DIRECTOR AND OFFICIALS

FOR
STATE TRACK MEET
MEET OF CHAMPSES
DECATHLON/HEPTATHLON

AAA Liaison - Nick Lasker
Nick@ahsaa.org
501-813-4958
Arkansas Activities Association

State Track Meet Directors and Officials Meeting

1. Welcome
2. Introductions
3. Explanation of Materials Provided, Equipment Available
4. Importance of Consistency in State Meets
5. Referee Forms and Things to Return to AAA Office
6. Meet Director Information
   A. Qualifying advancers sent through Hy-Tek program (conferences should send only the number of actual qualifiers in the advancers file)
   B. Additional qualifiers sent by AAA Office
   C. Worker instructions
   D. Announcer instructions
   E. Communication among key workers and press box during meet, including Hy-Tek scorers
7. Comments
8. Other
CHECKLIST FOR CONFERENCE
and STATE TRACK MEETS

MEET DIRECTOR

Note: The AAA Track and Field Handbook includes all the Arkansas adoptions for procedures to use for all conference track meets. The track handbook is available on the track page of the AAA web site, www.ahsaa.org...Sports... Track / XCountry. Print this off and make several copies to give to key people and to have available at the meet.

1. Set up FAT and have backup timers as needed.
2. Be familiar with the adopted procedures set forth in the AAA T&F Handbook.
3. Obtain and assign other workers for the meet.
4. Train each head field judge and other event workers in advance. Provide with items needed for the event, including rules, procedures, equipment, entries, clipboard and pencil.
5. Have experienced key officials: Referee, Starter, Head Field Judge, Clerk of the Course, Asst. Clerk.
6. Instruct Head Umpire and other Umpires or have Head Umpire instruct them.
7. Hy-Tek operator must have entries in the computer to create heat sheets and prepare event sheets.
8. Prepare event areas for all field events. Have “Event Closed” signs for each event.
9. Jumping pits should be well filled, smooth and moist; rake and tape ready.
10. See that HJ and PV landing pads are set up correctly.
11. Mark off shot and discus areas with 34.92 degree sector and restraining tape for safety.
12. Get measuring bars, crossbars and measuring tapes for field events.
13. Define restricted areas and mark off non-restricted areas for coaches and spectators.
14. Mark a boundary on the field to guide athletes to benches and proper warm-up area.
15. Rope off area near shot and discus to keep athletes and spectators in separate defined areas.
16. Have blocks ready and assign worker to get them to the proper place and take up again.
17. Instruct workers measuring shot and discus. (Measure discus to the lesser full inch ONLY. **Drop any fraction on discus throws** - all other field events to the nearest lesser ¼ inch.)
18. Provide flags for running Umpires (yellow and white).
19. Provide flags for field event Umpires (red and white).
20. Set up wind gauges (3) and review operators, if needed, for LJ, TJ, 100 m, 100 H, 110 H, 200 m.
21. Provide appropriate paperwork: Coaches compliance forms, violation report forms, appeal forms, relay cards, time schedule.
22. Review uniform and jewelry rules and procedures with key officials, including Clerk of the Course, Starter and field event judges.
23. Determine coaches meeting site and time with the Referee and announce frequently.
24. Provide radios or other communication devices to key officials. Do not permit use of electronic devices in the competition venues.
25. Use the standard event numbers and Hy-Tek abbreviations found on the track page.
26. Expect the unexpected and be ready to handle anything properly.

AFTER THE CONFERENCE / DISTRICT MEET:

1. Be sure coaches know: Places that qualify for state. (Top six in 7A & 6A, four in 5A, two in 4A (also the 4 next best performances in each event from all 4A conference meets) and top two in all others. Only the NEXT finisher is an alternate (7th, 5th or 3rd respectively.)
2. Be sure your Hy-Tek computer operator submits **electronically** (1) results (.doc), to VarVee.com within 48 hours after the conference meet **AND** (2) advancers files (.tcl) to designated person for your state meet, the morning following the conference meet by 10:00 a.m. Instructions, if needed, are provided in the Hy-Tek Manual and “Reporting Qualifier (Advancers) through Hy-Tek” form.
3. Remind coaches to e-mail any additional qualifiers from certified meets to the AAA office within 48 hours for verification (Name, Date of Event, Gender, Name of Certified Meet, Event, and Performance result).
1. **INTRODUCTION AND WELCOME** - Introduce yourself and welcome on behalf of the site host and personnel and AAA.

2. **COMPLIANCE SIGN-IN** (AAA Track Handbook, p. 27) and what it means. Must weigh in vaulters prior to warmups and coach must initial the PV sheet. Reminder: Warm-up is permitted ONLY with a legal competition pole that is legal for the athlete using it.

3. **SPORTSMANSHIP** - Expectations, for example: Gracious behavior whether winning or not winning, no taunting, throwing batons (on or off the track), etc. Subject to DQ.

4. **RESTRICTED AREAS / COACHING AREAS** - Varies by site - describe for your site.
   a. No tobacco allowed on school property. Illegal - could be fined; track rule - could lead to DQ.
   b. No electronic devices allowed in restricted areas. Examples include, but not limited to: Cell phones, cameras, communication devices (radio-type), CD players, MP3 players, Hand-held games, etc.

5. **LISTENING FOR CALLS** and reporting for the event. (Calls at 15, 10 and 5 minutes)
   a. Participation rule.
   b. Relay cards. May list 6, mark the 4 who run. For the 4 x 100 m Relay, mark the athletes separately with (P) for those who run in prelims, and (F) for those who run in the finals.
   c. Assigned numbers must be worn on the front of the jersey throughout the race. Tear-off tags are not to be removed except by meet personnel.
   d. Runners must run the complete designated course.

6. **UNIFORMS**
   a. Must be school issued.
   b. Jerseys are to be tucked in unless designed to be worn out, in which case they must cover the waistband when the competitors is standing upright.
   c. Worn as manufacturer intended, such as waistbands not rolled over, waistbands worn at waist, right side out, not pinned, etc.
   d. Relay teams must follow restriction for relay races.
   e. Shoes that have an upper, sole and heel must be worn on both feet.
   f. No headwear, such as caps, bandannas, do-rags, large bows, etc.
   g. No sunglasses, except prescription eyewear.
   h. Jerseys are not to be removed in the competition area.
   i. Questions? Ask the Referee, who will need to see the athlete or relay team in the uniform.

7. **WARMING UP** on the track must cease when the running events begin. There will be *no early warmups at any field event* without permission from the Meet Director AND the event judge and coach of that athlete is present.

8. **VERY IMPORTANT!** (Conference Meet Only) - Any coach wishing to enter an athlete in the state meet by a qualifying performance in a certified meet must fax to the AAA the appropriate form within 48 hours after the conference meet. The printable form can be found on the track page of the AAA web site, www.ahsaa.org.

9. **PROTESTS AND APPEALS** - A Jury of Appeals shall be identified. A coach first appeals verbally to the Referee. An appeal shall not concern a matter of judgment. If the coach feels that the rules have been misapplied or misinterpreted and then wishes to make a formal protest, this is done by filing a written appeal form with the Referee within 30 minutes after the announcement of the results.

   The Referee shall then convene the Jury of Appeals, disqualifying any potential member connected with a school that would be significantly affected by the Jury's decision. The Referee does not serve on the Jury of Appeals. The Jury of Appeals shall confer to consider the written appeal
and return to the Referee the written decision. The decision of the jury shall be final.

10. WEATHER CONCERNS AND PROCEDURES - Work with Meet Director to determine safest areas to move athletes, coaches and workers in case of weather delays. Tell coaches announcements will be made as necessary.

11. RECAP MEETING - Inform coaches that a voluntary meeting of track and field personnel will be held on immediately following the 9:30 coaches meeting at the state meet site to review state track meets and Meet of Champs to discuss any reasonable and practical ways they can be improved. All track coaches, track officials and others who are interested may attend.

12. ASK FOR QUESTIONS of general interest to the group. Ask coaches to see the Referee individually for specific questions.

13. Any other additional information specific to the venue. Close with a Good Luck statement.
DUTIES OF THE REFEREE -
(NFHS Rules Book)

1. In charge of activities during the meet.

2. Authority begins upon arrival and concludes 30 minutes after the last results are announced.

3. The sole authority to determine if a race should be rerun.

4. Determines if an event venue does not meet criteria.

5. When a competitor is disqualified the Referee shall notify the competitor's coach or the competitor.

6. Has the sole authority to rule on infractions or irregularities.

7. Call out laps in races of three laps or longer.

8. Prior to the meet the Referee shall meet with all head coaches and captains.

9. Shall approve the official scorer's final results and record the time the meet
DUTIES OF THE HEAD FIELD REFEREE -
(NFHS Rules Book)

1. Responsible for the conduct and supervision of all field events and shall report directly to the Referee for the final decision.

2. Review procedures for using equipment and implements when provided by the Game Committee.

3. Oversees the measuring, weighing and inspections of all implements and apparatus such as crossbars, jumping standards, etc.

4. Conduct a pre-meet meeting of all event judges.

5. Ensure that each competitor has a fair and equal opportunity to perform.

6. Verify records.

7. Certify scorecards.

8. Instruct event judges to secure the facilities and return equipment.

9. Communicate with the meet Referee as needed.

10. The Head Field Referee may be the inspector of implements whose duties are:
    a. Shall weigh and measure, then certify all implements to be used in competition.
    b. Illegal implements shall be impounded until competition is concluded.
    c. Inspect and certify implements used in throwing events, vaulting poles and starting blocks.
STARTER

The Starter has an awesome responsibility as a part of the track and field meet. His/her responsibility during the administration of running events makes for a smoothly run meet.

The starter has jurisdiction over the competitors at the starting line except for those duties assigned to the clerk of the course, and shall decide without appeal whether a start is fair and legal, or which competitors shall be charged with a false start. A starter should try to talk with the clerk and the head finish judge when reporting to the venue to get our signals and instructions for the runners straight. A duplication of instructions is redundant and the runners usually do not listen to the starter as closely when there has been information given them about the start by the clerk. A conversation with the public address announcer is needed, also. He/she should know what the starter will be doing before each race so there will be no delay in starting the races. The starter should be concerned about starting the races on time when there is a time schedule.

The runners, when they report to the start, are told to get a couple of starts and then stand behind their blocks. If they are listening, as they should, they will not get in their blocks too early.

The sprints, i.e., 100 meters, 200 meters and 400 meters are all run in lanes for the entirety of the race. 100 meter races are run on straight-aways. The 200 meter sprint is run around a one turn so therefore it is started from a staggered start. The 400 meter is run around two turns and the track may be marked off a little differently from track to track. This is another reason why the starter should be sure to survey the starting points of the races, looking at location and colors as soon as he/she gets to the venue.

STARTING COMMANDS

STARTING COMMANDS FOR RUNNING EVENTS MUST BE CONSISTENT WITH THE RULES BOOK. The exact words and pattern the starter uses are important. It is the responsibility of the starter to know and use the starting commands as required by the current rules. It benefits every athlete who competes in running events to know that the same required commands will be used each time they run a given race. These are the starting commands as designated in the high school rules book. (It is fine to preface the commands with, “Ladies and Gentlemen …”

THREE COMMAND START - For races or opening relay legs of less than 800 meters.

(1) "On your marks" - Competitors immediately take their position behind their starting lines. Must be in position and steady.

(2) "Set" - Without delay, assume their final and set position with no part of their bodies touching on or over the starting line. All competitors must be motionless. If any competitor is in motion, the starter shall not fire the starting device. If necessary the starter may direct all competitors to “Stand up”. After adjustments, a new start will be made.

(3) Fire the starting device and proceed with the normal duties during the race.

TWO COMMAND START - For individual races of 800 meters and longer. Prior to the first command the runners are asked to take a position one step or more behind the starting line to alleviate the problem of leaning or movement at the starting line. On the command...
(1)“On your marks” - The competitors will, without delay, step up to the starting line and, when all are set and motionless the starter will

(2)Fire the starting device.
All races which are run up through the four hundred meters, the commands should be like this: I want to insert this little thing that I do, also, at this point. I know that these commands are not entirely proper, but I always say, “Ladies/Gentlemen, on your marks.” This personalizes it a little and I heard a starter 20 or 25 years ago say that you need to be as calm, but yet commanding, as you can be to make the runners feel as calm and thus they probably will hold for you and have a fair and legal start. I do not like to have false starts. I do not like to have someone jump on me and I not catch it, either.

Hands should be behind the starting line. If it is a relay race, the starting runner may have the baton across the line and it may be touching the track beyond the line.

New False Start Rule: One false start is charged to the field with no one being DQ’d. Any subsequent false start(s) shall cause all runner who false started to be DQ’d.

Since there are at least 8 runners when the track is full, the starter and assistant starter may wish to crisscross with one another watching the runners farthest from themselves. The assistant starter should take the runners nearest the starter and vice-versa. The assistant or back-up starter has the same responsibility as the starter does on a false start. If the race gets started and there is a false start, the gun is fired again to bring the runners back. The gun is not fired if there is a break by a runner before the race is fairly/legally started.

Races from the 600 (indoor), 800 (outdoors) on up - These races may or may not be started with blocks. If they are, the commands are a little different. The last couple of years there have been some changes in the starting spot for distance races. Up until that time, all the races, from 800 on up were started from the one turn stagger and the runners broke at the break line on the opposite side of the track. The Arkansas Activities Association adopted a few years ago the starting spot on these races in alleys. On an eight lane track, the first alley (lanes 1 – 4) is the same as the old teardrop/waterfall start that was once used on all distance races. The second alley (lanes 5 – 8) is marked in those lanes starting at the one turn stagger for lane five. The entire field is usually divided equally to run in the alleys. Lanes 5 – 8 (alley two) must stay outside the lane line between lane 4 and 5. They may break at the regular break line at the start of the straight away on the opposite side of the curve from where the race begins.

The track should have a dotted line one meter back from the starting line. The participants should stand behind that line until the starter gives the command, “On your mark.” When he says that, they shall step up to the starting line and become motionless. The starter will fire the gun when the field is motionless.

Indoors, the track is smaller and thus the lanes are usually narrower. The number of lanes may vary and the lanes per alley is determined by the number of lanes. As was mentioned in the previous information, the alleys are marked off on the indoor surface. Each alley has the same number of lanes or same amount of surface so the runner/participants will be equally or near equally divided. If there is an uneven number there possibly will be more in alley one than in alley two. The length of the alley will be determined by whether the race is run indoors or outdoors. The
break line will be designated before the races are started. On many tracks, the alleys are marked by cones from the starting line to the break line.

**Pre-meet Duties**
(1) Inspect and test the starting apparatus and FAT equipment
(2) Inspect the starting and finishing lines, relay stagger, exchange zones, and cut-in flags/cones
(3) Confer with the announcer to familiarize him/her with the meet time and schedule for preliminary calls
(4) Confer with the head finish judge to ensure agreement and understanding of meet procedures
(5) Confer with the clerk of the course regarding pre-race instructions to the competitors to avoid duplication or information at the starting line.
(6) Meet with the assistant/backup starter and discuss recall procedures

**Pre-race Duties**
Just prior to the race and before giving remaining instructions, the starter should:
(1) Inspect the starting device (again) to make sure it is ready and direct all attendants and non-competitors to move away from the starting line.
(2) Restrict and keep quiet the environment around the starting line so competitors are able to direct their total concentration to the start of the race.
(3) Apply preventive officiating checks for proper uniforms and jewelry.

(4) Give final instructions - Appropriate information might include the following:
"Runners, do not delay in responding to my commands. At the command “On your marks,” I will give you reasonable time to assume a comfortable position. When the command “Set” is given, I will expect you to promptly come to your final position and remain motionless until the starting device is fired.

**NOTE:** This set of instructions applies to the races up to and including the 400 meters.
UMPIRE INFORMATION

INFRACTIONS:
1. When a race is run in lanes, competitors are expected to run the entire race in their assigned lanes. Competitors will not be in violation if they inadvertently run out of their lanes on a straightaway or in the lane to their outside on a curve, provided they do not interfere with or impede another runner. A competitor shall be considered to be out of their lane, and shall be disqualified when:
   a. Without being fouled and while running around a curve, steps on or over the inside lane line or curb for three or more consecutive steps with either or both feet, or;
   b. While running on a straightaway, runs in an adjacent lane and interferes with or impedes another runner, or;
   c. While running around a curve runs over the outside lane line and interferes with or impedes another runner, or;
   d. He/she does not finish the race in their assigned lane, or if while a member of a relay team does not make the pass in the assigned lane.
   e. He/she takes one or more steps inside the assigned lane line at the break line.
2. A competitor shall not deliberately run on or inside the track curb (or painted line), and thereby gain an advantage by improving position or shortening the course. A competitor may leave the track to retrieve a dropped relay baton provided no interference occurs and no advantage is gained. In a race involving a curve where lanes are not specified, a competitor may move toward the inside or outside of the track provided he/she is one full running stride, approximately 7 feet, in advance of the competitor whose path is crossed. It is not a foul if a competitor crosses to the inside or outside if this action does not interfere in any way with another competitor's stride. A competitor shall not, when running around a curve, step on or over the curb, or painted curb, for three or more consecutive steps with either or both feet. There is also a concern on races finishing on the long straight. Once a runner has established his/her path, he/she cannot force a runner to keep running further outside nor can he/she cut back inside to impede a runner. When a competitor impedes another runner, direct contact is not necessary, any action that causes one to break stride or lose momentum is a violation.
3. Relay Infractions.
   a. Each competitor shall carry the baton by hand throughout the race and shall pass it to the succeeding teammate.
   b. Baton dropped in exchange zone. Either runner can retrieve it as long as they do no interfere and baton is retrieved within the limits of the original exchange zone extended across the track.
   c. Baton dropped out of exchange zone. Must be retrieved by the runner who dropped it.
   d. Relieved runner must stay in their lane until others go by them, and then step off the track when clear. Inside or outside runners can move in or out.
   e. Passing Zone -- Baton must be passed within 20M exchange zone. When incoming runners runs 200M or less, 10M acceleration zone can be used. (1st two exchanges on Medley OK) Must start within zone. Races where acceleration zone is not used, runner must be within 20M exchange zone to start. Baton must be exchanged within 20M exchange zone. WATCH THE BATON AS IT DETERMINES THE INFRACTION.
   f. Track rules relative to fouling, coaching or interference apply identically to relay races. Also, incoming competitors may not assist teammates by pushing them.
g. The baton shall not be thrown following the finish of any relay.

4. Hurdle Infractions.
   a. Position yourself on each side of hurdles during all races.
   b. Does not attempt to clear each hurdle.
   c. Advances or trails a leg or foot along side of hurdle and below the height of the hurdle gate.
   d. Runs over a hurdle not in assigned lane.
   e. Deliberately knocks down any hurdle by hand or foot.
   f. Impedes another runner.

5. Lapped Runners.
   a. Lapped runners continue their path. They do not have to move out.

GENERAL:
1. Placement - no magic spot - but always try to get an angle. Remember, umpires do not disqualify, they just report. Do not discuss infraction until a decision is made. Obtain number, lane, foul, who is fouled, and what occurred. In case a decision has to be made on a rerun of a race, the referee needs to know how great a disadvantage the offended runner or team is placed at.
2. Talk to the runners, prevent a situation if possible (but do not coach).
3. As soon as runners go by your station, raise white flag if no foul. If there is an infraction, raise yellow flag immediately and report it to head umpire.
4. S/he will, in turn, complete the Umpires Report.
CLERK OF THE COURSE

According to the NFHS rules 3-7-1 and 2 the clerk has the following duties.

1. Record the name and number of each competitor.
2. Assign each runner to the proper hear and starting position.
3. Give all necessary instructions concerning the rules governing the race and advancement qualifications to the next round.
4. Be at the starting line before each race.
5. Announce lane assignments.
6. Hold each competitor responsible for reporting promptly to the start when the race is announced.
7. Checking and enforcing rules in regard to uniform, visible apparel, jewelry, and shoes.

The clerk must have knowledge of the following:

1. The rules governing each running event.
2. The location of the start, finish, and exchange zone lines.
3. Understanding the timing and the flow of the running events.

He must also:

1. Coordinate event calls with the announcer.
2. Keep the meet on schedule.
3. Coordinate the flow of events and heats with the starter.
4. Know where to direct contestants and competitors to get questions answered.

Duties can be placed into different time segments.

Pre-Meet: Arrive early (60 minutes) to prepare the staging area.

- Table and chairs
- Time schedule, entries, heat and lane assignment sheets.
- Clipboard and pencils
- Hip numbers
- Synchronize your watch with the official meet time.
- Speaker system or bull horn to call for missing contestants.
- Walkie-talkie to communicate with the announcer, finish line, F.A.T., and Hy-Tech operators.
- Note cards for each event: starting line, exchange zones qualifying information, etc.

Pre-Race:

- Check in contestants as they report and become competitors.
- Inform competitors of their heat and lane assignments and distribute Hip numbers.
• Define the area where the competitors can complete their warm-up.
• Check for rule violations with regard to uniforms, shoes, jewelry religious articles, medical alert medals, and batons.
• Collect relay cards and check the actual competitors. **EACH RELAY CARD SHOULD BE MARKED WITH THE APPROPRIATE “P” FOR PRELIMS AND/OR “F” FOR FINALS.**

**Race time:**

• Gather all competitors and give the necessary instructions-type stagger, exchange zone, etc.
• Announce qualifying procedures or scoring places if finals.
• Arrange competitors into correct heats and lanes.
• Remind competitors of prohibited items.
• Make any last second adjustments in heat and lane assignments, number of heats, etc.. Be sure to communicate any changes to the finish judge, F.A.T., Hy-tech, and announcer.
• Make sure competitors are in the correct heat/lane and wearing the proper hip number.
• Deliver the competitors to the starter.
• Make note of any “no-shows” when the race starts. Once runners are in starting position, prevent any “no-shows” from participating or delaying the start.

**Post Race:**

• Clean up staging area.
• Return heat sheets to meet director with any changes noted. Return of the hear sheets is especially important. If the referee is concerned about a situation he/she will want to know who ran that race, heat, lane.

The clerk has many responsibilities. We have found it best to use two assistant clerks to man the staging area, one for each gender.
HEAD FINISH JUDGE

The head finish judge really serves as the coordinator of the finish line at the start and finish of each race. According to the NFHS rule book the head judge shall designate the places to be picked by the assistant finish judges. During the race he/she should view the complete finish as a whole. Should a competitor be overlooked the head judge may place the competitor in a position personally observed. The head judge can make this decision only if the matter cannot be resolved by the assistant judges.

There should be at least two assistant judges assigned to each position to be scored and one to the first non-scoring place. When FAT is used, the picture becomes the official record of the race and the assistant judges decision are used only in the case of malfunction. With FAT use, the games committee or meet director may reduce the number or eliminate the assistant judges. In Arkansas, the use of judges to back-up the FAT is required in conference and state meets.

Meet procedures:

- Be familiar with the rules concerning each running event.
- Report to the meet director one hour before the first running event.
- Pick-up necessary supplies (finish pads, pencils, whistles and flags).
- Check the number of assistant judges present and determine if FAT is to be used.
- Distribute the pads and pencils and assign judges to the positions to be picked.
- Before each race, verify that the judges are ready, observe the FAT signal, and signal the starter when the finish line personnel are ready.
- At the conclusion of the race, collect the finish slips and wind gauge readings and give to the finish line recorder.
- At the conclusion of the meet, thank the judges for their help, collect all supplies, and return them to the proper location.
STATE TRACK MEETS
ANNOUNCEMENTS

Please read these announcements often. Add any others as appropriate.

(MOC) All winners today are invited to compete in the Meet of Champs at _________________ on Saturday, May ____. The coaches of the winners will need to come by the Referees area to sign the Meet of Champs form indicating that the winning athletes WILL or WILL NOT participate in the Meet of Champs.

Those invited to participate in the Meet of Champs are the winners of each event at each state track meet and the next nine best performances statewide. A list of invitees will be posted on the Arkansas Activities Association website.

COACHES – Awards can be picked up at (give location) ____________________________ after the results of your last event have been announced.

DECATHLON-HEPTATHLON ENTRIES
The deadline for submitting entries for the Boys Decathlon or Girls Heptathlon is May 1ST. Entry forms are available on the AAA web site and may be faxed to the AAA office. Entries will also be accepted on May 2nd and 3rd with a $25 late fee. After May 3rd no entries can be accepted.
# Lap Counting Form

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Counter Person ___________________________________________

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