4 events max.
- B. 2 relays (may not be 4x100 & 4x200)

Scoring:

Individual & Relay: 10-8-6-4-2-1

Awards

Ribbons will go to the top 6 places in each event. A championship trophy will also be awarded to each of the grade levels for boys and girls.

Final Results

Final paperwork results will be faxed to all schools and available through a website link. Ribbons and final results (if available) can be picked up in the press box at the conclusion of the meet.

Equipment – Most all equipment will be provided - shots, discus, batons.
Please plan on bringing your own starting blocks in the event the GNHS blocks are not available.

Spikes – Only ¼” Pyramid Spikes are permitted on the track.

Trainer – We will have a trainer on-site for the event. Please bring your own first aid kit for minor issues. The trainer will NOT be doing preventative taping of athletes.

Concessions – A concession stand will be available at the meet.

False Starts

One false start is allowed. A second false start will result in a disqualification.

Admission

There will be an admission charge for non-athletes
\$3.00 for adults and \$1.00 for children 6 years and older

School/Athlete Responsibility

1. Athletes are expected to stay off of the track and the infield unless they are competing.
2. Appropriate Sportsmanship is expected to be displayed at ALL times
3. At the end of the meet ALL teams are expected to thoroughly clean their area/camp in the bleachers. Garbage bags will be provided.

Important Dates To Remember

All online entries to www.athletic.net by **on Wednesday April 26 by 11:59pm**

REMINDER: The seeding meeting will be held on **Thursday April 27th at 6:00pm** at Grayslake Middle School - 440 Barron Blvd, Grayslake, IL 60030 We look forward to seeing everyone there.